

Gradebook Setup and Assignment Grade Entry

Secondary Teacher

Objectives:

[Grade Calc Options](#)

[Create Categories](#)

[Add Assignments](#)

[Scoring Assignments](#)

Additional Info from Campus Community:

[Configure Grade Book Display Settings](#)

Grade Book Setup

STEP 1: [Set Grade Calculation Options](#)

NOTE: If this is not completed, In Progress grades will not populate and the option to Post grades will not appear when the Grading Window has been opened.

STEP 2: [Create Categories](#)

NOTE: There has to be at least one category before you can add an assignment. (e.g., Assignments, Tests, Quizzes, Projects)

STEP 3: [Add Assignments](#)

NOTE: [Student Groups](#) and [Section Groups](#) (new in version 1633) can also be created to use with assignments. (optional)

1 Set Grade Calc Options

PATH: *Campus Instruction > Grade Book > Settings > Grade Calculation Options*

The grade calculation options are the preferences you select to determine how the Grade Book calculates In Progress grades.

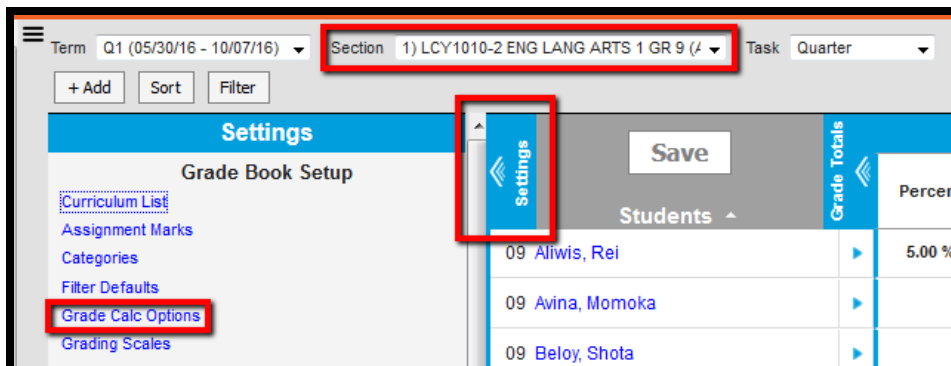
Students	Posted	Fill Rpt Crd Comments	Points	Possible	Percent	In Progress	Post Grade	Class Work	Categories
09 Aliwis, Rei		CC	99	100	99.00 %		A	99.00 %	ASSN1 Seq: 1.00 Due: 08/08 Class Work Points: 100
09 Avina, Momoka		CC	88	100	88.00 %		B	88.00 %	
09 Beloy, Shota		CC	77	100	77.00 %		C	77.00 %	
09 Brightblade, Jobie B		CC	66	100	66.00 %		D	66.00 %	
09 Bryant, Sarah		CC	100	100	100.00 %		A	100.00 %	
09 Buzdugan, Noah		CC	98	100	98.00 %		A	98.00 %	
09 Cabrerros-Cabanil...		CC	85	100	85.00 %		B	85.00 %	
09 David, Andrew		CC	94	100	94.00 %		A	94.00 %	

In Progress Grades in the Grade Book

This is where you apply [grading scales](#) to your Grade Book and how you want it to calculate. (Above link will direct you how to create your own grading scale to use with assignments, if desired)

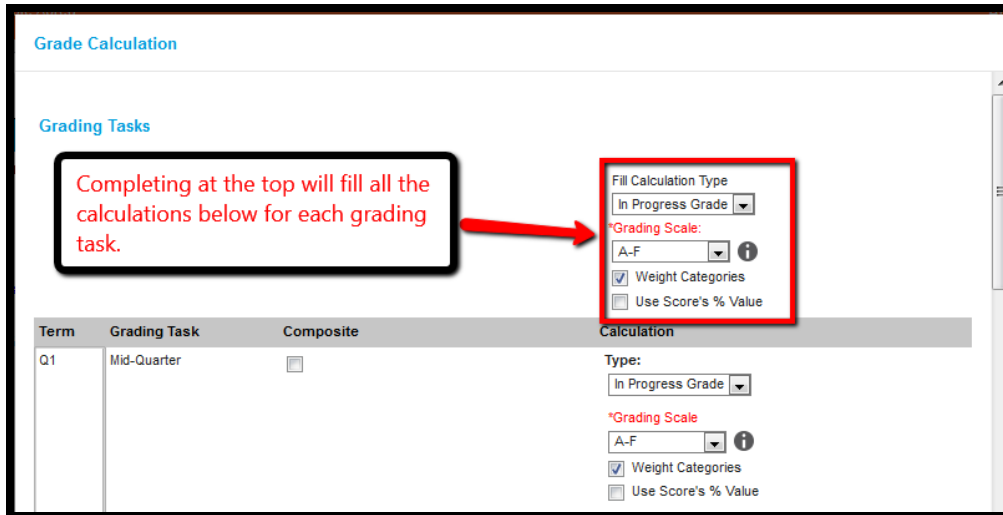
NOTE: These steps will need to be repeated for each section that you teach.

1. Open **Grade Book**
2. Select a **Section** to set Grade Calculations for
3. From Grade Book, open **Settings**
4. Select **Grade Calc Options**



5. **Fill Calculation Type = In Progress Grade**

6. **Grading Scale = (District Scale or [Teacher Created Scale](#))**
7. Select **Weight Categories** (optional)
 - a. If you plan to give weights to your categories, this must be checked to allow the calculation to occur
8. Select **Use Score's % Value** (optional – see chart below for explanation)



The following table describes the **Types** for Grading Tasks:

Option	Description
	Select this option to exclude the task from calculation of students' In Progress grades in the Grade Book.
No Calculation	This option is pre-selected and cannot be modified when a grading task is marked as Post-only on the Course Grading Tasks tab or the Course Masters Grading Task tab. No assignments or categories can be assigned to this grading tasks.
	Select this option to calculate an In Progress grade for this task. Additional options appear when this option is selected:
	Grading Scales - Choose a scale to convert student score percentages into grades in the scale, such as A-, B+, D, etc.
Calculate In Progress Grade	Weight Categories - Marking this checkbox indicates the Weight values entered for the Category should be included in the calculation of the In Progress grade.
	Use score's % value - Marking this checkbox calculates scores based on the percentage of points earned for each assignment rather than the raw point value across all assignments. For example, two assignments are scored as 8/10 and 100/100. The point value calculated for these two assignments would be 108/110, or 98%. The percent value calculated would be 80% and 100%, or 90% for the Category. If this option is chosen, all assignments aligned to the Standard must be worth more than zero points.

9. Click **Composite Grading** checkbox for a grading task that needs to be calculated from two or more grading tasks.(e.g., 50% Q1 + 50% Q2 = S1) (optional)
10. Click **Save**

The screenshot shows the 'Grade Calculation' window. It has two main sections for 'Q2 Quarter' and 'Q2 Semester'. The 'Q2 Semester' section has a checked 'Composite Grading' checkbox. Below it is a table with the following data:

*Child Task/Standard	*Weight	Effective %
Q1 Quarter	50.0000	50.00
Q2 Quarter	50.0000	50.00

An 'Add' button is located below the table, with a red arrow pointing to it. The interface also includes 'Type' dropdowns set to 'In Progress Grade', '*Grading Scale' dropdowns set to 'A-F', and checkboxes for 'Weight Categories' and 'Use Score's % Value'. 'Save' and 'Close' buttons are at the bottom right.

NOTE: If the student grades should be one running average from the beginning of the year to the end of the semester or the end of the year, then you will **not** check the *Composite* box.

2 Create Categories

PATH: *Campus Instruction > Grade Book > Settings > Categories*

Categories are like the folders that assignments are sorted into. They collect assignments that count towards a particular Grading Task. Categories must exist before you can create assignments.

Students	Posted			In Progress			Categories			
	Percent	Grade	Rpt Crd Comments	Points	Possible	Percent	Post Grade	Tests	Assignments	Projects
09 Allwis, Rei	5.00 %	F	CC	99	100	99.00 %	A		99.00 %	
09 Avina, Memoka			CC	88	100	88.00 %	B		88.00 %	
09 Belay, Shota			CC	77	100	77.00 %	C		77.00 %	
09 Brightblade, Jobie B			CC	66	100	66.00 %	D		66.00 %	
09 Bryant, Sarah			CC	100	100	100.00 %	A		100.00 %	
09 Buzzdugan, Noah			CC	98	100	98.00 %	A		98.00 %	
09 Cabrerros-Cabanil...			CC	85	100	85.00 %	B		85.00 %	
09 David, Andrew			CC	94	100	94.00 %	A		94.00 %	

1. From the Grade Book, open the Settings menu and click **Categories** in the *Grade Book Setup* section.
2. In the window that opens, click the **Add** button at the bottom right hand corner.

Category Detail

*Name: Homework

*Weight: 0.0

Sequence: 0

Exclude from Calculation

Drop Lowest Score (%)

Sort: Course Name, Period

Select Sections:

Section	
500000-1000 AP Calculus	<input checked="" type="checkbox"/>
8912-2 Careers in Math	<input checked="" type="checkbox"/>
1200-16 Integrated Math II A	<input checked="" type="checkbox"/>
1250-16 Integrated Math II B	<input checked="" type="checkbox"/>

Select which Standards will use this category:

Abbr	Standards	
UTF	Understands Trigonometric Functions	<input type="checkbox"/>
M.1	Understands meanings of operations and how they relate to one another	<input type="checkbox"/>

Select which Grading Tasks will use this category:

Grading Task	
Progress	<input type="checkbox"/>
Term Grade	<input type="checkbox"/>
Semester	<input type="checkbox"/>
Final Grade	<input type="checkbox"/>

Buttons: Save, Delete, Close

Category Detail Editor

3. Enter a **Name** for the Category, which displays on assignments and in the Grade Book. Names should be unique and can be up to 50 characters long.
4. Enter a **Weight** for the Category. The weight of a category determines the effect of each category on the final grade, in relation to other categories. Weights can be entered as percentages (without the % sign) or calculated as a ratio based on the other weights entered. Weights only influence calculation if the **Weight Categories** option is selected in the [Grade Calculation Options](#).
 1. Percentages Example: In the opening image of this article, Homework is worth 50% of students' grades, with Quizzes worth 20% and Tests the remaining 30%.
 2. Ratios Example: A course where tests make up half of students' grades could be expressed as follows using ratios: Tests: 2, Homework: 1, Quizzes: 1.

NOTE: If all categories are entered with a weight of 1, and you have checked the weight categories box in Grade Calc Options (see above in step 1) then you will end up with the following calculation:

They will calculate equally, meaning the percentages earned in each category will be averaged together.

Homework: 65% (weight 1)
 Tests: 75% (weight 1)
 Projects 100% (weight 1)

Calculation:
 $((.65 * 1) + (.75 * 1) + (1 * 1) / \text{sum of weights } (1 + 1 + 1)) =$
 $(.65 + .75 + 1) / 3 =$
 $2.4 / 3 =$

80% Overall In-Progress Grade

Doesn't matter how many points are in each category, if you have the Weight Categories box checked it averages the PERCENT earned.

If you don't want them to be calculated in the above manner, then don't check the "weight categories" box in Grade Calc options.

5. Enter a **Sequence** for the Category to determine the order in which categories are listed in the Grade Book.
6. Mark the checkbox to **Exclude from Calculation**. Excluded categories are not included in grade calculation and display with an asterisk. Assignments in excluded categories still display in the Portal unless individually marked to exclude from the Portal.
7. Mark the checkbox to **Drop Lowest Score**, which automatically removes the lowest assignment score in the category by percentage from calculating into the student's grade. See the [drop lowest score logic](#) in the section following.
8. Indicate how the **Section** list should be **Sorted**, by *Course Name* or by *Period*
9. Select which **Sections** should include the category. (new option with v1633 release)

The screenshot shows a 'Sort' dropdown menu with three options: 'Course Name' (selected), 'Period', and 'Select Sections'. Below this is a table of sections with checkboxes. The first checkbox is highlighted with a red box.

Section	
LCY10102-1 ENG LANG ARTS 1 GR 9	<input type="checkbox"/>
LCY1010-1 ENG LANG ARTS 1 GR 9	<input type="checkbox"/>
LCY10102-2 ENG LANG ARTS 1 GR 9	<input type="checkbox"/>
LCY1010-2 ENG LANG ARTS 1 GR 9	<input type="checkbox"/>
LCY1010-3 ENG LANG ARTS 1 GR 9	<input type="checkbox"/>
LCY1010-4 ENG LANG ARTS 1 GR 9	<input type="checkbox"/>
LCY1010-5 ENG LANG ARTS 1 GR 9	<input type="checkbox"/>
LCY1010-6 ENG LANG ARTS 1 GR 9	<input type="checkbox"/>
XZH30009-9 HOMEROOM GR 9-12 YR	<input type="checkbox"/>

10. Mark the **Grading Tasks** that the assignments in this category should count towards. (See the graphics below to determine the appropriate option.)

Graphic 1 – Composite Grading Combining Quarter Tasks to Equal Semester Grade
(e.g., 40% Q1 + 60% Q2 = S1)

Grading Task	<input type="checkbox"/>
Quarter	<input checked="" type="checkbox"/>
Semester	<input type="checkbox"/>
Final	<input type="checkbox"/>

Align categories to the Quarter task if you are compositing the quarter grades to make the Semester grade. (do not check any other boxes)

Save Delete Close

Graphic 2 – No Composite Grading – Quarter Grade (Classes that are 1 Quarter long)

Grading Task	<input type="checkbox"/>
Quarter	<input checked="" type="checkbox"/>
Semester	<input type="checkbox"/>
Final	<input type="checkbox"/>

Align Category to the Quarter task for Quarter long courses. (Grade Calc options will not have Composite Grading checked)

Save Delete Close

Graphic 3 – No Composite Grading – Cumulative Semester Grade
(Average of all Q1/Q2 grades = S1)

Grading Task	<input type="checkbox"/>
Quarter	<input type="checkbox"/>
Semester	<input checked="" type="checkbox"/>
Final	<input type="checkbox"/>

Align Category to the Semester Task if you are doing a Cumulative Average of all grades from beginning of the year.

Save Delete Close

Graphic 4 – No Composite Grading - Cumulative Year Grade
(Average of all Q1/Q2 grades = S1)

Grading Task	<input type="checkbox"/>
Quarter	<input type="checkbox"/>
Semester	<input type="checkbox"/>
Final	<input checked="" type="checkbox"/>

Align Category to the Final Task if you are accumulating the students grades from beginning of Q1 to calculate an average for the year.

Save Delete Close

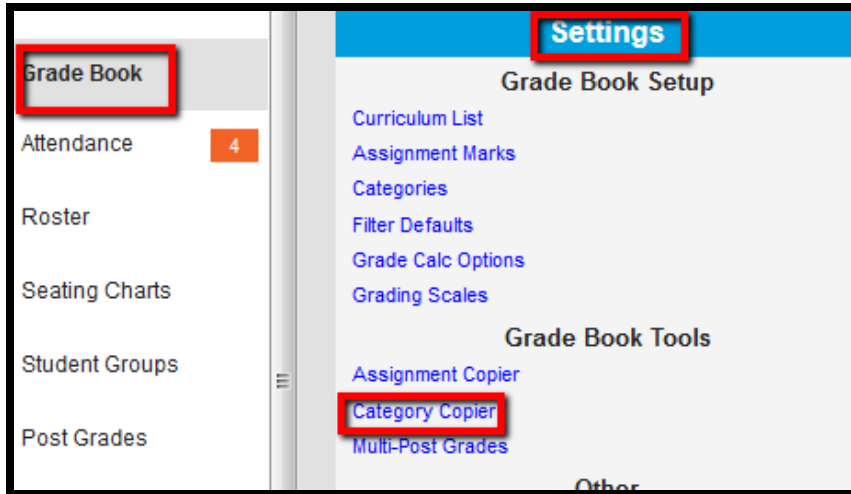
11. Click **Save** to add the category to the list.

Copy an Assignment Category to Other Sections

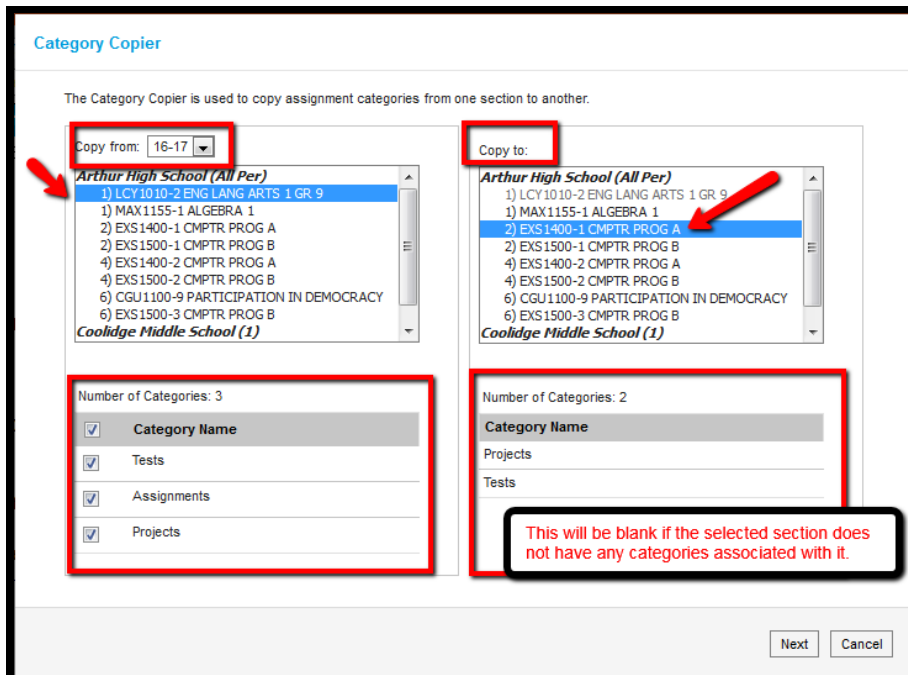
Path: Campus Instruction > Grade Book > Settings

Once created, users may copy categories between sections via the Grade Book.

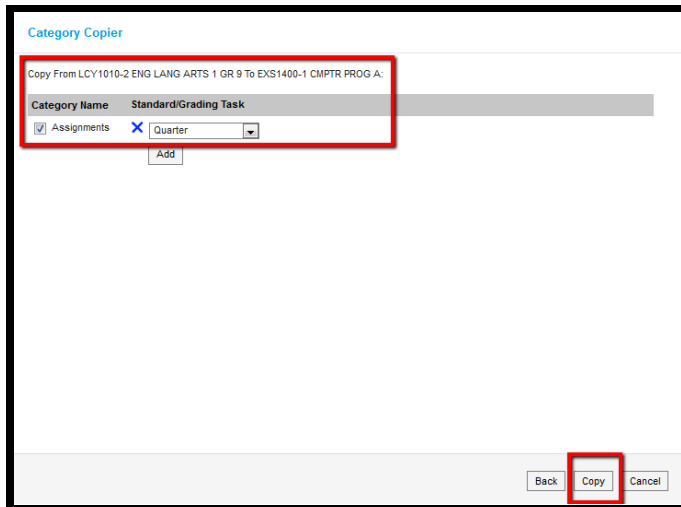
1. Select **Category Copier** in the Grade Book Tools list.



2. Select the **Section** from which to copy categories.
3. Mark the checkbox in front of the **Categories** to be copied.
4. Select the sections to which the categories should be copied. Any pre-existing categories in the selected section will be displayed. (New v1633 – can copy to multiple sections)



5. Click Next.



6. Select the standards/grading tasks to which each category should be aligned.
7. When finished, click **Copy**. The categories will be copied and aligned to the selected standards/grading tasks.

Using Categories

When creating assignments, select the Category of the assignment after you've indicated the assignment's Grading Task(s) or Standard(s) in the Scoring Alignment Detail.

Scoring Alignment Detail

Create scoring alignment(s) to Grade Book by selecting from the following choices:

Align to Grade Book

Grading Tasks

Select which grading tasks get this assignment

Grading Task	Scoring Type	*Total Points	*Multiplier
<input checked="" type="checkbox"/> Semester Grade	<input checked="" type="radio"/> Points	<input type="text"/>	<input type="text" value="1"/>
<input checked="" type="checkbox"/> Homework	<input type="radio"/> Marks		
<input type="checkbox"/> Quizzes			
<input type="checkbox"/> Tests			

Selecting Categories in the Assignments Tool

Assignments can be sorted by Category in the [Grade Book](#).

Deleting a Category

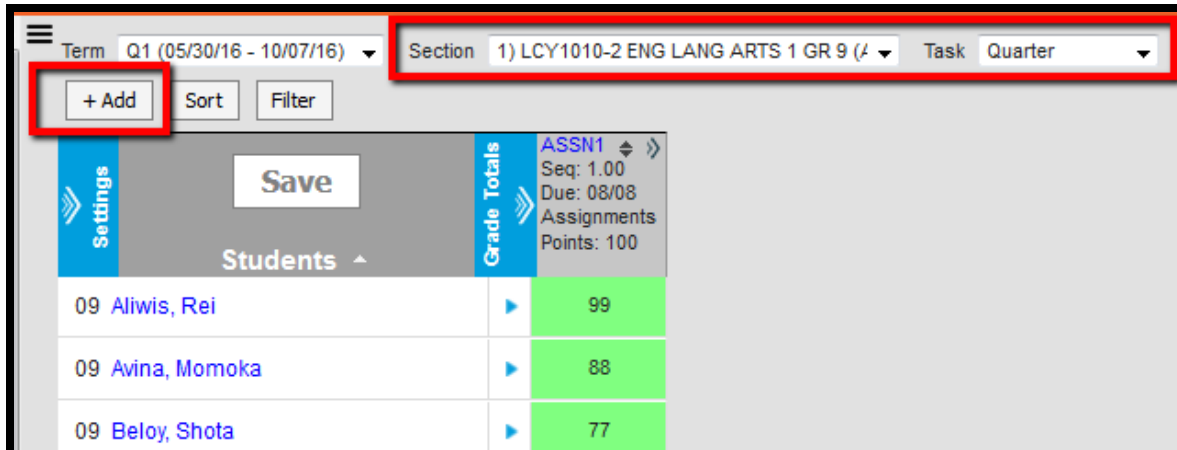
1. From the Grade Book, open the Settings menu and click **Categories** in the *Grade Book Setup* section.
2. Click on the category **Name** to open it.

3. Click **Delete** in the bottom right corner.
4. Verify that you would like to delete the category in the warning message that appears.

A category cannot be deleted if it already has an assignment.

3 Add an Assignment

Path: Campus Instruction > Grade Book



1. Select the **Section** and **Task** to add the assignment to.
 - o Add to Quarter task if Compositing Quarters to calculate Semester grade
 - o Add to Semester task if grades are an average from beginning of Term1 to end of Semester
 - o Add to Final task if grades are an average from beginning of Term 1 to end of Year
2. Click **+Add** below the **Term** dropdown list at the top of the Grade Book.



3. Enter the **Assignment Name** and **Abbreviation**. The abbreviation will be displayed in the Grade Book.



4. Select which section(s) will get this assignment using the **Section** placement tool.
5. If the assignment should be included in calculating student scores, mark the **Active** checkbox.
6. Indicate whether or not the assignment should be displayed on the **Portal**.
7. Enter the date the assignment will be assigned in the **Assigned** field.
8. Enter the assignment due date in the **Due** field. (**NOTE:** This will determine what term the assignment is placed in; e.g., A due date of 01/10/2017 would place it in Term 3.)
9. Enter the desired **sequence** in which the assignment should be displayed in the Grade Book. (Assignments default by Due date if a sequence is not given)

10. If applicable, select the group to whom the assignment should be assigned in the Student Group dropdown list.
11. If desired, add Teacher Notes and/or Portal Description.

The screenshot displays two rich text editors. The top editor is titled "Teacher Notes" and contains the text: "Notes: Assessment will be completed in class. Students may use notes taken during discussions." The bottom editor is titled "Portal Description" and contains the following text: "Description: This assessment will be used to gauge understanding of content in the chapter.", "Objectives: Identify key Civil War people
Identify the specifics of the Emancipation Proclamation", and "References: Any notes taken during class discussions may be used". Both editors feature a toolbar with icons for undo, redo, bold, italic, underline, bulleted list, numbered list, link, unlink, image, table, and text color.

12. Information pertaining to the assignment meant for teachers may be entered in the **Teacher Notes** field. This information will not display on the portal.
13. Additional assignment details for students can be entered in the **Portal Description** field. This information will be displayed on the Portal.

Assignment Detail

Student Work Product

None
 Enable Student Submission
 Enable Online Assessment

Align to Grade Book

Grading Tasks
Select which Grading Tasks get this assignment

Grading Task	Scoring Type	*Total Points	*Multiplier
<input checked="" type="checkbox"/> Quarter <input type="radio"/> Tests <input checked="" type="radio"/> Assignments <input type="radio"/> Projects	<input checked="" type="radio"/> Points <input type="radio"/> Marks	100	1
<input type="checkbox"/> Semester No Categories			
<input type="checkbox"/> Final No Categories			

14. If the assignment should not be displayed in the Grade Book, unmark the Align to Grade Book checkbox.
15. The Scoring Alignment Detail editor displays the Standards or Grading Tasks set up by the district or school for the course.
 - o The assignment may be aligned to any of the Standards and Grading Tasks that display.

Grading tasks and standards with a grayed out checkbox may not be aligned to an assignment. Those tasks and standards are to only be used for posting grades.

- o For each selected standard/task a category must also be selected.
16. Create scoring alignments to the Grade Book.
 - o Select Scoring Type.
 - Points - The assignment will be scored numerically.
 - Marks - The assignment will be scored in predetermined Marks (Example A, B, C) using grading thresholds set up in the Assignment Marks tool.
 - Rubric - The assignment will be scored in predetermined values. These values will pull from the rubric assigned to the standard in the Standards Bank.
 - o Enter Total Pts - Number of total points possible on the assignment.
 - o Enter a Multiplier - The Multiplier field works in conjunction with the points possible field to set how the assignment affects the student's score. For example, a 50 point assignment with a multiplier of .5 calculates as a 25-point assignment.

Standards (1) Grade Levels (2) Depth of Knowledge (DOK 1) Tags (0)

x 9 x 10

Delete Print Copy New Assignment Score Save C

17. If desired, select the desired tags to attach to the assignment. This allows the assignment to be searched for and located for reuse in the future.
 - o Standards - Select the standards that are aligned to this assignment.
 - o Grade Levels - Select the grade level(s) to which this assignment applies in the dropdown list.
 - o Depth of Knowledge - Select the appropriate level in the dropdown list.
 - o Tags - Search for the desired tag to be attached to the assignment
18. When finished, click Save.
 - o To immediately score the assignment, select Score.
 - o Once saved, the assignment may be printed as a PDF by clicking Print.
 - o To add another assignment, click New Assignment.
 - o To copy the assignment, click Copy.
 - o To return to the Assignments List, click Close.

Enter Scores, Flags, and Comments in the Grade Book

Path: Campus Instruction > Grade Book

Student assignment scores, flags and comments may be entered through the Grade Book.

Grade Totals	Post Grade	Categories					PlstN	EXIT1	PRTST	SSyl	SafeT	EXIT2	Proj1	FNST
		Exit Tlx Quiz Grade	Labs and Projects	*Practice Quizzes	Test and Quizzes	Student Readiness	Seq: 1.00 Due: 08/05 Practice Quiz Points: 50	Seq: 1.00 Due: 08/05 Exit Tlx Quiz G Points: 5	Seq: 1.00 Due: 08/08 Student Readir Points: 5	Seq: 1.00 Due: 08/08 Student Readir Points: 2	Seq: 1.00 Due: 08/12 Student Readir Points: 3	Seq: 1.00 Due: 08/13 Exit Tlx Quiz G Points: 5	Seq: 1.00 Due: 08/15 Labs and Proj Points: 8	Seq: 1.00 Due: 08/1 Labs and Points: 6
▶ %	A	93.33 %	100.00 %	50.00 %	95.31 %	100.00 %	25	5	5	2	3	5	8	6
▶ %	A	86.66 %	100.00 %	48.00 %	98.43 %	100.00 %	24	5	5	2	3	4	8	6
▶ %	A	80.00 %	100.00 %	56.00 %	90.62 %	100.00 %	28	5	5	2	3	3	8	6
▶ %	B	0.00 %	100.00 %	50.00 %	96.87 %	100.00 %	25	M	5	2	3	0	8	6
▶ %	B	73.33 %	100.00 %	52.00 %	75.00 %	100.00 %	26	5	5	2	3	3	8	6
▶ %	A	93.33 %	100.00 %	56.00 %	101.56 %	100.00 %	28	5	5	2	3	5	8	6
▶ %	B	46.66 %	100.00 %	44.00 %	90.62 %	100.00 %	22	4	5	2	3	0	8	6

1. Scores may be entered for an individual student (without comments or flags) in the appropriate fields.

2. To enter scores, comments and/or flags, click the chevron in the upper right corner of the assignment being scored or the blue chevron in the student score field.
 - o Scores and Comments may be entered individually for each student. All comments entered will be seen on the Portal by parents and students.
 - o Scores may be entered using an appropriate fill option by selecting Fill Scores/Comments.
 - Mark the checkbox(es) in front of the item(s) to be filled - Score and/or Comment.
 - Select the score and/or enter the comments to be filled. All comments entered will be seen on the Portal by parents and students.
 - Select the students to whom the score/comments should be assigned in the Select Students dropdown list. All comments entered will be seen on the Portal by parents and students.
 - All will fill all score fields with the entered value.

- Present & Empty will fill all empty score fields for students marked as being present on the day that the assignment was due.
 - Empty will fill all empty score fields with the entered value.
 - When finished, click Fill.
- 3. Mark any assignment flags, as needed. Flags may be marked for all students by clicking the appropriate flag in the assignment information box.
 - (T)urned In acknowledges that the assignment has been received by the teacher but no score has been entered.
 - (M)issing indicates that the assignment was not received by the teacher.
 - (L)ate indicates that the assignment was received after the due date/time and the score may or may not be reflective of this.
 - (I)ncomplete indicates that the assignment was received but not complete.
 - (Ch)eated indicates that the assignment score will be calculated as a zero.
 - E(X)empt indicates that the assignment's score will not affect the student's score calculations.
 - (Dr)opped identifies this assignment as being able to be dropped from the student's grade calculation. Campus will drop the lowest score of all assignments marked as "dropped" within an assignment category.
- 4. When finished, click Save.