

Posting Grades – for teachers

Grades can be posted through the following:

- Campus Instruction>**Grade Book**
 - only use this if you use Grade Book
 - only available when the grading window is open
- Campus Instruction>**Post Grades**
 - Teachers who do not use grade book need to use this to post grades
 - Teachers who use Grade Book can use this if they choose
 - only available when the grading window is open

Using the Grade Book to Post Grades

Campus Instruction>Grade Book

- Teachers who have a grade book set up in Campus Instruction>Grade Book normally post grades using the Grade Book.
- They can only enter grades and percents if the grading window is open.
- Note that if the teacher has already entered posted grades and percents through Post Grades, they will see them here in the Grade Book.
- At the end of a term when the grading window is open, the word 'Post' will appear in orange in the In Progress Grade column. A teacher will select which Term and Task to post the In Progress grades to.
 - For example, if they are on Term 4 and Term Grade, they will select to post the In Progress to Term 4 and task Term Grade.
- When they do that, the Posted Grade and Posted Percent columns will automatically be filled in from the In Progress Grade and In Progress Percent columns.
- The teacher has the ability to edit the Posted Grade and Posted Percent to be whatever they want, even if they clicked the Post and it was automatically filled in.
- They can actually not click Post at all and manually enter the Posted Grade and Posted Percent.
- **Both the Posted Grade and Posted Percent must be filled in if this grading task is part of the composite grading to calculate the Final Grade.**
- Report card comments can be entered; canned comments can be selected if the teacher has the 'Use Canned Comments' checked in the Campus Instruction>Account Settings.
- **The teacher must click Save for any changes to the grade book to be saved.**

Message Center

Term 1 (09/08/15 - 11/13/15) Section Task Term Grade

Planner

Grade Book

Attendance 4

Roster

Seating Charts

Student Groups

Class Serve

Post Grades

Assignment Overview

Standardized Test

Settings Save

Students

Posted			In Progress			Categories			T1-1	T1-2
Percent	Grade	Fill Rpt Crd Comments	Points	Possible	Percent	Tests	Quizzes/Repts Rev...	Homework	Seq: 1.00 Due: 10/02 Tests: 100 Points: 100	Seq: 1.00 Due: 10/02 Tests: 100 Points: 100
67.00 %	67		491	755	67.24 %	67	62.50 %	63.33 %	92.72 %	58
	71	*A Pleasure to Have in CC	554	760	71.10 %	71	57.25 %	89.00 %	96.66 %	58
	79	*A Pleasure to Have in CC	594	755	78.65 %	79	70.25 %	86.00 %	100.00 %	80
	69	*A Pleasure to Have in CC	527	760	68.65 %	69	57.75 %	80.00 %	93.33 %	73
	71	*A Pleasure to Have in CC	462	655	71.22 %	71	69.25 %	70.00 %	81.81 %	55
	69	*A Pleasure to Have in CC	536	760	69.66 %	69	53.75 %	87.66 %	96.66 %	43
	74	*A Pleasure to Have in CC	568	755	74.15 %	74	61.50 %	89.00 %	100.00 %	53
87.00 %	87		542	630	87.22 %	87	82.25 %	91.50 %	100.00 %	93
	80	*A Pleasure to Have in CC	616	760	80.46 %	80	71.75 %	89.66 %	100.00 %	83

The Posted Percent is what is used if there is composite grading to calculate the Final Grade.

The Posted Grade is what appears on the report card.

'Post' only appears when the grading window is open for the selected Term/Course/Task.

When you click **Post**, the following window displays:

Post Grades

Post In Progress Grade(s)

In Progress/Proficiency Estimate from:

Term: 4

Task: Term Grade

Post to:

Term:

4

Task:

Term Grade

OK Cancel

When you click OK, the following message will appear:

Warning

Grades will be posted upon save.

OK

You must click Save for any changes to the Grade Book to be saved.

Using 'Post Grades' to Post Grades




Campus Instruction>Post Grades

- Whether or not the teacher has a grade book set up for a course/section, they do not have to post grades through the grade book (although that is what they should normally do so they don't have to manually enter them). They can instead use 'Post Grades'.
- They can only enter grades and percents if the grading window is open.
- Note that if the teacher has already posted grades in the Grade Book, they will see them here.
- The grades can be posted either with Post by Student or Post by Standard/Grading Task.
 - With Post by Student, you will select the student name and have the ability to enter grades and percents for any term/grading task that the grading window is open for.
 - With Post by Standard/Grading Task, you will select the task and have the ability to enter grades and percents for that task for every student, but only if the grading window for that task is open.
- You can mass fill in the grades using **Fill, Percent, Grade, Comment**. Be careful using this since you can override grades and percents already entered for the students.
- **Both the Posted Grade and Posted Percent must be filled in if this grading task is part of the composite grading to calculate the Final Grade.**
- Report card comments can be entered; canned comments can be selected if the teacher has the 'Use Canned Comments' checked in the Campus Instruction>Account Settings.
- **The teacher must click Save for any changes to the grade book to be saved.**

Term Section Task

Save Post by

Post by Standard/Grading Task

Students	Percent	Grade	Report Card Comments	Canned Comment
 09 Pally, Andrew V #107524	<input type="text"/>	<input type="text" value="A"/>	<input type="text"/>	<input type="button" value="Add"/> <input type="button" value="Clear Comments"/>
 09 Palma, Jonathan D #107525	<input type="text"/>	<input type="text" value="A"/>	<input type="text"/>	<input type="button" value="Add"/> <input type="button" value="Clear Comments"/>
 09 Pan, Anna L #105227	<input type="text"/>	<input type="text" value="A"/>	<input type="text"/>	<input type="button" value="Add"/> <input type="button" value="Clear Comments"/>

Term Section Student

Save Post by

Post by Student

Term	Standard/Grading Task	Percent	Grade	Report Card Comments	Canned Comment
QTR1	Quarter	<input type="text"/>	<input type="text" value="A"/>	<input type="text"/>	<input type="button" value="Add"/> <input type="button" value="Clear Comments"/>
QTR2	Quarter	<input type="text"/>	<input type="text" value="A"/>	<input type="text"/>	<input type="button" value="Add"/> <input type="button" value="Clear Comments"/>
QTR2	Midterm	<input type="text"/>	<input type="text" value="A"/>	<input type="text"/>	<input type="button" value="Add"/> <input type="button" value="Clear Comments"/>
QTR3	Quarter	<input type="text"/>	<input type="text" value="A"/>	<input type="text"/>	<input type="button" value="Add"/> <input type="button" value="Clear Comments"/>
QTR4	Quarter	<input type="text"/>	<input type="text" value="A"/>	<input type="text"/>	<input type="button" value="Add"/> <input type="button" value="Clear Comments"/>
QTR4	Final Exam	<input type="text"/>	<input type="text" value="A"/>	<input type="text"/>	<input type="button" value="Add"/> <input type="button" value="Clear Comments"/>
QTR4	Final Grade	<input type="text"/>	<input type="text" value="A"/>	<input type="text"/>	<input type="button" value="Add"/> <input type="button" value="Clear Comments"/>

Fill Percent, Grade, Comment

Post by Standard/Grading Task

Grade, Comment

Fill: Percent, Grade, Comment
Applies the same value to multiple students

☐ Percentage

☐ Grade

☐ Comment

Students
All ←

Canned Comments
Selection Method
Enter Code(s): Add

Choose Comment(s):

- ☐ 1: Current avg is 90 or above
- ☐ 2: Current avg is 80 or above
- ☐ 3: Current avg is between 70-79
- ☐ 4: Current avg is between 65-69
- ☐ 5: Currently failing
- ☐ 6: Actual grade is lower than 55

Fill Cancel

Caution: Selecting All updates the selected values (percentage, grade and/or comment) to ALL students even if they have those selected fields filled in already

Post by Student

Fill: Percent, Grade, Comment
Applies the same value to multiple tasks

☐ Percentage

☐ Comment

Tasks
All ←

Canned Comments
Selection Method
Enter Code(s): Add

Choose Comment(s):

- ☐ 1: Current avg is 90 or above
- ☐ 2: Current avg is 80 or above
- ☐ 3: Current avg is between 70-79
- ☐ 4: Current avg is between 65-69
- ☐ 5: Currently failing
- ☐ 6: Actual grade is lower than 55
- ☐ 7: Two weeks to make up "INC"
- ☐ 8: Cooperative and well mannered

Fill Cancel

Caution: Selecting All updates the selected values (percentage and/or comment) to ALL tasks that grading window is open for even if they have those selected fields filled in already

select "All" or "Empty"

Multi-Post Grades

Multi-Post Grades: Step 1

16-17 Cindi High School

Post to Filter: Term Section Task

☐ Overwrite Existing Grades

☒ Select All [Collapse All](#)

QTR1			
Section ▲	Post from Term	Post from Standard/Grading Task	Post to Standard/Grading Task
<input checked="" type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	
✓ 01) 5102-1 English 9	QTR1	Quarter	Quarter
✓ 02) 5104-1 English 10	QTR1	Quarter	Quarter
✓ 04) 5104-2 English 10	QTR1	Quarter	Quarter

QTR2			
Section ▲	Post from Term	Post from Standard/Grading Task	Post to Standard/Grading Task
<input checked="" type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	
✓ 01) 5102-1 English 9	QTR2	Midterm	Midterm
✓ 01) 5102-1 English 9	QTR2	Quarter	Quarter
✓ 02) 5104-1 English 10	QTR2	Midterm	Midterm
✓ 02) 5104-1 English 10	QTR2	Quarter	Quarter

[Next](#) [Close](#)

Multi-Post Grades: Step 2

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[Collapse All](#)

QTR1					
Section ▲	Post from Term	Post from Standard/Grading Task	Post to Standard/Grading Task	New/Updated Grades	No Grades
01) 5102-1 English 9	QTR1	Quarter	Quarter	0	4
02) 5104-1 English 10	QTR1	Quarter	Quarter	2	0
04) 5104-2 English 10	QTR1	Quarter	Quarter	3	0

QTR2					
Section ▲	Post from Term	Post from Standard/Grading Task	Post to Standard/Grading Task	New/Updated Grades	No Grades
01) 5102-1 English 9	QTR2	Midterm	Midterm	0	4
01) 5102-1 English 9	QTR2	Quarter	Quarter	0	4
02) 5104-1 English 10	QTR2	Midterm	Midterm	0	2
02) 5104-1 English 10	QTR2	Quarter	Quarter	0	2
04) 5104-2 English 10	QTR2	Midterm	Midterm	0	3
04) 5104-2 English 10	QTR2	Quarter	Quarter	0	3

QTR3					
Section ▲	Post from Term	Post from Standard/Grading Task	Post to Standard/Grading Task	New/Updated Grades	No Grades

[Back](#) [Post](#) [Close](#)