

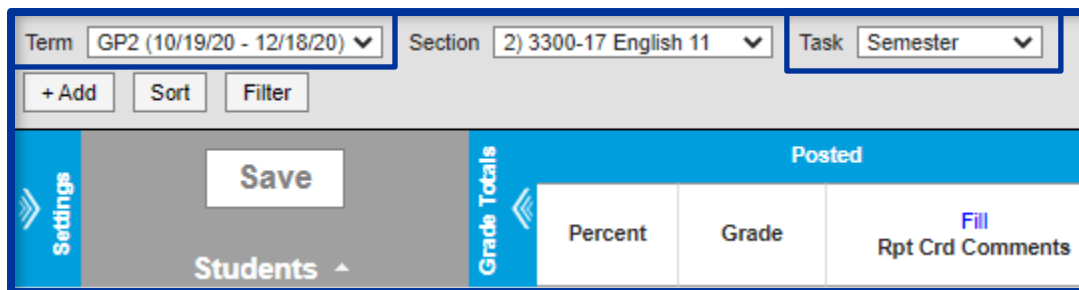
End of Semester Grade Book Check-Up for Campus Instruction

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

1. Verify [Grading Tasks](#) have been setup to Post properly for the End of Semester and all Grading Periods that you teach.

a. In the Grade Book, select the desired [Term](#) and “[Final](#)” Grading Task.

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

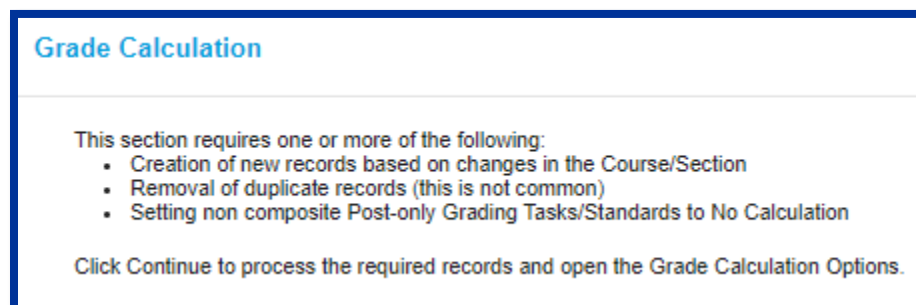


The screenshot shows the Grade Book interface with the following elements:

- Term: GP2 (10/19/20 - 12/18/20)
- Section: 2) 3300-17 English 11
- Task: Semester
- Buttons: + Add, Sort, Filter
- Save button
- Students dropdown
- Grade Totals sidebar
- Posted header
- Columns: Percent, Grade, Rpt Crd, Comments

b. Open [Settings](#) and select [Grade Calc Options](#)

If you receive the following message when opening the [Grade Calc Options](#), the setup has yet to be completed or verified. Select [Continue](#) to do so.



Grade Calculation

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 – ex. 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 was setup at the Course level. Verify that the calculation is correct.

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

*Child Task/Standard	*Weight	Effective %
GP1 Term Grade	50.0000	50.00
GP2 Term Grade	50.0000	50.00

d. Make sure to select Save after entering the Calculation details.

e. 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 that all assignments have been scored, is to run the Grade Book Section Summary report.

In Campus Instruction, select Reports from the Index and locate Section Summary.

The screenshot shows the 'Section Summary' configuration page. It is divided into several sections: 'Instructions' (explaining the report's purpose), 'Context' (with dropdowns for 'Term' and 'Section'), 'Report Options' (with checkboxes for 'Display Student Assignment' and 'Display Grading Task'), 'Format Options' (with dropdowns for 'Student Sort' and 'Assignment Sort', and checkboxes for 'Shade' and 'Display'), and 'Select Students*' and 'Select Assignments' at the bottom.

3. Once you have verified that all of your Sections are properly setup and that all Assignments and Scores have been entered, you are ready to Post Grades when the Grading Window opens.

Posting Tip #1 – Select the Correct Term & Task

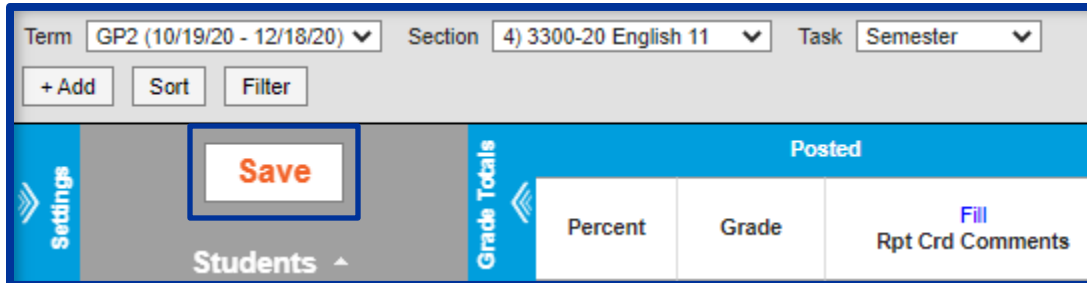
By default, Campus Instruction selects the Term that corresponds to the current date.

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.

The screenshot shows the 'Grading Window' interface. At the top, there are dropdown menus for 'Term' (GP2 (10/19/20 - 12/18/20)), 'Section' (2) 3300-17 English 11, and 'Task' (Semester). Below these are buttons for '+ Add', 'Sort', and 'Filter'. A 'Save' button is highlighted with a blue arrow pointing to it. The main area is a table with columns for 'Percent', 'Grade', and 'Rpt Crd Comments'. A 'Posted' status is shown above the table. A 'Settings' button is on the left, and a 'Grade Totals' button is on the right. A blue arrow points to the 'Task' dropdown menu.

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.

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: GP2 - (10/21/19 - 12/20/19) Section: 1) 1100-1 Integrated Math I

Report Options

Display Student Assignment	Display Grading Task
<input checked="" type="checkbox"/> Points Possible (Assignment)	<input type="checkbox"/> Final Grade Only
<input checked="" type="checkbox"/> Earned Points	<input type="checkbox"/> Percent Only
<input checked="" type="checkbox"/> Percent	<input checked="" type="radio"/> Percent and Final Grade
<input checked="" type="checkbox"/> Points Possible (Student)	<input checked="" type="checkbox"/> Show Class Average
<input checked="" type="checkbox"/> In-Progress Grade	
<input checked="" type="checkbox"/> Assignment Average	
<input type="checkbox"/> Category Averages	

Display Student

Name
 Number

Format Options

Student Sort	Assignment Sort
Student Name	Category, Assignment

Orientation

Portrait Landscape

Shade

Alternate Assignment Rows
 Alternate Grading Task Rows

Display

Student Instructions

Select Students*

Select Assignments