



Viewing Final Student Grades in Otus

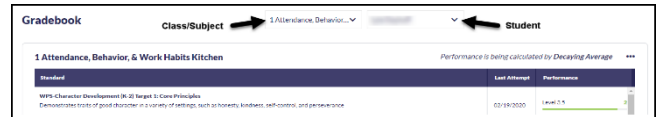
Parents and/or guardians with an Otus family account can follow the directions below to see student performance in each class/subject

1. Go to my.otus.com and log in with your Otus email address and password

- Your logon is your email address you used to sign up for your account
- If you have forgotten your password, click Forgot Password?
- If you do not have a student account yet, please email your student’s teacher or contact the school for this information. You must have the student code for your student to access information.

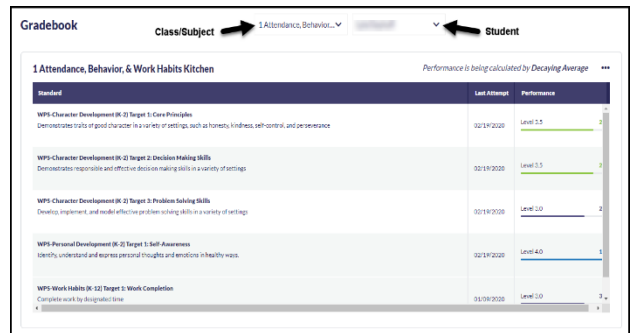
2. Click Gradebook to access the gradebook module

- Use the drop-down arrows at the top to select your student (if you have more than one) and to select the class/subject you want to look at.
- You must use the drop-down arrows to switch between subject and students



3. Look at Standards and Scores for each subject

- After selecting a class/subject, you will see all standards that have been assessed in that class through on the year.
- Each standard shows:
 - The description of the standard
 - The date it was last attempted
 - The performance score – this is the cumulative score for that standard, showing the level the student achieved. To the right of the score there is a number, that is the number of times during the year the student was assessed on that standard.
- Click on any standard to “open” the standard and see the grade on each attempt as well as a graph of performance.



*Make sure to scroll down and right to see all the provided information and use the drop-down at the top to switch to see other classes/subjects.

4. HELP/FAQ

- Need help with login? See information above under #1
- Need navigating Otus after logging in? Please click Chat in the bottom right hand corner.
- Have questions about a student’s grade? Please contact the classroom teacher
- Grading Scale – Each standard is assessed on a scale of 0-4. See scale to the right for performance indicators.

0 to 4 Point Scale with Performance Indicators	
Level 4.0	Advanced: Student demonstrates knowledge which exceeds grade level standards.
Level 3.5	Student demonstrates some understanding beyond grade level standards.
Level 3.0	Proficient: Student demonstrates mastery on grade level standards. This is the target/goal for student success and should be celebrated.
Level 2.5	Student demonstrates partial success on grade level standards.
Level 2.0	Developing: Student demonstrates basic understanding and is partially proficient at meeting grade level standards.
Level 1.5	Student demonstrates partial success on foundational skills or major errors on grade level standards.
Level 1.0	Emerging: With help, student demonstrates some understanding of foundational skills and grade level standards.
Level 0.5	With help, student demonstrates some understanding of basic skills.
Level 0	Even with help, student is not successful or no evidence is shown.