Custom Computer Specialists
Right People. Right Results.®

Grading and Report Card Set Up

Infinite Campus

Prepared by:
Custom Computer Specialists, Inc.
Professional Development Team

Version E.1849
This manual created by
Custom Computer Specialists, Inc.
70 Suffolk Court
Hauppauge, NY 11788
www.customonline.com

Infinite Campus and Custom Computer Specialists, Inc.

About Infinite Campus

Infinite Campus is a comprehensive, Web-based K-12 student information system (SIS) with real-time access to administration, instruction, communication, curriculum, reporting and analysis, data warehousing functionality and more. For 25 years, Infinite Campus has successfully implemented its solutions for customers of all sizes. Managing 7.8 million students in 45 states, Infinite Campus is the most trusted name in student information. Infinite Campus customers range from school districts with fewer than 100 students to those with more than 600,000, as well as regional consortia, state departments of education and the federal government.

About Custom Computer Specialists, Inc.

Headquartered in Hauppauge, NY, Custom Computer Specialists, Inc., is a leading privately held Long Island based technology solution provider. Custom delivers a wide array of technology services including: project management, on-site staffing, managed services, networking and wireless solutions, desktop installation, and service and support.

Table of Contents

GRADING AND REPORT CARD SET UP

Description

Grading students can be completed using Infinite Campus by putting in grades or by having the system calculate the grades when using the Grade Book and Assignment tools. If the Grade Book and Assignment tools are utilized, the teacher will create Categories (i.e., Tests, Homework, and Quizzes) and Assignments within the Categories (i.e., American Revolution test, WWI test, and WWII test). The grades are entered into the Grade Book and the system will calculate the marking period grades.

Target Audience

This manual is intended for District and School administrators who determine the grading requirements for courses.

Objective

The purpose of this manual is to assist administrators in understanding the different components that will be used in grading and the reporting of grades in Campus.

Vocabulary

Grading Scales – This is used by the system if the Assignments & Grade Book tools are utilized. The grading scale determines the scores that can be entered (i.e., 99, 85, 63, A+, A, B), the values of those scores and what score will be posted to the student if the calculation results in a score that is not used by the district (i.e., 89.7 will post as 90, 76.2 will post as 76, 86 will post as B+). The Grading Scales are usually set up at the District Level, but a district can assign teachers rights to set up unique ones.

Score Group – The Score Group is used to house GPA values for each score. It can be used to calculate the Final Grade as well. The score group also determines if the score will post credit(s) on the transcript or not. The Score Group should MATCH the Grading Scale. The Score Group is set up at the District Level.

Grading Comments – This is a list of pre-determined comments that can be added to the report card. They are set up at the School Level.

Grading Tasks – The Grading Tasks are used by Campus to create a 'field' that will receive a grade to print on the report card or progress report (i.e., Quarter Grade, Final Grade, Final Exam). They are also used to determine if a grade will post to the transcript. They are set up at the District Level.

Term GPA – Used on Marking Period Tasks – the weight of the score toward the GPA (usually 1, but can be more or less if it needs to be weighted differently).

Vocabulary continued

Grade Calc Options/Composite Grading – A District can choose to use the Composite Grading feature that will calculate the Final Grade (or Semester Averages) based on Grading Tasks chosen and their % value (i.e., *Q1 Grade* – 23%, *Q2 Grade* – 23%, *Q3 Grade* – 23%, *Q4 – Grade* 23%, *Final Exam* – 8%). A teacher can create a different composite grading calculation if they use the Grade Book and the District grants permission.

Term Mask – Grading tasks must be designated for the term where they will be used (i.e., *Quarter Grade* will have all 4 Terms checked; *Final Exam* [in a full year course] will have just Term 4 checked).

Active Mask – Grading Tasks must be 'activated' in order for the teachers to post grades. Usually they will be activated for a short time, and then deactivated. This will prevent the teachers from changing the grades after the report cards have been printed.

SET UP GRADING SCALES

Description

A Grading Scale is used to convert a student's in-progress Grade Book calculation (%) to a score (Grade) for a **grading task/standard** (e.g., Q1 Quarter Grade). The Grading Scale can be set up as Alpha, Numeric, Rubric, or Pass/Fail. For example, an in-progress calculation 87.63 might convert to 88 on a numeric scale or B+ on an alpha scale. Many districts set up the Grading Scale on a school or district level and do not allow teachers to create their own. If a district decides not to utilize the Infinite Campus Grade Book, then grading scales are not a factor in grading.

1. Navigate to System *Administration > Grading & Standards > Grading Scales*.

2. Click on the <New> button.

3. Type the *Name* of the Grading Scale. It is recommended to use names that define the type of grades being calculated (i.e., Alpha, HS Numeric, MS Numeric, etc.).

4. Type the *Name* of the first score – it is usually named the same as the actual score (i.e., '100' for score 100, 'B' for score B).

5. Type the *Score* (grade received). The Grading Scale score **must** match a score in the school's score group. For example, a user should not create an 'A+' if the district hasn't set up an 'A+' score to print on the report card.

6. Type the *Min Percent*. This is the minimum percent calculated that will post the score (grade) to the student. For example:

   a. 100 – 99.5 (student has at least a 99.5 to receive the 100 score)

   b. 99 – 98.5 (the student has between 98.5-99.4 to receive the 99 score)

   c. A – 90 (student has at least a 90 to receive the A score)

   d. B – 80 (student has between 80-89 to receive the B score)

   These must be entered in order from highest score to lowest.

7. Type the *Sequence* number. All grades should be sequenced so they display in order, with the highest grade first.

8. Check the *Passing* checkbox for all scores that are considered passing scores. This will highlight the non-passing grades in the Grade Book.

9. Click on the <Add Grading Scale Item> button to add another grading scale item.

10. Click on the <Save> button.

Example of Numeric Grading Scale

Example of Alpha Grading Scale

If a grading scale needs to be removed, click on the grading scale *Name* and select the <delete> button. It will be deleted when the changes are saved.

✍ **Special Note:**
Grading scales should not contain exception marks such as late, incomplete or missing. Only include calculated grade values.

Grading Scales

SET UP SCORE GROUPS

Description

The Score Group is used to create a list of possible GPA values that can be posted for the grades. It is also used to calculate the Final Grade if Composite Grading is utilized. The Score Group should MATCH the Grading Scale (if set up). Score Groups can be set up as Alpha, Numeric, Pass/Fail, or Rubric (to be used for Standards Based Grading). The score group also determines if the score will post credit(s) on the transcript or not. The Score Group is set up at a District Level.

1. Navigate to: *Grading & Standards > Score Groups & Rubrics*.

2. Click on the <New Score Group> button. To set up Rubric Score Groups, refer to the Standards Based Report Card Manual.

3. Type the *Name* of the Score Group. It is recommended to use names that define the type of grades being calculated (i.e., Alpha, HS Numeric, MS Numeric, etc.).

4. Type the *Sequence* number. All grades must be sequenced so they display in order with the highest grade first.

5. Type the *Name* of the first score – it is usually named the same as the score (i.e., '100' for score 100, 'B' for score B). This is the name the teachers see when grading.

6. Type the *Score* (grade received). This is the score that will show on the student's **Grades** tab, Report Card, and Transcript.

7. Check the *Passing* checkbox for all scores that are considered passing scores. At least one grade must be checked before saving. However, it is recommended to only check one box, save, then check the lowest passing grade – the system will automatically check all the grades listed above that grade.

8. Type the *Credit Coeff.*   This number will multiply by the credits attached to the course to post credits to the Transcript. If this is determined to be a 'passing' grade, the *Credit Coeff* should be '1'. If it is a 'failing' grade, the *Credit Coeff* should be '0'.

9. If needed, type the *Min Percent*. This is used for Composite Grading. This number is the minimum percent calculated that will post the grade to the student's Final Grade (or Semester Average).

10. Type the *GPA Value*. This is the Weighted GPA score that will be used in the GPA calculations (both Term and Cumulative). For a non-weighted score group, this is usually the same as the *Score* for a Numerical grade, but for Alpha grades, it is the value used to calculate the GPA (i.e., 4.0, 3.75). Also, some districts use this to create a weighted grade for Honors or AP courses (i.e., a '90' might have a value of '93' in this field). If entering a 'non-grade' (i.e., Pass, Fail, Incomplete), it is recommended to leave this field blank so it is not included in GPA calculations.

11. *Unweighted GPA*. – Enter the unweighted GPA value. If the *GPA Value* is being used to create a weighted grade (usually for Honors or AP courses), enter the unweighted GPA value here (i.e., using the example in step 8, a '90' will have a value of '90' in this field). It is recommended to enter the unweighted value in this field regardless of whether this score group is creating a 'weighted' GPA since this GPA can be used to calculate an Unweighted Cumulative GPA, if needed. **This GPA cannot be used to calculate the Term GPA.** If entering a 'non-grade' (i.e., Pass, Fail, Incomplete), it is recommended to leave this field blank so it is not included in GPA calculations.

12. Type the *Bonus Points* the student receives for achieving the score. If bonus points are not used, leave this field blank. If bonus points are to be used, the field must be checked on the **Course** tab and in the *Allow GPA Bonus Points* field in *System Administration > Preferences > System Preferences*. **Bonus points will add directly to the calculated GPA average (both Term and Cumulative).** For example, the student received a '90' in a course, and the Term GPA is 89.52. If the '90' in the Score Group had Bonus Points of '3', the student's Term GPA will be 92.52.

13. Bypass Composite -Checkbox appears if option to require all grades for composite grading is selected in *System Admin>Preferences>System Preferences.*

✍ **Special Note:**

Options to turn on or off GPA Value, Unweighted GPA and Bonus Points on report cards and transcripts determine how these are set up.

1. **GPA Value** – On report cards the *GPA Value* will **always** be used to calculate Term GPA. On transcripts, there is the option to use *GPA Value* or *Unweighted GPA* for the Cumulative GPA (as well as for class rank and percentile).

2. **Unweighted GPA** – On report cards, the *Unweighted GPA Value* will **not** be used to calculate the Term GPA. On transcripts, there is the option to use *GPA Value* or *Unweighted GPA* for the Cumulative GPA (as well as for class rank and percentile).

3. **Bonus Points** – On report cards, there is a choice to include Bonus Points in both the Term GPA as well as the Cumulative GPA. On transcripts, there is the option to include Bonus points with either (or both) *GPA Value* or *Unweighted GPA* for the Cumulative GPA calculation (as well as for class rank and percentile).

Score Groups Set Up

> ✍ **Special Note continued:**
>
> Many districts print weighted and unweighted Cumulative GPAs on the transcript. Since the report card only uses the *GPA Value*, if the Term GPA needs to be unweighted, but the Transcript needs to display the weighted GPA, the following is recommended:
>
> 1. Create a Score Group for the Unweighted GPA (including the same value in both the *GPA Value* and *Unweighted GPA Value* fields).
>
> 2. Create a Score Group for the Weighted GPA (including the unweighted values).
>
> 3. Apply the Unweighted Score Group to the Marking Period Grading Task (i.e., Quarter Grade) (refer to *Course Information and Grading Tasks*, page 16).
>
> 4. Apply the Weighted GPA to the Final Grading Task (refer to *Course Information and Grading Tasks*, page 15).
>
> The Unweighted Score Group will also be applied to the Marking Period and Final Grading Tasks for all courses that are unweighted (i.e., all courses that are not 'Honors' or 'AP').

14. Click on the <Add> button to add another score item.
15. Click on the <Save> button.

If a score in a group needs to be removed, click on the delete button (✖) to the left of the score *Name*, and it will be deleted when the changes are saved.

Example of Numeric Score Group without Weighted GPA or Bonus Points

Example of Numeric Score Group with Bonus Points

Score Groups Set Up

Example of Numeric Score Group with Weighted & Unweighted GPA

Score Groups & Rubrics

Save   Delete   New Score Group   New Rubric

Score Group Detail
*Name
Numeric AP/Honors

Score Group List Items Detail

	Sequence	Name	Score	Passing Score	Credit Coeff.	Minimum %	GPA Value	GPA Unweighted Value	GPA Bonus Points	Class Detail Outcome Code
✕	1	100	100	✔	1	99.5	110	100	0	▼
✕	2	99	99	✔	1	98.5	108.9	99	0	▼
✕	3	98	98	✔	1	97.5	107.8	98	0	▼
✕	4	97	97	✔	1	96.5	106.7	97	0	▼
✕	5	96	96	✔	1	95.5	105.6	96	0	▼
✕	6	95	95	✔	1	94.5	104.5	95	0	▼

Add

Example of Alpha Score Group with Weighted & Unweighted GPA

Score Groups & Rubrics

Save   Delete   New Score Group   New Rubric

Score Group Detail
*Name
Alpha

Score Group List Items Detail

	Sequence	Name	Score	Passing Score	Credit Coeff.	Minimum %	GPA Value	GPA Unweighted Value	GPA Bonus Points	Class Detail Outcome Code
✕	1	A+	A+	✔	1	95.5	5	4.5	0	▼
✕	2	A	A	✔	1	91.5	4.5	4	0	▼
✕	3	A-	A-	✔	1	87.5	4.2	3.7	0	▼
✕	4	B+	B+	✔	1	85.5	3.9	3.4	0	▼

Add

SET UP THE CREDIT GROUP

Description

Credit groups are created with sub-groups under them (i.e., Group = High School Credit, Sub-Group = English). Each course will have a 'sub-group' assigned to it. Any student who passes the course will receive the course credit for the class (assigned on the grading task). Credit groups need to be set up and applied to courses in order for the course to post to the transcript.

Courses can only be assigned to **ONE** Credit Group.

> ✎ **Special Note:**
> Since courses can be in only one Credit Group, it is recommended to create a single Credit Group (barring special circumstances).
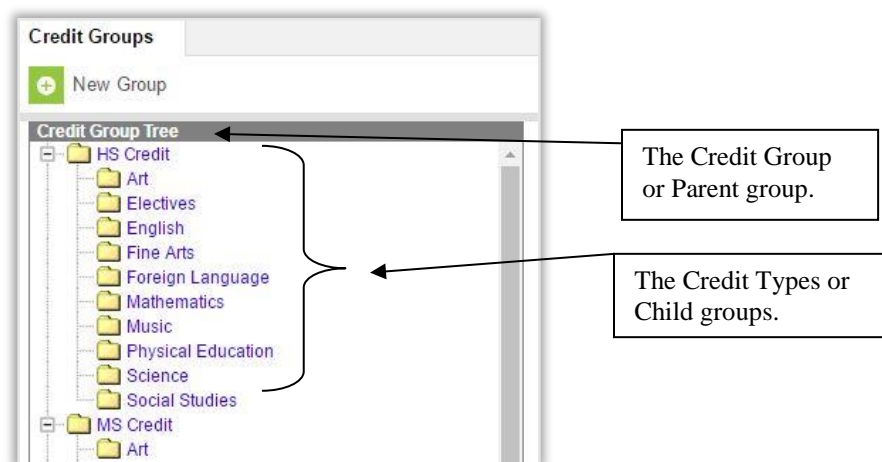
---

1. Choose the school using the Credit Group in the header toolbar. If multiple schools are using the group (i.e., 2 HS, HS and MS), choose one here and activate the Credit Group on the others (refer to 'Activate the Credit Group' on page 12).

2. Navigate to: *Grading & Standards > Credit Groups*.

3. Click on the <New Group> button.

4. Type in the credit group *Name*.

5. *Credit Overflow Rollup* – This section indicates where the student receives credit when the student has met the credit requirement of the designated <u>credit type</u> and where the additional credit should now be placed. *This field only applies to credit types and should be left blank for credit groups.*

6. Click on the <Save> button.

7. To add the Credit Type, click on the <New Group> button.

8. Type in the Credit Type *Name* (i.e., English, Mathematics, Social Studies).

---

9. *Credit Overflow Rollup* – This section indicates where the student receives credit when the student has met the credit requirement of the designated credit type and where the additional credit should now be placed.

10. Choose the *Parent Group* from the list (the Credit Group created in steps 3-6).

11. Choose a *PESC Name* if the district is using the eTranscript module. Options for this drop list are available when a Parent Group is selected (step 10).

12. Click on the <Save> button.

Credit Group Detail
*Name
History
PESC Name
[▼]
Parent Group
[HS Credit   ▼]
Credit Overflow Rollup
[Electives ▼]
Comments
[   ]

13. Repeat steps 7-12 for all sub-groups needed.

Credit Groups

⊕ New Group

Credit Group Tree
⊟ 🗀 HS Credit
   🗀 Art
   🗀 Electives
   🗀 English
   🗀 Fine Arts
   🗀 Foreign Language
   🗀 Mathematics
   🗀 Music
   🗀 Physical Education
   🗀 Science
   🗀 Social Studies
⊟ 🗀 MS Credit
   🗀 Art

The Credit Group or Parent group.

The Credit Types or Child groups.

14. Repeat steps 1-13 for all Credit Types needed.

Activate the Credit Group

The Credit group will be automatically activated for the school that was in the header toolbar when it was created. If the Credit groups are to be used in additional schools (i.e., additional High Schools, High School credits used in the Middle School), they must be activated in order to be attached to a course. Multiple credit groups can be activated for a school if necessary. All the Credit Groups set up for the district will display (in addition to the any School Standards that were created).

1. Choose the School and Year to activate the Credit Group.

2. Navigate to: *System Administration > Resources > Resources*.

3. Click on the **School Standards** tab.

4. Click on the check box for Credit Group(s) needed to place a check in it.

5. Click on the <Save> button.

Rydell High School
School Number: 85   Principal: Robert Ridarelli

| Departments | Rooms | **School Standards** | |

Save

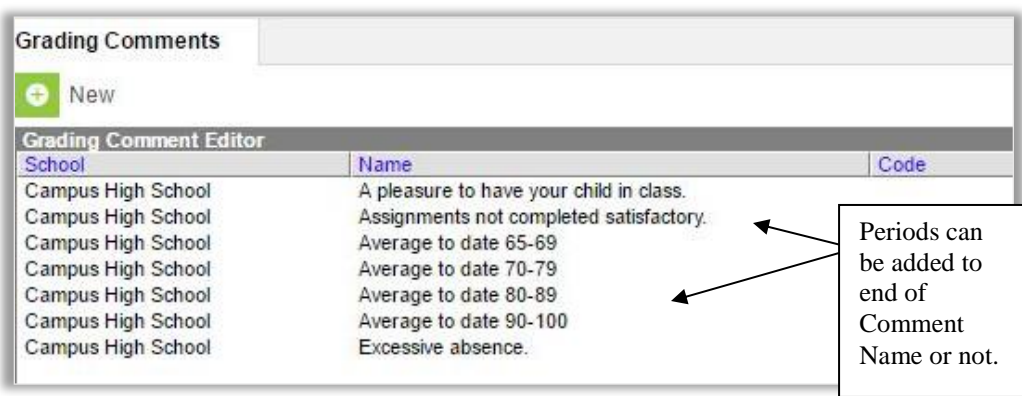**Curriculum Standards**
☑ HS Credit
☐ MS Credit

SET UP GRADING COMMENTS

Description

Grading comments can be set up at the District and School Level and used by all teachers. They are used to keep comments consistent throughout the school.

1. Navigate to: *System Administration > Grading & Standards > Grading Comments*.

2. Select the All schools (for District Wide) or specific school on the top toolbar.

3. Click on the <New> button.

4. Type the *Comment* – maximum of 200 characters.

5. *Code* – type in the code if used by the district. The Code allows the teacher to choose comments by typing in the codes needed instead of choosing from a list.

6. Click on the <Save> button.

7. Once saved, the comments will display in the top section in alphabetical order or numerically if numeric codes are used. Repeat for all comments needed.

School	Name	Code
Campus High School	A pleasure to have your child in class.	
Campus High School	Assignments not completed satisfactory.	
Campus High School	Average to date 65-69	
Campus High School	Average to date 70-79	
Campus High School	Average to date 80-89	
Campus High School	Average to date 90-100	
Campus High School	Excessive absence.	

Periods can be added to end of Comment Name or not.

✎ **Special Note:**

- These comments can be 'spell checked' by pressing <Ctrl>-<Shift>-<L>.
- Many districts structure comments to display ordered by type (i.e., positive, negative, improvement, effort, behavior, etc.). This can be achieved by coding.
- Many teachers will choose more than one comment to display on the report card. If periods are not included in the comment, the system will automatically add them when applied to a student (in order for them to be separated on the report card). If periods are included, the system will recognize them and not add an additional period. Therefore, all comments in the picture on the previous page will work correctly.
- If the district is using a custom report card, there will be a character limit on the comments entered on individual students based on the size of the field. If the district is using a Campus report card, there is a 1200 character limit on the comments.

SET UP GRADING TASKS

Description

The Grading Tasks are used by Campus to create a 'record' that will receive a grade to print on the Report card, Progress report, or Transcript (i.e., Quarter Grade, Final Grade, Final Exam, Progress Report). These are set up at the District Level.

1. Navigate to: *Grading & Standards > Grading Tasks*.

2. Click on the <New> button.

3. Type the *Name* of the Grading Task (i.e., Quarter Grade, Final Grade, Progress Report).

4. Type in the *Number* if necessary.

5. The *Seq* number can be used to order the Grading Tasks here and on report cards.

6. Type in the *Code* if necessary. This is a pre-defined code by the State or district if required.

7. If the grade is being posted to the transcript (i.e., Final Grade), click on the *Posts to Transcript* box.

8. *State Reported* – this field can be used to create Ad Hoc reports to filter scores for these grading tasks.

9. If the district wants the Grading Tasks to be nested, they can accomplish this by using the *Parent Grading Task*.

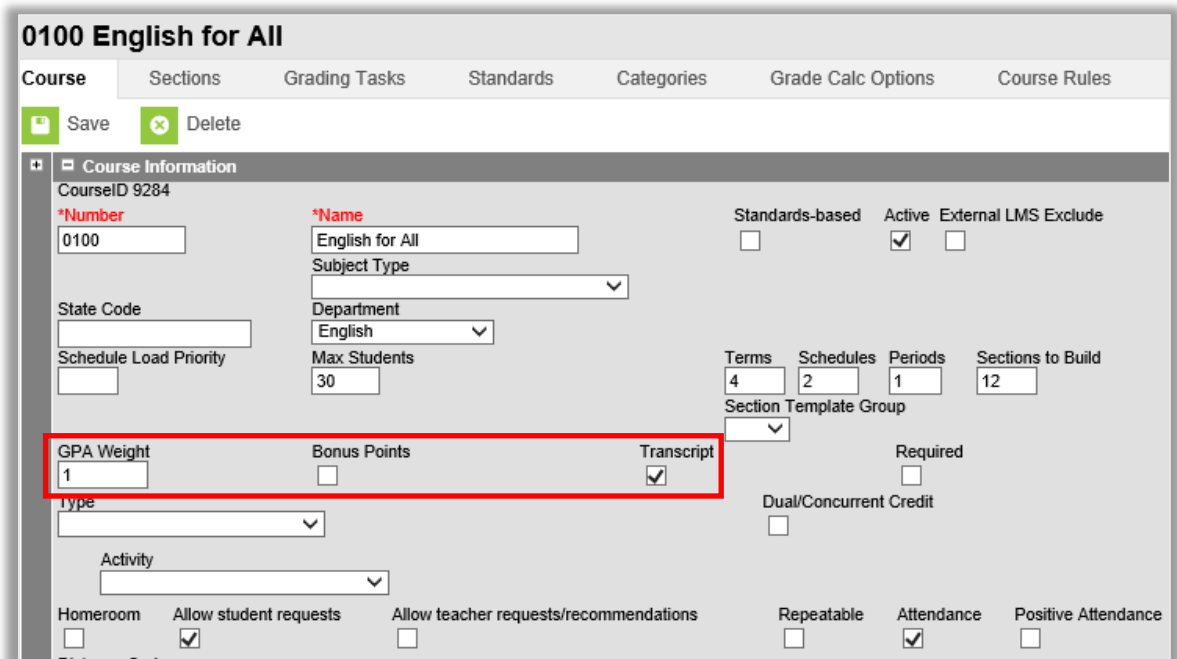10. Click on the <Save> button. Repeat steps 1-9 for all Grading Tasks needed.

COURSE INFORMATION AND GRADING TASKS

Description

There are several fields on the course tab that affect grading (i.e., GPA Weight, Transcript). In addition, the Grading Tasks are added to the Grading Tasks tab in the course information.

Course Tab

1. Navigate to: *Scheduling > Courses*. Choose the course.

2. On the **Course** tab, fill in the following fields needed for report cards and transcripts:

   a. *GPA Weight* – type '1' for normal GPA weight. If a different weight is used, it will affect the GPA on the transcript (for example, a weight of 3 will weight the score of this course more when calculating the Cumulative GPA on the transcript). For more information on weighing GPAs, refer to next section on page 20.

   b. *Bonus Points* – click on the checkbox if bonus points are being utilized for this course.

   c. *Transcript* – click on the checkbox if the final grade is to post to the transcript.
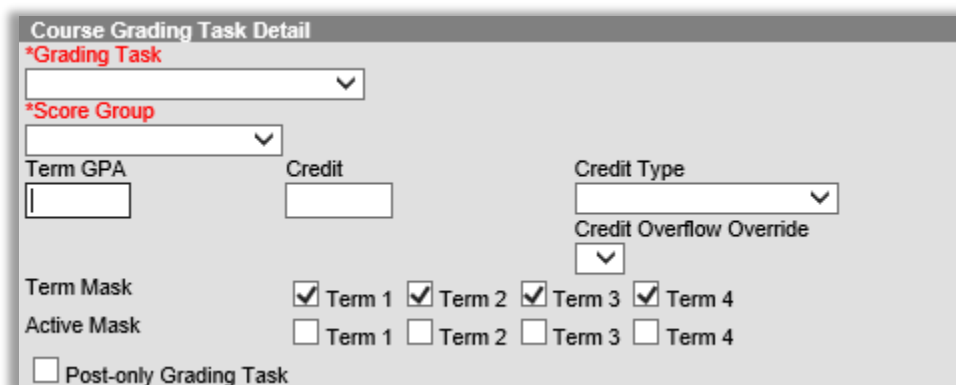
Add the Grading Tasks to Courses

1. On the **Grading Tasks** tab, create the grading tasks needed for the report card and transcript.

   a. Click on the <Add> button.

   Example of New (blank) Grading Task to Add to a Course

   b. Choose the *Grading Task* from the list. If the Grading Tasks were entered with sequence numbers, they will display on the list in that order.

   c. Choose the *Score Group* from the list.

   d. If the task needs to be included in the *Term GPA*, type '1' for normal GPA weight. If a different weight is used, it will affect the GPA on the report card (for example, a weight of .5 will weigh the score of this course less when calculating the Term GPA on the report card). Usually Marking Period Grades (i.e., Quarter Grade, Marking Period Grade, Trimester Grade) have Term GPAs. For more information on weighting Term GPAs, refer to the next section on page 19.

   e. If the task will post credits to the student's transcript, enter the amount of credits in the *Credit* field (i.e., '1' for a full year course, '.5' for a half year course).

   f. Choose the *Credit Type* (this determines which Credit Group the credit will post to). Usually Final Grades will have Credits and Credit Types. If a course will have credits posted to the transcript, a Credit Type **must** be set up (*Grading & Standards > Credit Groups* – for more detailed information, refer to page 10).

   g. Choose the *Credit Overflow Override* – this field is used to roll credits when the current credit type has met its credit requirements. The credits from the course will first try to roll up to the override credit type. If that credit type has met its requirements, it will then look at the overflow setup for the course's credit type.

   h. Check each term the grading task will be used for in the *Term Mask* section. For example: Marking Period Grades have all terms checked off

and Final Grades have Term 4 checked off (or Terms 2 & 4 for half year courses).

i. Check the term to activate the grading task in the *Active Mask* section. When the term is active, the teachers can post the grades for that task. Although the Grading Task can be activated (or deactivated) on each course individually by checking the box here, the Active Masks are usually controlled en-masse by using the wizard in *Grading & Standards > Grading Window* module.

j. Click on the <Save> button.

k. Repeat for all Grading Tasks needed (i.e., Quarter Grade, Final Grade, Final Exam, Progress Report, State Exam). The Task must be entered on the course for it to print on the Report Card (or Transcript).

Example of a Marking Period Grade

Choose the score group for the grading task

Enter the 'weight' if the grading task is to be used in the Term GPA calculation

Check on all the terms where the grading task will be used (for a quarter grade, it will usually be all 4 quarters)

Indicates a grading task cannot be aligned to assignments and categories in the teacher's Grade Book. Post-only Grading Tasks are for posting grades only, not for aligning student work.

Example of a Final Grade

Choose the score group for the grading task

Choose the credit type to post on the transcript

Type the credit amount to post on the transcript (usually '1' for a full year course)

Check on all the terms where the grading task will be used (for a final grade, it will usually be only Term 4, or Terms 2 & 4 for a 'semester' course)

Example of a Progress Report Grade

Choose the score group for the grading task

Course Grading Task Detail
Grading Task
Progress Grade
*Score Group
Prog Rpt ▼
Term GPA | Credit | Credit Type ▼
Credit Overflow Override ▼
Term Mask   ☑ Term 1 ☑ Term 2 ☑ Term 3 ☑ Term 4
Active Mask   ☑ Term 1 ☐ Term 2 ☐ Term 3 ☐ Term 4
☐ Post-only Grading Task

Check on all the terms where the grading task will be used (for a progress report, it will usually be all 4 quarters)
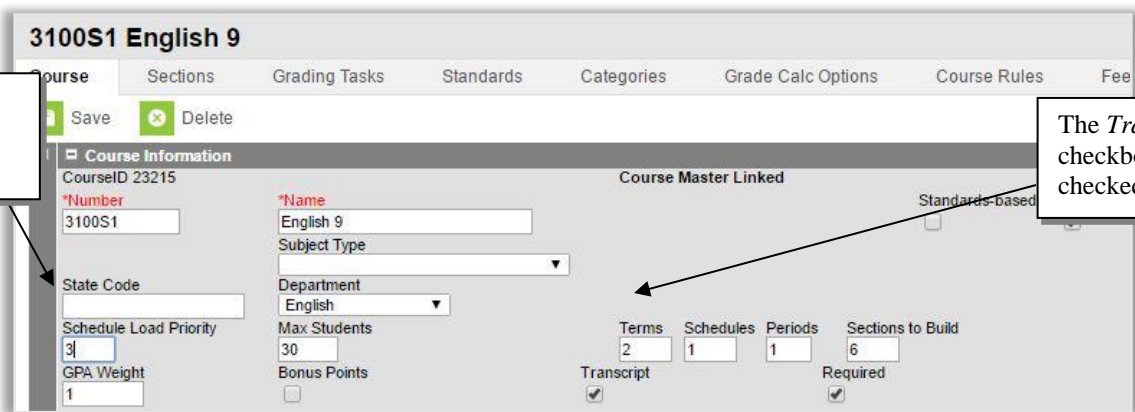
Example of a Completed Grading Task Editor

Course	Sections	**Grading Tasks**	Standards	Categories	Grade Calc Options	Course Rules	Fees	Build Constraints

⊕ Add   📋 Copy

Grading Task Editor

Grading Task	Credit Group	Credit Type	Score Group	Credit	Term GPA	Post-only
Final Exam			Numeric			
Final Grade	HS Credit	English	Numeric	1.000		
Progress Report			Prog Rpt			
Quarter Grade			Numeric		1.000	

GPA WEIGHTS

Description

The Term GPA and the Transcript (Cumulative) GPA can be weighted for a course to count the grade as more or less than the other courses. This is typically used to weigh courses based on instruction length. For example, the grade for a course meeting 3 periods might count more than a class meeting for only 1 period. Conversely, the grade for a course meeting on the 'A' rotation all year might count less than a course meeting both days. This is not generally used for Honors or AP courses as **this is a true weight** (please refer to the calculation examples on the next pages). **If the student is to receive a HIGHER score, it is recommended to utilize the GPA Value or Bonus Points options in the Score Group instead of changing the weight.**

Transcript (cumulative) GPA: The GPA that posts to the transcript can be weighted by entering the weight on the Course screen. The *GPA Weight* on the course will affect the students' GPA on the transcript.
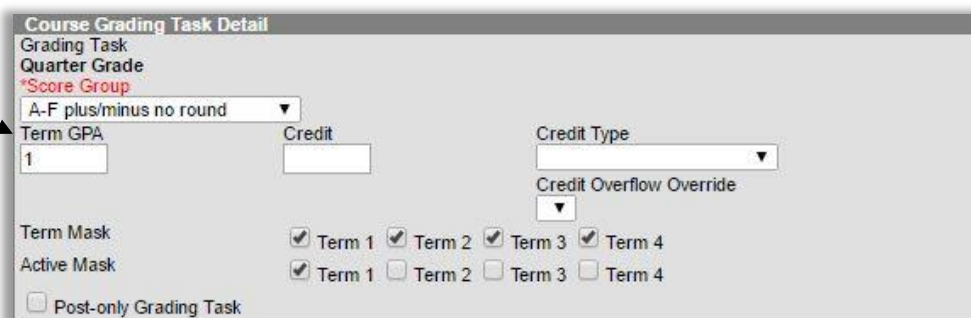
Term GPA: The Term GPA can be weighted by entering the weight in the Grading Task. The *Term GPA* weight will affect the students' Term GPA on their report card or for Honor Roll.

GPA Calculation (posts to transcript):
The system calculates the transcript GPA by multiplying the GPA value of each course's final grade (from the Score Group) by the GPA weight on the course and adding the 'new' grades together. Then, it adds all the GPA weights together. Finally, it divides the total 'grades' by the total GPA weights. **This weighing is most commonly used for full year (GPA=1) and half year (GPA=.5) classes. It can also be used for Vocational Tech courses that meet for several periods of a day.**

Example using the Cumulative GPA based on course length:
The two students below are taking 4 periods of graded courses. Mary takes 4 classes of 1 period each, Harry takes a 3 period class (i.e., a Vocational Tech class) and a single period class.

Mary Jones – Final Grades:
Science   90 (GPA weight 1)
Math   90 (GPA weight 1)
Social Studies 90 (GPA weight 1)
English   80 (GPA weight 1)

$$\frac{(90 * 1) + (90 * 1) + (90 * 1) + (80 * 1)}{1 + 1 + 1 + 1} = 87.5$$

Harry Smith – Final Grades:
Auto Repair   90 (GPA weight 3)
English   80 (GPA weight 1)

$$\frac{(90 * 3) + (80 * 1)}{3 + 1} = 87.5$$

Example if Cumulative GPA courses are NOT weighted based on course length:
Mary Jones – Final Grades:
Science   90 (GPA weight 1)
Math   90 (GPA weight 1)
Social Studies 90 (GPA weight 1)
English   80 (GPA weight 1)

$$\frac{(90 * 1) + (90 * 1) + (90 * 1) + (80 * 1)}{1 + 1 + 1 + 1} = 87.5$$

Harry Smith – Final Grades:
Auto Repair   90 (GPA weight 1)
English   80 (GPA weight 1)

$$\frac{(90 * 1) + (80 * 1)}{1 + 1} = 85$$

Harry's Auto Repair should be weighted more since it should be ¾ of the GPA.

The GPA weight is usually NOT used to weight for Honors or AP classes. Below is the example of the results if the district attempted to give 'extra credit' using the GPA weight.

Example using the GPA weight for the Cumulative GPA for Honors course:
The two students below are taking regular Science, Math, and Social Studies courses, and an Honors English course. The regular courses have GPA weights of 1 and the Honors English course has a GPA weight of 1.2.

Mary Jones – Final Grades:
Science   85
Math   87
Social Studies 82
English H   93

$$\frac{(85 * 1) + (87 * 1) + (82 * 1) + (93 * 1.2)}{1 + 1 + 1 + 1.2} = 87.05$$

Harry Smith – Final Grades:
Science   85
Math   87
Social Studies 93
English H   82

$$\frac{(85 * 1) + (87 * 1) + (93 * 1) + (82 * 1.2)}{1 + 1 + 1 + 1.2} = 86.52$$

Since the students received the same grades (85, 87, 82 and 93), the unweighted GPA would be the same (86.75) for both. However, since the English Honors grade counted more toward the calculation, Mary Jones' GPA is higher than the unweighted GPA, and Harry Smith's GPA is less.

Term GPA Calculation:
The system calculates the Term GPA by multiplying each course's marking period grade by the Term GPA weight and adding the 'new' grades together. Then, it adds all the Term GPA weights together. Finally, it divides the total 'grades' by the total Term GPA weights. **This weighing is most commonly used for Vocational Tech courses that meet for several periods of a day. It can also be used to weigh 'every day' (GPA=1) and 'only one rotating day' (GPA=.5) classes.** For example: should a course that meets on only one rotating day (only day 'A') have the same weight as a course that meets every day?

Example using the Term GPA based on course length:
The two students below are taking 4 periods of graded courses. Mary takes 4 classes of 1 period each, Harry takes a 3 period class (i.e., a Vocational Tech class) and a 1 period class.

Mary Jones – Quarter Grades:
Science   90 (GPA weight 1)
Math   90 (GPA weight 1)
Social Studies 90 (GPA weight 1)
English   80 (GPA weight 1)

$$\frac{(90*1)+(90*1)+(90*1)+(80*1)}{1+1+1+1} = 87.5$$

Harry Smith – Quarter Grades:
Auto Repair   90 (GPA weight 3)
English   80 (GPA weight 1)

$$\frac{(90*3)+(80*1)}{3+1} = 87.5$$

Example if Term GPA courses are NOT weighted based on course length:
Mary Jones – Quarter Grades:
Science   90 (GPA weight 1)
Math   90 (GPA weight 1)
Social Studies 90 (GPA weight 1)
English   80 (GPA weight 1)

$$\frac{(90*1)+(90*1)+(90*1)+(80*1)}{1+1+1+1} = 87.5$$

Harry Smith – Quarter Grades:
Auto Repair   90 (GPA weight 1)
English   80 (GPA weight 1)

$$\frac{(90*1)+(80*1)}{1+1} = 85$$

Harry's Auto Repair should be weighted more since it should be ¾ of the GPA.

GPA Weights

The GPA weight is usually NOT used to weight for Honors or AP classes. Below is the example of the results if the district attempted to give 'extra credit' using the GPA weight.

Example using the Term GPA for Honors course:
The two students below are taking regular Science, Math, and Social Studies classes, and an Honors English class. The regular courses have Term GPAs of 1 and the Honors English course has a Term GPA of 1.1.

Mary Jones – Quarter Grades:
Science   85
Math   87
Social Studies 72
English H   99

$$\frac{(85 * 1) + (87 * 1) + (72 * 1) + (99 * 1.1)}{1 + 1 + 1 + 1.1} = 86.07$$

Harry Smith – Quarter Grades:
Science   85
Math   87
Social Studies 99
English H   72

$$\frac{(85 * 1) + (87 * 1) + (99 * 1) + (72 * 1.1)}{1 + 1 + 1 + 1.1} = 85.41$$

Since the students received the same grades (85, 87, 72 and 99), the unweighted GPA would be the same (85.75) for both. However, since the English Honors grade counted more toward the calculation, Mary Jones' Term GPA is higher than the unweighted GPA, and Harry Smith's Term GPA weight is less.

Changing the weights:

- The Term GPA weights can be changed and the system will automatically recalculate using the new weights. The Report Card will reflect the new Term GPA based on the adjusted weights.

- The Transcript GPA can be adjusted, but it will only affect grades to be posted in the future. **Once the grades for each course have been posted to the transcript, they cannot be re-posted to reflect a change.** Re-posting to transcript will result in duplicate entries for any records that were changed.

  If the weights change, they will have to be manually adjusted for each student in the *Student Information > General*, Transcript tab or *Student Information > Counseling > General*, Transcript tab.

1. Navigate to the *Student Information > General*, **Transcript** tab.

Transcript before changes.

2. Click on the <Edit> button for the course to be corrected.

3. In the *GPA Weight* field, enter the correct GPA weight.

4. Click on the <Save> button.

GPA Weights

Transcript Course Editor

*School Year	Grade	NCES Grade	District No.	School No.	School Name
2017-2018 ▾	10 ▾	10: Grade 10 ▾	100	190	Harrison High

*Course Number	Course Name		State Code
2660 🔍	Contemporary World Issues		

SCED Subject Area ▾   SCED Course Identifier ▾

Date	Actual Term	Start Term	End Term
01/15/2018 📅	2	1	2

Change the GPA weight

Terms Long	Calendar Terms	Term Start Date	Term End Date
2	4	07/03/2017 📅	12/29/2017 📅

Current Score	Change Score	GPA Weight	GPA Value	Unweighted GPA Value
B-	▾	.5	4.0000	3.0000

Repeat Course	Distance Code	Percent	GPA Max	Bonus Points
☐	▾	93	5.0000	

5. Repeat for each student affected.

Courses Taken 2017-2018 Grade 10

	Course	Standard	Repeat Course	Mark	GPA Value weighted	GPA Value unweighted	Bonus	GPA Wt.	Credit/Category.	Term	Comments
Edit	2660, Contemporary World Issues			B-	4.0000	3.0000		0.5000	1.000 High School Credit	1-2	
Edit	3200, English 10			A-	3.6700	3.6700		1.0000	1.000 English/Language Arts		

6. Print the transcript again to view the results.

Harrison High Transcript
Tel: (987)999-9876 Fax: (987)888-8889
585 Peachtree Parkway, Metro City, NY 55436

Addams, Wendy
Student Number: 171900005 Grade: 11
666 Mockingbird Lane , Any City, NY 77777
Generated on 01/08/2019 01:24:19 PM Page 1 of 1

Enrollment History

Start	End	Grade	School
09/01/2016		10	Harrison High
07/03/2017		10	Harrison High
07/03/2018		11	Harrison High

Transcript Statistics

Cumulative GPA (Weighted)	3.77	
Class Rank	1 of 2	
Percentile	50.00%	

Student #: 171900005
Current Grade: 11
Birthdate: 06/06/2006
Gender: F

Courses Taken 2016-2017 Grade 09
from 190 Harrison High

Course	Mark	Weight	Credit
1100 Integrated Math I	A	1.0000	1.000
2200 World History A	B+	1.0000	1.000
3100 English 9	A-	1.0000	1.000
4700 Earth Science	A+	1.0000	1.000
4700 Earth Science	A+	1.0000	1.000
5110 Spanish I	A	1.0000	1.000
6500 Concert Band A	A-	1.0000	1.000
7100 Physical Education 9	A-	1.0000	0.500
		Total Credits:	7.500

Courses Taken 2016-2017 Grade 10
from 190 Harrison High

Course	Mark	Weight	Credit
2630 Non-Western Cultures	A-	1.0000	1.000
		Total Credits:	1.000

Courses Taken 2017-2018 Grade 10
from 190 Harrison High
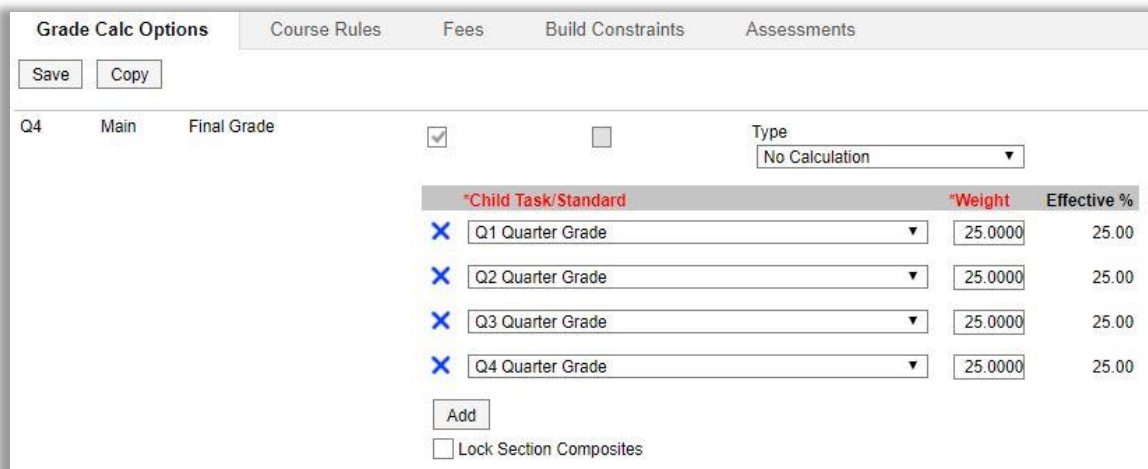
Course	Mark	Weight	Credit
2660 Contemporary World Issues	B-	0.5000	1.000
3200 English 10	A-	1.0000	1.000

SET UP GRADE CALC OPTIONS/COMPOSITE GRADING
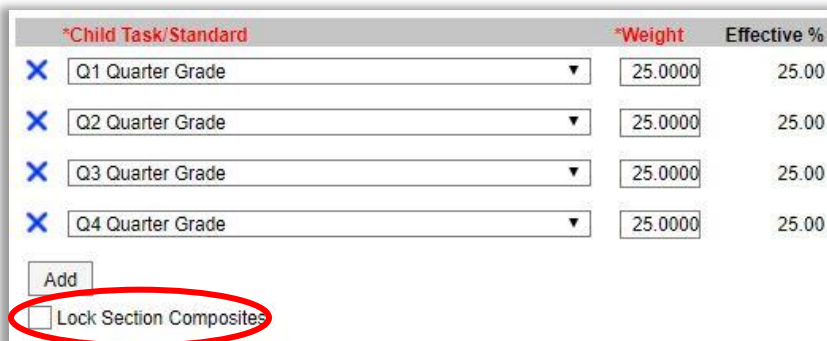
Description

The Composite Grading feature can be used to calculate the Final grade based on the marking period grading tasks (i.e., Q1 Grade – 23%, Q2 Grade – 23%, Q3 Grade – 23%, Q4 – Grade 23%, Final Exam – 8%). It can also be used to calculate a Semester Average if needed. Composite Grading is set up at the course level, but a teacher can create a different composite grading calculation for their sections if they use the Grade Book and they are given rights to the tool.

1. Navigate to: *Scheduling > Courses*. Choose the course.

2. Navigate to the **Grade Calc Options** tab.

3. Scroll down and check the Composite box of the Grading Task to be composited.

4. The Composite Grade Detail screen will display with all the Grading Tasks. Type the weight (%) to be used in the calculation for each task. The total of all weights generally equal 100. However, if the tasks don't easily divide into 100, proportional point values can be used (i.e., 4 Quarter Grades, Midterm Exam and Final Exam, can all be entered as a weight of '1') – the system will multiply each task proportionally to calculate the final grade).

   Set Up Grade Calculations

5. If needed, click on the *Locked* checkbox to lock the Composite Grades so they cannot be changed by teachers and allows pushed changes to overwrite existing setup in teachers gradebooks.

6. Scroll up and click on the <Save> button.

Notes on Composite Grading

- If a student drops a section of a course and adds a different section of the same course (i.e., changes teachers or periods for the same course) and the course uses Composite Grading (on the course level), the grades do not need to be moved to the new section. The system will use all posted grades for the course, regardless of the section the student is currently rostered in. Both sections will print on the report card to indicate which teacher assigned each grade.

  However, if a student drops a course after receiving a Grade and adds a different course (i.e., drops 'English Honors', adds 'English'), the Composite Grade will only use the grades listed in each course to calculate the Final Grades. This may have to be manually adjusted. An administrator can adjust the grade by accessing the Course and Section and navigating to the **Grading By Task** or **Grading By Student** tabs. The Grading Window does not need to be open to adjust the grades in these tabs – refer to: *Editing Grades when Grading Window is Closed* section on page 38.

- If a student does not receive a grade for a task, the Composite Grading will use the grades and weights of the other tasks to calculate the grade. For example:

Q1 = 21%	90
Q2 = 21%	95
Q3 = 21%	no grade
Q4 = 21%	96
Final exam = 16%	88

  $$\frac{(90*21)+(95*21)+(96*21)+(88*16)}{(21+21+21+16)}$$

  7309/79 = 92.52

- If the teachers are not given user rights to Composite Grading, there is no need to 'lock' it on the Course level.

SET UP BASIC SECONDARY REPORT CARD

Description

A basic report card consists of Marking Period Grades that post to the term GPA and Final Grades that post to the transcript. It can include Exams needed as well.

The following must be set up before configuring the courses to print to the report card and transcript correctly:

- Score Group (see page 5)
- Grading Comments, if needed (see page 13)
- Grading Tasks (see page 14)
- Composite Grading, if needed (see page 26)

Report cards must be created before they can be used. While many districts choose to have a customized report card created for them, most still need to create a standard report card using the options provided by Campus so 'Generic' report cards can be printed any time during the year for parent meetings.

1. Navigate to: *System Administration > Preferences > Reports*.

2. Click on the <New> button.

3. Type in the report *Name* (i.e., Secondary Card, Q1 Report Card). This is for internal use and will not display on the Report Card.

4. Choose 'Report Card' from the *Type* dropdown list.

5. Click on the *Publish to Portal* checkbox if this card should display on the Parent Portal. Grades will display on the portal as soon as they are posted, so it is recommended to uncheck this box when the Grading Window is open and teachers are posting grades.

6. Type in a *Description* if needed.

7. *Available in Campus Instruction*- allows a teacher to print a student's report card in Campus Instruction.

8. *Report Display Name*- This field will display on the Report Card.

9. *Report Type* – Click on the 'Conventional Report Card' radio button.

10. *Display Grades*- allows user to select in-Progress or Posted Grades. Recommended only select one.

11. *Report on Terms* – Click on the *Main- Quarters* checkbox and select the Term to print on the report card. Only one 'current' term will print. All previous terms will print as well, unless the *Exclude all prior Terms from printing* checkbox is checked. Click on the Term 4 button to create a Report Card that can be used for all terms. If only the current term grades should print (and or current term comments – refer to step 10-e), different report cards should be set up for each term (i.e., Q1 Secondary Report Card, Q2 Secondary Report Card).

12. *Placement and Signature Options*-allows multiple options to create signature lines.

13. *Page Layout* – Click on the layout needed – Portrait ☐ or Landscape ☐. If the calendar has more than 5 terms that are being reported, mark the *Additional space for* terms checkbox so adjustments can be made for readability when the report is printed.

> **Report Type**
> ◉ Conventional Report Card
> ○ Standards-Based Report Card
>
> **Report on Terms**
> ☑ Main - Quarters
> ◉ Term Q1 ○ Term Q2 ○ Term Q3
> ○ Term Q4
> ☐ Exclude all prior Terms from printing
>
> **Page Layout**
> ◉ Portrait ○ Landscape
> ☐ Additional space for terms

14. *Display Options* – Additional information can be chosen to display on the report card:
   a. *Header Options* – These items, if checked, will print in the header of the report card
      i. *Student ID* – student number
      ii. *State ID* – state number
      iii. *Student Counselor* –student's guidance counselor
      iv. *Homeroom Teacher- Teacher of course or section designated as homeroom*
      v. *Date/Time Stamp* – date and time the report card was generated

> **Header Options**
> ☑ Student ID
> ☐ State ID
> ☑ Student Counselor
> ☐ Homeroom Teacher
> ☐ Date/Time Stamp

b. *Attendance Summary* – Click on the checkbox to print the attendance on the report card. Choose one of the following options to display the attendance:
   i.   *Period* – attendance by period
   ii. *Course* – attendance by course
   iii. *Daily Exact Term* – exact daily attendance (with decimals)
   iv. *Daily (Half/Whole Day) Term* – attendance by half and whole days

c. *Cumulative GPA* – Click on the button to print the cumulative GPA on the report card. The system will display printing options. The GPA can be displayed as Normal GPA (weighted) or Unweighted. Bonus Points can be added to the GPA for either option if needed and the system will include bonus points in the Cumulative GPA calculation.

d. *Class Rank* and *Term GPA* – Click on the checkboxes to print the Class Rank and/or Term GPA on the report card. Bonus Points can be added to either option. The Term GPA will use the GPA value entered in the Score Group/List in the *GPA Value* field (this field is usually the weighted GPA for AP or Honors classes).

a. *Period* – Click on the checkbox to print the period of the courses on the report card.

b. *Score Comments* – Click on the checkbox to print the Score Comments on the report card. Click on the Terms to print – for all terms, click on all boxes.

Set Up Basic Report Cards

c. *School Comment (printed on all)* – Comments entered here will print on all report cards.

d. *Show Percentage*-Shows Percentage in addition to the score value.

15. *Mailing Label Options*-Report cards can be printed with the following options

   a. *Student's Primary Household Only*- Prints report cards for the student's primary household. Any individual in that household or related to that household who is marked for mailing on the relationship receives a report card. Household addresses can be primary or secondary.

   b. *No Mailing Label*- Prints the report card without an address. This can be used to hand out report cards in class. This should not be marked if the other mailing label options are marked.

   c. *Recipient Names*- Prints the actual names of the individuals receiving the report card, instead of "To the parent/guardian of". Names print in the first two lines of the address with first and last names.
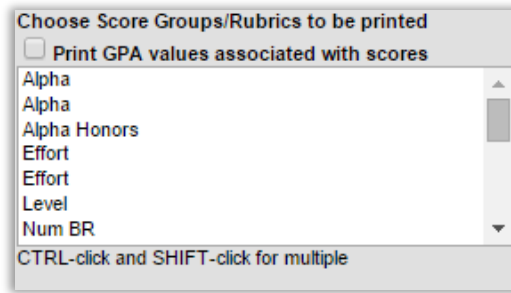
16. *School Comments*- will print on all report cards

17. *Grading Tasks* – Choose the grading task(s) to print on the report card. More than one can be chosen by using the <CTRL> and/or <SHIFT> keys. All tasks can be chosen by clicking on the *Select all grading tasks* checkbox. By choosing Select all grading tasks, only the grading tasks associated with a course will print on the report card despite all tasks being checked to display.

18. **Score Group** – All the score groups for the district display. If needed, choose the score group(s) to print on the report card. More than one can be chosen by using the <CTRL> and/or <SHIFT> keys. The GPA values associated with the scores can be printed as well by checking the box. Hold the <CTRL> key to deselect a score group. Note: It is not recommended to select a numeric score group for display. By selecting a numeric score group the report will attempt to display all possible numeric values and they will overlap and be illegible.
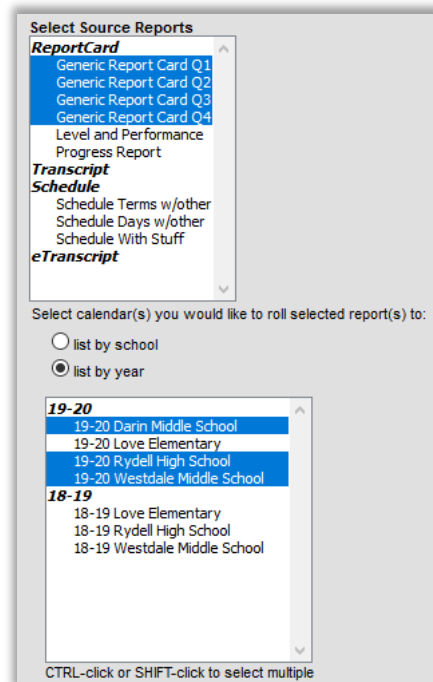
Choose Score Groups/Rubrics to be printed
☐ Print GPA values associated with scores
Alpha
Alpha
Alpha Honors
Effort
Effort
Level
Num BR
CTRL-click and SHIFT-click for multiple

19. Click on the <Save> button. Repeat for all Report Cards in each school.

Rolling Forward the Report Card to Subsequent Calendars

Report cards are created in the current school calendar year. If the report cards are needed in the next year, they must be 'rolled forward' to each year as it is created.

1. Select the *Year* and *School* (on the top toolbar) where the reports are currently running.

2. Navigate to: *System Administration > Preferences > Reports Roll Forward*.

3. *Select Source Reports* – choose the report(s) needed. More than one can be chosen by using the <CTRL> and/or <SHIFT> keys.

4. *Select a Target Calendar* – choose the next calendar year (this can only be chosen after the calendar year has been created).

Select Source Reports
ReportCard
    Generic Report Card Q1
    Generic Report Card Q2
    Generic Report Card Q3
    Generic Report Card Q4
    Level and Performance
    Progress Report
Transcript
Schedule
    Schedule Terms w/other
    Schedule Days w/other
    Schedule With Stuff
eTranscript

Select calendar(s) you would like to roll selected report(s) to:
○ list by school
◉ list by year

19-20
    19-20 Darin Middle School
    19-20 Love Elementary
    19-20 Rydell High School
    19-20 Westdale Middle School
18-19
    18-19 Love Elementary
    18-19 Rydell High School
    18-19 Westdale Middle School

CTRL-click or SHIFT-click to select multiple

5. Click on the <RUN> button.

6. The system will display the results. Repeat for all reports in each school.

Reports Roll Results

The following 12 reports have been rolled forward:

Report Name	Target Calendar	Type
Generic Report Card Q1	19-20 Darin Middle School	reportCard
Generic Report Card Q1	19-20 Rydell High School	reportCard
Generic Report Card Q1	19-20 Westdale Middle School	reportCard
Generic Report Card Q2	19-20 Darin Middle School	reportCard
Generic Report Card Q2	19-20 Rydell High School	reportCard
Generic Report Card Q2	19-20 Westdale Middle School	reportCard
Generic Report Card Q3	19-20 Darin Middle School	reportCard
Generic Report Card Q3	19-20 Rydell High School	reportCard
Generic Report Card Q3	19-20 Westdale Middle School	reportCard
Generic Report Card Q4	19-20 Darin Middle School	reportCard
Generic Report Card Q4	19-20 Rydell High School	reportCard
Generic Report Card Q4	19-20 Westdale Middle School	reportCard

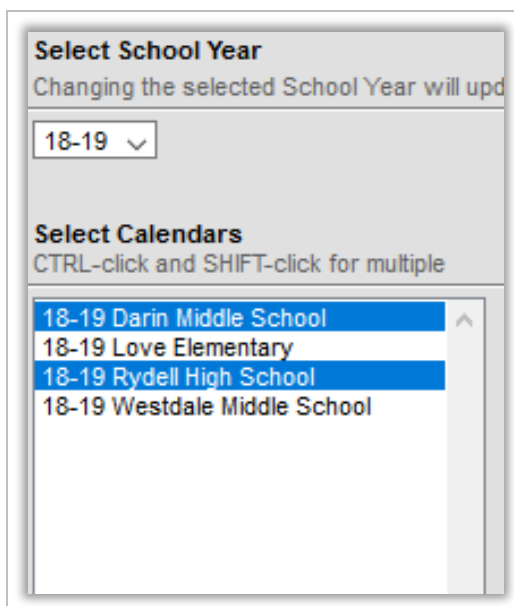# GRADE STUDENTS AND GENERATE REPORT CARDS

Description

Prior to running the report cards, the grading tasks must be activated, the teachers must grade the students, and if necessary, composite grading must be calculated.
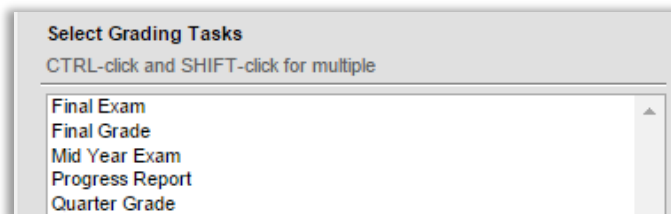
Activating the Grading Tasks

In order for the tasks to be active and allow grades to be entered, the *Active Mask* checkboxes in the Grading Tasks must be turned on. They are generally turned on by the Grading Window Wizard (although they can be turned on or off for a specific course using the **Grading Task** tab on the Course).

1. Navigate to: *Grading & Standards > Grading Window*.

2. Select the School Year from the list (i.e., 18-19).

3. Select the Calendar(s) from the list (i.e., 18-19) Darin Middle School). More than one school can be chosen by using the <CTRL> and/or <SHIFT> keys.

Select School Year
Changing the selected School Year will upd

18-19 ⌄

Select Calendars
CTRL-click and SHIFT-click for multiple

18-19 Darin Middle School
18-19 Love Elementary
18-19 Rydell High School
18-19 Westdale Middle School

4. Click on the <Next> button.

5. Select the Grading Tasks (or Standards) to be made active (i.e., Quarter Grade, Final Grade). More than one task can be chosen by using the <CTRL> and/or <SHIFT> keys.

Select Grading Tasks
CTRL-click and SHIFT-click for multiple

Final Exam
Final Grade
Mid Year Exam
Progress Report
Quarter Grade

6. Click on the <Next> button.

7. Choose the Term(s) to be made active (i.e., Term 1 for quarter 1, Term 2 for quarter 2).

Select Terms
Choose the Terms that you want to make active for grading.

NOTE: To turn off grading, leave all checkboxes unchecked.
NOTE: This overwrites ALL current Active Masks for the calendars and tasks you've selected.

☑ Term 1   NOTE: All of these flags default to being unchecked. The display does not
☐ Term 2   represent the current active mask flags for the calendar(s) and task(s) you've
☐ Term 3   selected.
☐ Term 4

8. Click on the <Update Active Masks> button.

All courses will have the Grading Task(s) active for the term chosen.
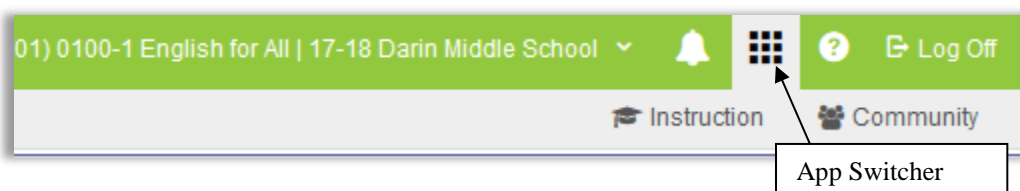
> ✍ **Special Note:**
> The Active Masks should be turned off when the grading period has been completed and before the report cards are printed. This will prevent the teacher from changing the grade after the report cards have been mailed out.
>
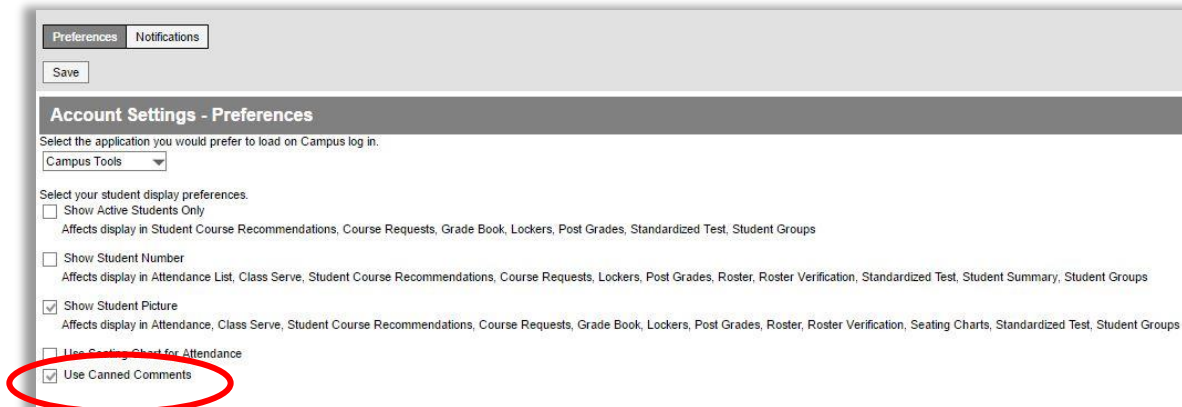> They are turned off by completing all the steps above, but leaving all the Terms unchecked in step 7.

Turn on Canned Comments (Teacher task)

In order for the teachers to be able to use the comments entered by the administrators, they **(the teachers)** must turn them on. This is only done once per year (for each course/section) and will remain in the teacher's preferences until turned off. For additional information on Teacher tasks, refer to the *Teacher's Manual*.

1. From the App Switcher, select Campus Instruction to navigate to the Teacher side of the program.

01) 0100-1 English for All | 17-18 Darin Middle School   🔔 ⊞ ❓ ⮐ Log Off

🎓 Instruction   👥 Community

App Switcher

2. From the Index, navigate to: *Account Settings*.

3. Click on the *Use Canned Comments* checkbox.

4. Click on the <Save> button.

Manually Entering Grades (Teacher task)

1. From the App Switcher, select Campus Instruction to navigate to the Teacher side of the program.
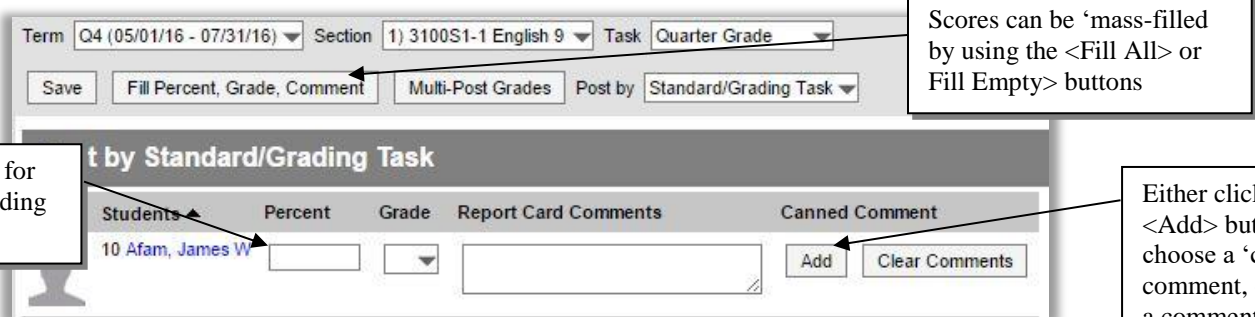

App Switcher

2. From the Index, navigate to: *Post Grades*

3. Select the term, section, and task (i.e., Q1-Quarter Grade, Q2-Quarter Grade, Q4-Final Grade) to be entered. If a task that has NOT been activated is chosen, the roster will display, but grades cannot be entered.

Scores can be 'mass-filled by using the <Fill All> or Fill Empty> buttons

Percent is used for Composite Grading only

Either click on the <Add> button to choose a 'canned' comment, or type a comment in the *Comment* field

4. Enter the grade in the *Percent* field if Composite Grading is used to calculate the Final Grade. This will **not** print on the Report Card.

5. Choose the correct *Grade* for each student from the list. The grades appearing in the list are all the grades entered in the Score Group (see page 5). This score will print on the report card.

   Scores can also be mass filled by using the ***Fill Percent, Grade, Comments*** section.
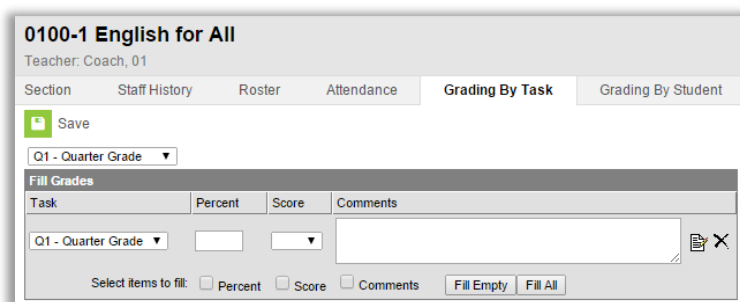
   a. Enter a Percent and/or Grade and/or Comment

 Generating Report Cards

b. Select under Students: either the <Fill All> or <Fill Empty> button

6. Click on the <CC> button to choose comments from the Canned Comments list. More than one comment may be chosen. The teacher can enter custom comments in the *Comments* field in place of (or in addition to) the canned comments. They can be spell-checked by right-clicking on words underlined in red.

7. Click on the <Save> button.

Editing Grades when Grading Window is Closed

Occasionally, administrators will need to edit grades after the grading window is closed. This is accomplished on the Course/Section, **Grading by Task** or **Grading by Student** tab. The grading window is 'always open' here.

1. Navigate to: *Scheduling > Courses*.

2. Choose the course and section to be edited.

3. Click on the **Grading by Task** or **Grading by Student** tab.

4. Choose either the task to be changed (i.e., Quarter Grade, Final Grade), or the student to be changed.

5. Enter the grade in the *Percent* field if Composite Grading is used to calculate the Final Grade. This will **not** print on the Report Card.

6. Choose the correct *Score* from the list. This score will print on the report card. Scores can also be mass filled by using the ***Fill Scores*** section.

    c. Choose the Score from the dropdown list

    d. Click on either the <Fill All> or <Fill Empty> button.

    This will not mass fill the amounts in the *Percent* field.

8. Click on the notepad icon (📝) to choose comments from the Canned Comments list. More than one comment may be chosen. Custom comments can be entered in the *Comments* field in place of (or in addition to) the canned comments. They can be spell-checked by right-clicking on words underlined in red.

7. Click on the <Save> button.

Calculate Composite Grades for the School

If Composite Grades are used to calculate the Final Grade (or Semester Average), they may be calculated before printing the report card for that term. The teacher can also calculate the Final Grade using the Grade Book, if it was set up.

Note: If the Percent field was not completed (see section above), the Composite Grading will not be calculated correctly.

1. Navigate to: *Grading & Standards > Auto Grade*.

2. **Select the Grading Task** – choose the Grading Task from the list. Only the Grading Tasks that have been set up for Composite Grading will display.

3. **Select the Score Group** – choose the Score Group from the list.

4. **Existing Grades** – click on the *Overwrite Existing Grades* checkbox if needed. This will overwrite any grade the teacher entered (or calculated).

5. Click on the <Auto Grade Students> button to run the program.

The Score Group displays in *Grading Task*.

Choose the correct *Score Group* from the list.

Select Grading Task
Default - Term Q4 - Final Grade - Score Group: Numeric ▼

Select Score Group
Make sure the Min Percentages are set properly for the Score Group you choose.

Numeric ▼

Existing Grades
☐ Overwrite Existing Grades

Auto Grade Students

All students who have a course where the Final Grade task was set up for Composite Grading will have a Final Grade posted.

Print Report Cards

Report cards can be printed for a batch of students or for an individual student.

Print report cards for a batch of students:

1. Navigate to: *Grading & Standards > Reports > Report Card*.

2. *Report Options* – choose the report card to print from the list. All the report cards created for the school will display on the list. Choosing *Display Options* will allow the user to create a report card for this one time only. The choices are the same as creating a report card, (refer to page 29).

3. *Ad Hoc Filter* **or** *Grade* – choose an Ad Hoc filter or a grade to limit the number of students' report cards printing. This is a very complex report so it is suggested to limit the number of students printing in a batch. However, *All Students* for the school can be chosen as well.

4. *Active Only* – click on this box to remove the check to choose **all** students' cards.

5. *Effective Date* – enter the effective date of the report cards. (Option available only when *Active Only* check box is selected.)

6. *Sort Options* – choose the sort option needed (Alpha, Grade/Alpha, Zip, Teacher).

7. There are two options to generate the reports:

a. Click the <Generate Report> button. The report cards for all students selected will display in Adobe Acrobat format. They can be saved or printed, but not edited.

b. Click the <Submit to Batch> button. This option generates the batch report in the background while the user is free to use other parts of the product. The Batch Queue Reporting Options window will display.

　　i. *High Priority* – the report will be placed at the top of the queue

　　ii. *Keep Until I Delete* – the report will remain in the queue and ignore system expiration preferences

　　iii. *Start Date/Time* – when the report will be generated

　　iv. *OK* – click to send the report to the Batch Queue

The report can be accessed later from the Batch Queue List when the *Get Report* link appears in the Download column. A reminder will also appear in the user's Process Alerts.

The report cards for all students selected will display in Adobe Acrobat format. They can be saved or printed, but not edited.

Print report cards for a single student:

1. Navigate to: *Student Information > General*. Select the student.

2. Click on the **Grades** Tab.

3. *Choose a Report Card Format…* – choose a report card from the list. All the report cards created for the school will display on the list.

The report card for the individual student will display in Adobe Acrobat format. It can be saved or printed, but not edited.

Sample 2nd Term Report Card

Darin Middle School
Any Road
Any City, NY 11790
(555)123-1234

Abbate, James
2018 - 2019 Report Card
Grade: 08

GPA Summary:

Term GPA	Q1	Q2
Unweighted	88.917	94.0

Attendance Summary:

Q1		Q2		Total	
Absent	**Tardy**	**Absent**	**Tardy**	**Absent**	**Tardy**
2	0	0	0	2	0

Grade Report:

Course	Task	Q1	Q2
0100-14 English for All [Abbate, Sharon]	Quarter Grade	87	
0200-5 Social Studies [Coach, 13]	Quarter Grade	77	
0300-1 Science Scenarios [Barbieri, J]	Quarter Grade	90	
0400-2 Math Moments [Ahrens,]	Quarter Grade	87	
2000-1 Media Arts 1 [Abart, Marion]	Final Grade		96
	Quarter Grade	97	94
	Term 2 Comments:Contributes to all facets of the lesson. Excellent student.		
5555-4 Life Adjustment [Ahrens,]	Quarter Grade	97	
9999-10 Physical Education [Connolly,]	Quarter Grade	94	

GRADING REPORTS

Running Reports

The reports available in the Grading and Standards module provide details on a student's progress in courses, transcript information, standards progress and cumulative labels, in addition to containing reports administrators can use to see how active teachers and counselors are in updating student grade information.

Class Rank Report: The Class Rank report calculates a student's class rank that is based on historical (transcript) grades.

Course Credit Report: The Course Credit report lists the credits associated with each course.

Cumulative Labels Report: A Cumulative Label is a large-size mailing label that has an entire year's transcript printed on it.

Grade Book Usage Report: The report will track how well teachers are maintaining their grade books.

Grades Report: The Grades Report will print the students' grades based on the criteria chosen. This report is useful in determining which teachers have not posted grades or which students have missing grades.

Grading Setup Audit: The Grading Setup Audit Report tracks the setup of teacher grade books and displays grading tasks, standards, categories and grade calculation options for the selected courses. Select one or all teachers and one or all courses, as well as the data to report.

Missing Assignments Report: This Missing Assignments report allows users to view assignments that have been flagged in the Grade Book as Missing, Incomplete, Late, or Exempt.

Standards Alignment Report: This report will list the assessments associated with each standard.

Students Credit Report: The Student Credits Report displays the total number of credits earned by the students in the selected calendar.

Term GPA Report: The Term GPA Report displays each student's term GPA for the selected term.

Transcript Audit Report: The Transcript Audit report will compare the transcript data with the source grading data and will list the differences in score and comments.

Transcript Batch Report: The Transcript Batch Report pulls student grades from their transcript and typically places them on a one-page document.

eTranscript Batch Report: This tool will create a batch of electronic transcripts for upload to third party vendors of choice.   An eTranscript for this batch tool should be designed in *System Admin > Preferences > Reports* and selected from the Report Options list.