# Posting Grades - for teachers

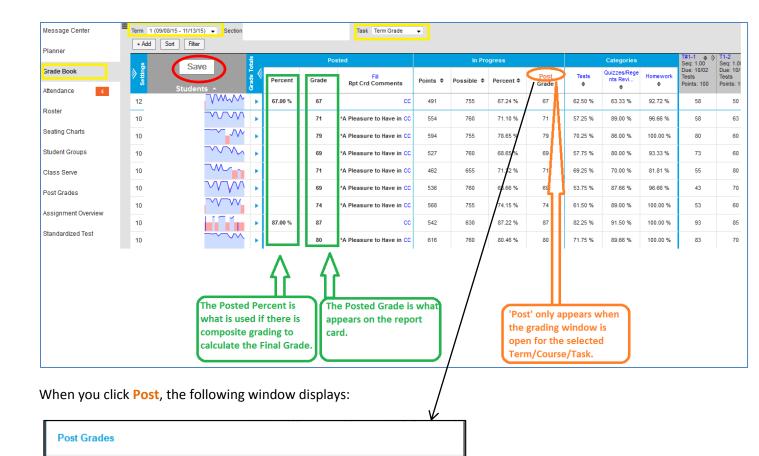
Grades can be posted through the following:

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



OK

Cancel

In Progress/Proficiency Estimate from:
Term: 4
Task: Term Grade
Post to:
Term:
4
Task:
Term
Task:

When you click OK, the following message will appear:

Post In Progress Grade(s)

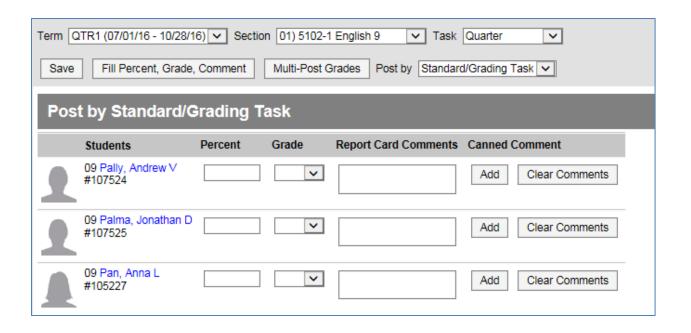


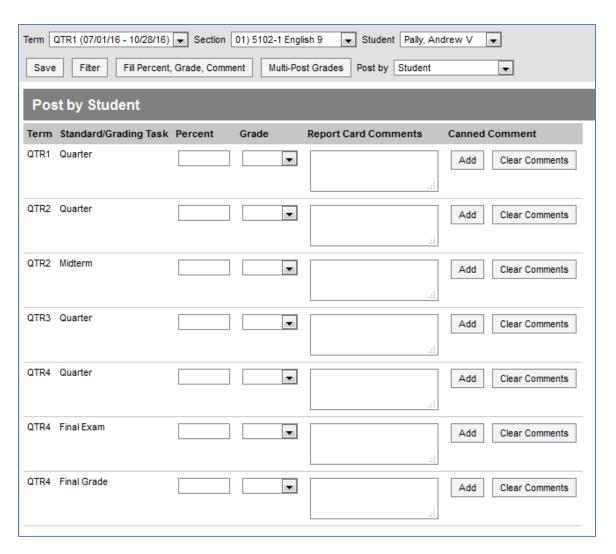
You must click Save for any changes to the Grade Book to be saved.

## <u>Using 'Post Grades' to Post Grades</u>

#### 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.

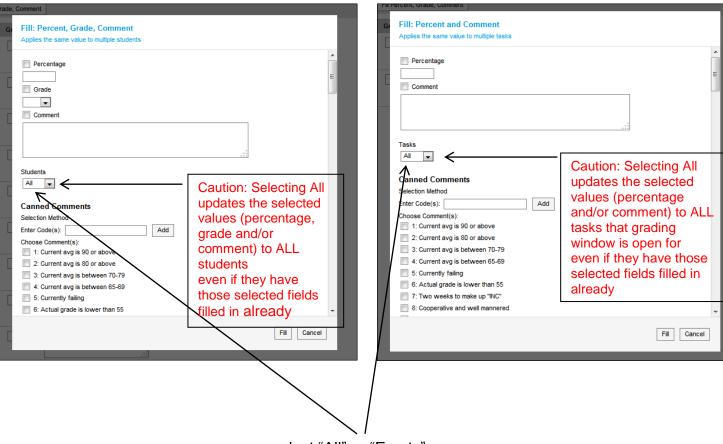




# Fill Percent, Grade, Comment

# Post by Standard/Grading Task

# Post by Student



select "All" or "Empty"

## Multi-Post Grades

