Name ________________________ ***Quarter*** _____

This is your record of total points earned. It is your responsibility to keep it up-to-date at all times. This sheet will count as a part of the portfolio at the end of each quarter. It will allow you to see your overall progress at all times and be able to identify any work that needs to be completed. Check the asessment sheets found within the room to keep yourself aware of all items. Use the explanation guide below.

Date:	Enter the date when the item was assessed.
#:	Enter the number of each assessment as they correspond with the assessment sheets in
Type:	Enter 'CQ' for concept quiz, 'Q' for quiz, 'T' for test, 'P' for project, or 'O' for other.
Description:	Enter a brief description of the task.
Points Earned:	Enter the points you achieved on the task.
Points Possible:	Enter the points that were possible on the task.
Total Points Earned:	This is a running total. Find the sum of all points earned.
Total Points Possible:	This is a running total. Find the sum of all points possible.
Overall Percentage:	Divide the total points earned by the total points possible. Move the decimal point twice to the right. Then round to the nearest percentage.
Achievement Level:	Follow the assessment scale and enter the abbreviation based on your overall percentage.

ASSESSMENT SCALE:	
	High Achievement (HA): 100%-85.5%
	Proficient (PROF): 85%-69.5%
	Progressing (PROG): 69%-49.5%
	Beginning (BEG): 24.5%-49%
	No Evidence (NO) (0%-24%)

Date	***#***	***Type***	***Description***	***Points Earned***	***Points Possible***	***Total Points Earned***	***Total Points Possibl***	***Overall Percentage***	***Ach. Level***