

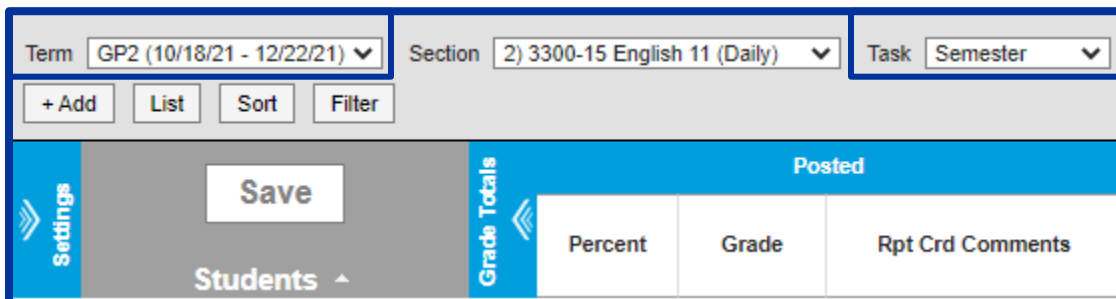
## End of Semester Grade Book Check-up for Campus Instruction

The steps provided in this document contain details to help alleviate stress at the end of the Grading Period. Additional information on various screens and procedures is available within [Campus Community](#).

1. Verify that **Grading Tasks** have been set up to *post* properly for the End of Semester and all Grading Periods that you teacher.

- A. In the Grade Book, select the necessary **Term** and “**Final**” Grading Task.

The “Final” task may titled differently in your district. Other common naming conventions could be something like “Semester Final” or “Final Grade”



- B. Open **Settings** and select **Grade Calc Options**

If you receive the following message, the steup has yet to be completed or verified. Select **Continue** to do so.

**Grade Calculation**

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This section requires one or more of the following:

- Creation of new records based on changes in the Course/Section
- Removal of duplicate records (this is not common)
- Setting non composite Post-only Grading Tasks/Standards to No Calculation

Click Continue to process the required records and open the Grade Calculation Options.

- C.** Locate the “Final” task and verify the correct **Calculation Type** has been entered.

If the “Final” grade is a **Composite Grade** (*calculation based upon other grading tasks – ie. Term 1 plus Term 2*), then the Child Tasks & the **Weight** of each Task must be entered according to the administrative policy for your building.

If a **Composite Grade** already exists in the Grade Calc Options then the calculation has been set up at the Course Level. Verify that the calculation is correct.

The screenshot below is an example of a typical Composite set up of a Final grade for a Semester Course.

*Child Task/Standard	*Weight	Effective %
GP1 Term Grade	50	50.00
GP2 Term Grade	50	50.00

- D.** Be sure to select **Save** after entering the Calculation details.

Repeat Steps 1A – 1D for every graded class that you teach.

**2.**

Verify all **Assignments** are entered and scored. An easy way to check that all of your assignments have been entered into your Grade Book and all have been scored is to run the **Grade Book Section Summary Report**.

[Campus Instruction > Index > Reports > Section Summary](#)

**Instructions**

This report displays the teacher's grade book. Options are available for the Grading Task and Assignment grids which allow the report to be customized. Composite Grading Tasks display in a separate Grading Task grid. This report uses assignments' section dates.

**Context**

Term: GP1 - (07/13/21 - 10/15/21)

Section: 2) 3300-17 English 11 (Daily)

**Report Options**

**Display Student Assignment**

- Points Possible (Assignment)
- Earned Points
- Percent
- Points Possible (Student)
- In-Progress Grade
- Assignment Average
- Category Averages
- Remove Inactive Students

**Display Student**

- Name
- Number

**Display Grading Task**

- Final Grade Only
- Percent Only
- Percent and Final Grade
- Show Class Average

**Select Students\***

<input checked="" type="checkbox"/>	Name ↑	Student #	Grade
<input checked="" type="checkbox"/>	Campus, Ethan	171750003	11

**Format Options**

**Student Sort**

Student Name

**Assignment Sort**

Category, Assignment

**Orientation**

Portrait  Landscape

**Shade**

- Alternate Assignment Rows
- Alternate Grading Task Rows

**Display**

- Student Instructions

**Select Assignments**

Select All Expand All

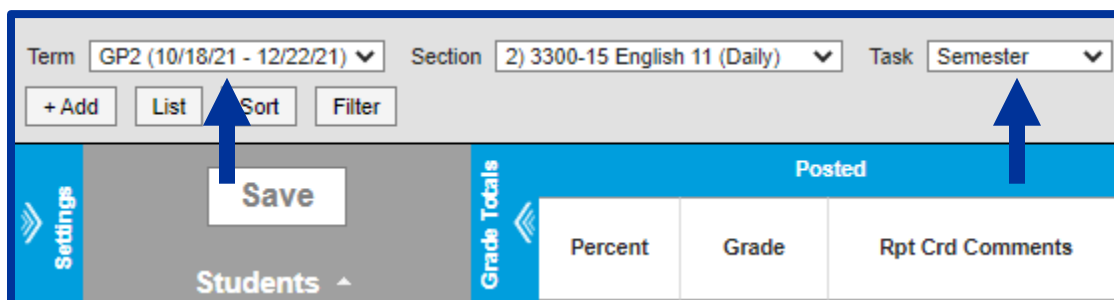
- 3300-17 English 11

Once you have verified that all of your **sections** are properly set up, and that all **assignments & scores** have been entered, you are ready to **Post Grades** when the Grading Window is open.

### Posting Tip #1 – Select the Correct Term & Task

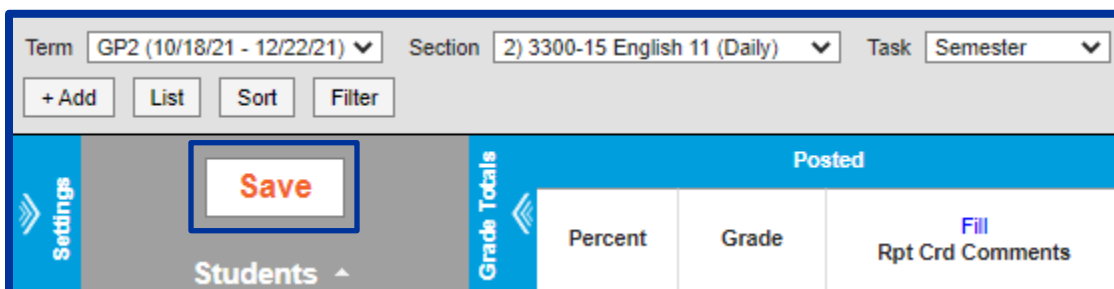
By default, Campus Instruction selects the Term that corresponds to the current date.

It is important to be mindful of the Term and ensure that the correct **Term & Task** are selected to ensure you are posting to the correct **Grading Task/Period**.



### Posting Tip #2 – Remember to Save

If the Grading Window is open, the **Post** option will appear in **orange** in your Grade Book. After selecting **Post Grades**, the system will prompt you to **Save** to actually write the Posted Grades to the selected Term.



### Posting Tip #3 – Final Check Before Window Closes

It is highly recommended that a final check is done before the Grading Window closes to verify all grades posted as expected and are set to print on the student's report cards.

Utilize the **Section Summary Report** from Step 2 to list the **Posted Grades**. This report may be generated without the Assignment Grid to simplify the report