User Guide
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Campus Instruction

Logging In

- Enter the web address (URL) provided by the district in the address bar of your browser and then add it to your Favorites. https://washoenv.infinitecampus.org/campus/washoe.jsp. You can find the staff link on the district web site under Departments > Infinite Campus > Staff Login.

- Enter the user name and password provided to you by the district.
- Click Sign In.
- If you cannot get logged into Infinite Campus, please call the IT Service Desk at 789-3456. An Incident will be created and you will be contacted by an Application Specialist who will correct the issue for you.

The first page that loads when you log into your account contains the Control Center, Navigation Bar and the Action Bar. These are the modules that hold all the teacher tools that are assigned to you as a user. Each module has a link to a particular function and allows you to add, change and manipulate data.

Navigation

The green Navigation bar holds the links that allow you to close the action bar, change schools and years, read notifications, get help with you questions, change account preferences and log out of the program.
• Click on the **Menu** icon to hide and restore the action bar. Hide the bar when working in your grade book to have additional work space.

• Click on the **Context Switcher** to change the school year to previous or future years. Teachers that are assigned additional schools may also change to a different school.

• Click on the **Notifications** icon to see system notifications. Parents of a student in a WCSD school could see attendance and your children’s grade notifications.

• Click on the **User Menu** icon to access the account setting and Log Off function.
- Select **Account Settings** from the list and select **Preferences**. Each preference has an explanation of how it will display in Instruction.

- **Select the application you would prefer to load on Campus log in** allows teachers to automatically log directly into the grade book functionality. Click the down arrow and select **Campus Instruction**.

- Click **Save** to save the new settings.

### Image

![Preferences](image)

<table>
<thead>
<tr>
<th>Preferences</th>
<th>Notifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Save</td>
<td></td>
</tr>
</tbody>
</table>

**Account Settings - Preferences**

Select the application you would prefer to load on Campus log in.

- **Campus Instruction**

Select your student display preferences:
- Show Active Students Only
- Show Gradebook, Course Requests, Gradebook, Locker, Post Grades, Standardized Test, Student Course Recommendations, Student Groups
- Show Student Number
- Show Gradebook, Course Requests, Gradebook, Locker, Post Grades, Roster, Roster Verification, Standardized Test, Student Course Recommendations, Student Summary, Student Groups
- Show Student Picture
- Show Gradebook, Course Requests, Gradebook, Locker, Post Grades, Roster, Roster Verification, Standardized Test, Student Course Recommendations, Student Groups
- Use Scaling Chart for Attendance
- Use Gradebook Comments

- **Use Log Off** to exit the Instruction interface.

### Application Switcher

The **App Switcher** is located at the top of the **Action Bar** in the solid black area and shows the program that is currently active.

- Click the down arrow next to **Instruction** to change programs.

![App Switcher](image)

- The blue box show the currently selected program. To change to the next program, click on the appropriate icon.

- Instruction contains all the grade book and attendance tools. Tools contain the student and household demographic data as well as student history.

- The **App Switcher** on the **Tools** program is located on the upper rights corner of the **Navigation** bar.

- Click the icon to return to the grade book.
Control Center

The Control Center allows teachers to view daily tasks at a glance. The current day’s attendance and un-scored assignments will appear and are sorted by period.

Taking Attendance

Attendance for the end of the current period and later periods will appear under the Attendance heading as a grey empty circle. Periods that have ended without attendance taken appears as a solid orange dot. Periods with completed attendance appears as a green check. Completed attendance will also show the number of students present followed by the total number of students scheduled in the section.

- Click Take to enter student attendance. The module defaults to all students present. Click on A for absent and T for tardy for the appropriate students.
- Click Save when attendance is complete.
- Attendance that has been recorded by the attendance office displays the attendance code and may not be changed.

Scoring Assignments

Assignments allows teachers to score assignments that are due on or before the current day. For the assignments to display the end date must be before the end of the current term. The number in parenthesis indicates the number of assignments that have not been scored.

- Click Score to enter scores. Assignments may be displayed by All, Unscored or Missing.
Click on an assignment to view the assigned students. The All view shows all scheduled students (including those with scores), Unscored, or students flagged as having the assignment missing.

Filling Scores

Fill a common score or mark all students by using the tools in the grayed area of the window.

- Click the Turned In check box to flag all students.
- Enter a common score in the Score field to fill for all students. All scores entered in the Fill Scores area will overwrite any data entered on the current panel.

Scoring Individuals

Scores as well as Flags may be entered for individual students.

- Enter the point value for each student in the Score field.
- Turned In is the default flag for all students, click in the check box or click the down arrow next to Turned In and select the appropriate flag from the list. Turned In and Missing may not be marked at the same time. If a score is entered for an assignment marked as missing, a dialog box will display for resolving the flag.
- Click Save.

Student Information

Student information is available from the score window. The student name will appear in blue in the list. All Blue lines of information are links to specific data.

- Click on the student name to view the student information panel.
The basic student information appears at the top.

Click the + next to the additional headings to view demographic data for the student.

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Information</td>
<td>Contact Information is based on the student’s Household. The emergency contact priority is shown below the individual’s name, if entered.</td>
</tr>
<tr>
<td>Today’s Schedule</td>
<td>The student’s schedule is listed with room numbers. The section where the student is currently scheduled is indicated with a border.</td>
</tr>
<tr>
<td>Grades</td>
<td>Grades are only shown for the current section, from which the student’s information was accessed.</td>
</tr>
<tr>
<td>Attendance</td>
<td>Attendance is shown for the current month for this section only. Absences and tardies are totaled in the legend at the bottom. Scroll within the calendar to view other months.</td>
</tr>
</tbody>
</table>

**Action Bar**

The Action Bar lists links to additional modules in the Instruction program. This area contains quick access to other key components used in daily teaching processes.
Grade Book

Select **Grade Book** from the **Action Bar**. Selections for term, section and task appear at the top of the window.

Additional selections **Add, Sort** and **Filter** appear below the **Term** and **Section** selection fields.

**Add** is a quick link to add a new assignment to your grade book.

**Sort** and **Filter** allow you to arrange your assignments to your specifications.

The blank grade book will show the student roster and posted grades area.
Setting up the Grade Book

PATH: Campus Instruction > Grade Book > Settings >

- Click the chevron next to Settings, the Grade Book Setup links will appear. Settings allows you to set grading scales, create categories and assignments as well as other preferences and functions.

- The keyboard command ALT G will also expand and collapse the Grade Book settings menu.

Assignment Defaults

Teachers may now create templates for assignments. Options for Section Groups, Date, Grading Setup, and other assignment elements may be added. Defaults help save time when creating assignments with options that are often used.

Teachers can create multiple defaults sets. There is a limit of one default that can be set to apply automatically whenever assignments are created. This would be used with the most common assignment settings. When creating an assignment, the template may be changed quickly to another.

Creating Defaults

- Select Assignment Defaults from the list. The Assignment Default List window will open to show all previously created templates.

- Click Add to create a new template.
• Enter a name for the setup template. You may create a default template that will assign the setup automatically. This would be used for the most common assignment setup. You may have one template set to Apply Automatically.

• Select Any or choose any group of sections that have been previously selected and appear in the list.

  ![Setup Defaults](image)

  **Name** Identifies the default name in the list.

  **Apply** When this option is marked, the selected options are automatically applied to the newly created assignment. (The teacher is able to change to a different default.)

  **Sections** Defines which sections are assigned to the default. The options are Any or existing Section Group.

• **Assigned Date** and **Due Date** may be set to minus days, current Date, or plus days.

• **Grade Book Sequence** allows setting to Incremental or to a specific number. The default is 1.00. **Scoring Type** should always be set to Points.

• **Total Points** may be set for the most common assignment value.

• **Multiplier** may be set for a different value or remain at the default of 1.

• Select Save after all settings are complete.
Categories

Assignment groups (folders) are named Categories. Category examples: quizzes, tests, daily work, projects.

You must have at least one category or you will not be able to create an assignment!

- Select Categories from the list.

- Select Add in the lower right corner. All red fields are required.

- Enter a Name for the category which displays on assignments and in the Grade Book. Names must be unique and can be up to 50 characters long.

- Select the appropriate sections for the Category. Example: if you create a category called Tests, you can attach all sections for any course where you would be using Test as a category. If a change is made to the category, the change will affect all sections that are attached. Clicking the check box in the gray area will select all sections in the list.

- Enter a Weight for the Category. The weight of a category determines the effect of each category on the final grade, in relation to other categories. Enter a Sequence for the Category to determine the order in which categories are listed in the Grade Book.
Mark the checkbox to **Exclude from Calculation**. Excluded categories are not included in grade calculation and display with an asterisk. Assignments in excluded categories still display in the Portal/Campus Student unless individually marked to be excluded.

Mark the checkbox to **Drop Lowest Score**, which automatically removes the lowest score in the category (by percentage) from calculating into the student's grade. See the drop lowest score logic in the section below.

Click **Save** to add the category to the list.

### Deleting a Category

- From the Grade Book, open the Settings menu and click **Categories** in the Grade Book Setup section.
- Click on the category **Name** to open it.
- Click **Delete** in the bottom right corner.
- Verify that you would like to delete the category in the warning message that appears.

A category cannot be deleted if it already has an assignment aligned.

### Drop Lowest Score Logic

The Drop Lowest Score feature marks as dropped the lowest scored assignment (by percentage) for a category for each student.

The dropped score is determined through a series of steps:

First, the feature creates a list of possible scores to drop for each student based on the following characteristics:

- The assignment must be **active**.
- The score field must be **not null**; in other words, some kind of score must be entered, including an entered shortcut such as M: Missing.
- The score must not be flagged as **exempt**.

### Curriculum List—Assignments

- Select **New Assignment** from the lower right corner of the window.
- Enter the assignment name
- Enter the assignment abbreviation, there are five characters available. This will show in the gradebook.
• Enter the name of the assignment.
• Enter an abbreviation—this will appear in the grade book and is 5 characters long.

![Assignment Detail](image)

• The section you are connecting to the assignment will appear in the Sections list. If you are teaching more than one session of the course, you will be able to select more than one section. Click on the Add/Remove button to add an additional section.

![Scheduling/Grading Alignment](image)

• This version will only allow you to attach one category to the assignment. You may select the category by clicking on the arrow in the Category field.

![Category](image)

• Select grading task from the pick list under Standard/Grading Task. Select Overall Grade for Middle School.
• Select Points from the Scoring Type list, click the down arrow to select.
• Enter the number of points possible for the assignment.

![Standard/Grading Task](image)

• Click Save and Close.
Filter Defaults

- Assignment filters may be set to view assignments in the grade book. Place a check mark in the appropriate box and Save.

Grade Calc Options—Grading Scales

Path: Campus Instruction > Roster

Grade Calc Options may be the most important part of the grade book setup. If not set up properly, the grade book will not calculate the In Progress grade and the teacher will have difficulty posting grades.

- Select the Section to set the Grading Scale.
- Select Grade Calc Options.
- If this message displays, Click on Continue.
• Click on **Show All**.

![Image of Grade Calculation](image)

• Choose **In Progress Grade** from the Fill Calculation Type drop down list. The **Grading Scale** drop down list opens up.

![Image of Fill Grade Calc Options](image)

**DO NOT USE THESE SETTINGS!**

• Select the **Middle School/High School** grading scale for all **Terms**. The grading scale will fill down for all terms.

• If a different **Grading Scale** is needed for a specific task, Click the Drop Down Arrow under Grading Scale and make a different selection.

• Click on the **i** located next to the grading scale to display the Grading Scale Detail.

• Check the **Weight Categories** check box if you are weighting categories. If the box is not checked, the program will not weight the assignments aligned to the category.

• Click **Save**.

• Repeat this process for each section

### How Scores Calculate

• When using **Points** to score an assignment, the grading scale defines the grade based on the percent of total points earned out of points possible.

• If **Use Score's % Value** is selected, the Grade Book calculates the percentage of each score, and then calculates the In Progress grade based on those percentages, rather than on the points earned.

• Calculation when the **Use score’s % value** is not checked.
  
  Assignment 1 = 20/20  
  Assignment 2 = 50/100.  
  70/120 = 58.3%

• Calculation when **Use Score’s % Value** is checked .
  
  Assignment 1 = 20/20 =100%  
  Assignment 2 = 50/100 = 50%  
  100% + 50% divided by 2 equals 75%
• The Grade Book has a variety of options for ordering and displaying students and scores.

• The Grade Book opens to the Term and Task that were last opened while in the Grade Book.

Filtering and Sorting the Grade Book

• Filtering Options in the Grade Book controls which students, grades and score flags display in the Grade Book.

- Grade displays students who have either a Passing or Failing grade, be assigned to a Group, have a specific Score Flag or any combination of the previous headings.

- The Grade Book view can be limited to a Individual Student by choosing the student from the drop down list. This is useful when meeting with the student or parents during a conference to show the student’s progress and scores directly in the Grade Book.

- Clear filters by clicking on the Blue links for Section and Student.

• Sorting options appear below. Select the appropriate radio button and click Save.
Section Groups

PATH: Campus Instruction > Grade Book > Settings > Section Groups

Section Groups allow a teacher to group similar sections together in a single grade book view. Groups make scoring assignments easier by combining matching assignments into shared columns in the grade book.

Selected groups apply to the grade book view only. However, all calculations and graphs (for Traditional Grading and Standards-Based) presented in the grade book view do cover all students in a section group.

When viewing the grade book for a section group, some options are not available, including some tools in the Settings menu.

Creating Section Groups

- Click Section Groups from the Settings menu of the Grade Book.
- Click Add to create a new group.
- Enter a Name for the group.
- Enter a Seq(quence) for the group.
- Select a Sort option to sort the section list by Active sections (those marked to be included in the group), by Period, or alphabetically by Course Name.
- Mark the Active checkbox next to sections to include in the group. The Terms in which each section meets are provided.
- Select a Color for each section, which displays as a small bar next to each student's name.
- Enter a Seq(quence) to order the sections horizontally in the Grade Book.
- Click Save to create the group.
### Viewing and Scoring a Section Group

Section groups are selected in the **Section** dropdown at the top of the grade book.

Students are listed based on the sequence of each section within the group and whether **Section** is marked in the Sort options. Unmarking **Section** in the Sort options sorts students alphabetically without grouping them by section. Other filtering and sorting options are also available.

Assignments are combined if they match in **Name**, **Sequence**, **Due Date**, **Category**, and **Points**. Columns for assignments that don't match across sections show with shaded cells for sections that do not include the assignment. Note that assignments are combined only in this grade book view; the individual assignment records for each section still exist.

In the example above, both sections have a matching DP assignment each day, except for the last day when the assignments differ. Matching **Categories** are also combined. In **Progress** columns calculate based on the Grade Calc Options selected for each individual section. Manually Posting Grades functions as it does for an individual section.
Grade Book Tools

Path: Campus Instruction > Grade Book > Settings > Grade Book Tools

Curriculum Copier—Copying Assignments

- Select **Grade Book** from the **Action Bar**.
- Click on the chevron next to **Settings**.
- Select **Curriculum Copier**
- Select the **Source** year, it is possible to copy assignments from previous term or previous years.
- Select the **Destination** year.
- Select the **Source** Section, click on the down arrow to see the available sections.
- Select the **Destination** Section, click on the down arrow to select the appropriate section.
- The **Assignment List** window displays all available Assignments.
- All assignments will appear, the program will automatically select all the available assignments. Un-check the box/boxes of the assignments that will not be copied.
- Assignments already in the destination sections show in list format so that you can check to see if they might be duplicated.

- Click Next, the review window will open showing the selected assignments.
- Enter the **Start** and **End** dates for the assignments to be copied.
The **Assignment Editor** window opens displaying all of the characteristics of the selected assignment.

- Click on **Save**. The assignments will copy and you will get a message that the process is complete.
- A **Copy** of the selected Assignment is created and **Copy of** is added to the name.
- Modify the Name and Abbreviation.

**Copying an Individual Assignment In the Same Section - Assignment Overview**

Path: Campus Instruction > Grade Book > Settings > Curriculum List

- Select **Grade Book** from the Action Bar.
- Click on the chevron next to **Settings**.
- Select **Curriculum List**.
- The **Curriculum List** window opens.
- Click on the assignment to copy
- Click on **Copy**. A **Copy** of the selected Assignment is created and **Copy of** is added to the name.
- Modify the Name and Abbreviation.
- Update the Assigned and Due Dates.
- Click **Save**.
Category Copier

PATH: Campus Instruction > Grade Book > Settings > Category Copier

- The **Category Copier** copies existing categories to other sections.
- From **Settings**, click the **Category Copier**.
- The **Category Copier** window opens.

- Select the **Source Section** from which you'd like to copy categories in the Copy From list.
- Select the **Categories** you'd like to copy that are listed at the bottom of the page.
- Click **Next**.
- Select the **Section(s)** in the Copy To list.
- Click **Next** to move to the Scoring Alignment list.

- The **Standards and/or Grading Tasks** are listed at the bottom of the page.
- Select **Semester Grade**.
- Use the dropdown lists to change the **Standards and Grading Tasks** if needed.
- Click the **Blue X** to remove the alignment from the **Category**.
- To add additional alignments to a category, click the **Add** button.
- Click **Copy** to copy all selected **Categories** to the Destination Section.
- This copies **Categories** but not Assignments.
- The window will close and take you back to the grade book.
Multi-Post Grades

Path > Grade Book > Settings > Grade Book Tools  Multi-Post Grades

- Click on the Multi-Post Grades blue link.
- Select the correct term from the Term drop down list.

- Select the task from the Task field.
- Select or leave blank the Overwrite Existing Grades check box.
- You can de-select any section in the list by checking next to the section name until the box is blank.
- Click Next.
- Click Post. You will receive a message that the grades has been posted successfully. A count of New and Updated grades will appear in the list as well and the number of students with no grade.

- Click Close.
Web Site Address

- Use the **Web Site Address** option to include a link to a course web site viewable on the Portal. Web sites must begin with http:// to save properly.

Preferences

Display Sparkline Graph

- Displays a **Sparkline Graph** next to each student’s name. The Graph is a condensed view of student scores displayed chronologically.

- Blue Line represents **Point/Mak** based scoring.

- Red Bar represents **Rubric** based scoring along the axis of proficiency.

Pass/Fail Coloring for Grades

- Check this option to turn on **Coloring Coding** for student’s In Progress Grades.

- Passing grades are **Green** and Failing grades are **Red**.

Pass/Fail Coloring for Scores

- Check this option to turn on **Coloring Coding** for student’s Scores on Individual Assignments.

Save Alert

- Check this option to receive a message each time you **Save** the gradebook - “Gradebook has been saved”
Attendance

- **Course** and **Section** appear at the top of the Attendance List.

- Mark attendance, add comments if needed and **Save**.

- Once attendance has been saved, a check mark appears by the completed **Period Attendance**.

- Click on a student’s name to view their demographic and contact info.

- Navigate between periods at the top of the screen to mark attendance for other periods.

Taking Attendance with a Seating Chart

- Attendance is recorded for the **Period** marked in gray.

- **Course** and **Section** display at top of the seating chart

- Mark **Present (P)**, **Absent (A)**, or **Tardy (T)**, the totals calculate at the top of the seating chart.

- Click on the **Speech Bubble Icon** to enter a comment about an attendance event.

- Click **Save**.

- When an **Attendance Event** has been recorded by the school office, the information loads automatically with the **Excuse Type** and **Comment** displayed beneath the student name.
Message Center

- Path: Campus Instruction > Action Bar > Message Center
- The Message Center collects all messages, including process alerts and district and school notices.

New Messages

- **Process Alerts** are sent automatically based on processes in Campus, such as records transfer or responses to behavior referrals.
- **Message Center** messages have a number next to the message type indicating how many Messages are new/unread.
  
  Message Center (1)

  Once the Messages are read, the number disappears.

  **Messages** with a yellow post-it icon are designated as **Sticky**. These messages appear at the top of your inbox and can't be deleted.

  The Sticky Messages will disappear once they reach the end date used when the message was created.

  To view a message, click on the blue link. The message opens in Campus Tools.

Searching for Messages

- To search for specific messages by date and type, click **Search** on the task bar.

  ![Search](image)

  - Enter a **Date Range** to view messages sent to you.

  ![Date Range](image)

  - Select which types of messages you want to **Display** from the dropdown list.

  - To **Include archived items**, mark the checkbox.

  - Click **Search**. Only messages that meet your criteria appear.
Roster
Path: Campus Instruction > Action Bar > Roster

- Student rosters list all students scheduled into the Section selected. This tool is read-only.
- The Roster is sorted into three sections: Incoming, Active and Dropped students.

<table>
<thead>
<tr>
<th>Name</th>
<th>Gender</th>
<th>Grade</th>
<th>DOB</th>
<th>Start Date</th>
<th>End Date</th>
<th>Flags</th>
<th>Health</th>
<th>IEP</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUAREZ, GABRIELLA</td>
<td>F</td>
<td>11</td>
<td>10/14/2000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JOHNSON, CHRIS</td>
<td>M</td>
<td>12</td>
<td>10/18/1996</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Click any item listed under the Flags, Health, IEP, and PLP to display additional information.
- The Report Options will print out a report based on the options selected.

- Click on a student name from the Roster to view student demographic information.
Seating Charts

Path: Campus Instruction > Seating Charts

- Click **New** in the top corner of the seating chart list.
- Select the **Section** you’re creating a chart for.
- Enter a **Name** for the chart.
- Select the number of **Columns** and **Rows** to indicate how many desks to include in the chart.
- The number of students in the section appears below the **Seating Chart Name**.
- Indicate the default **Space Between Desks**.
- Select an option to **Place Students**. Alphabetically A to Z, Alphabetically Z to A, or Random.
- To fill desks manually select **Do Not Place**.
- Students names display in a list from which you can place them in desks.
- Click **Create Chart** to create a chart based on the parameters you selected and view the chart.
- The seating chart fills based on the parameters selected.

To move students in the seating chart, click and drag to the new position.

**Sections assigned to multiple teachers** or **multiple sections assigned to one teacher will appear at the bottom of the section list.**
Modifying Seating Charts

Modify seating chart by using **click and drag** to change desks into a different configuration.

**Click and Drag Logic**

- The following logic applies to manually placing students in the seating chart.
- Desks can be arranged in any configuration but cannot overlap.
- Click and drag the **New Desk** icon to add an empty desk to the chart.
- Click and drag unseated students from the list at the top into empty spaces.
- Click the X on a student to move them to the unseated list.
- Click the X on a desk to remove that desk from the chart.
- Moving a student to a space without a desk also moves the student's desk.
- Moving a student to another desk leaves an empty desk behind.
- Moving a student to a space where there isn't a desk adds another desk to the chart.
- Moving an unseated student (A) to a desk that already has another student (B) moves student B to the unseated list.
- If students A and B are both seated, they'll trade desks.

**Additional Options at the Top of the Seating Chart**

*Copy Layout* - Copies this desk layout to a new chart.

*Report Options* - Opens the *Printing Options* for the chart.

*Clear Students* - Moves all students to the unseated student list.

*Place Students* - Places all unseated students into empty desks based on the option selected.

*Make Default* - Makes this desk layout the default layout for the room. Use for setting up additional sections held in the same room.

*Expand Workspace* - Expands the scrollable area of the chart, useful for larger classrooms.

*Contract Workspace* - Contracts the scrollable area of the chart.
Student Groups
Path: Campus Instruction > Student Groups

- Student Groups allow teachers to sort students into specific learning groups within a section.
- A Student Group can then be assigned to a specific assignment.
- Once a group is created, select it in the Section Placement area of an assignment.

The assignment only appears for the students in the selected group; all other students are automatically marked as exempt in the Grade Book.

The Grade Book can be filtered to show only students who have been assigned to a Student Group.

Creating Student Groups

- Open the Student Groups tool.
- Select the section that the group is being created for from the Section dropdown list.
- Click New to open a new group.

- Add Group Name. This name appears in the Assignments and Grade Book.
- Groups will always default to Active. Uncheck box if you do not want the group to be active yet.
- Click on Add from the student roster list to move the student into the Group.
- Remove a student from the Group by clicking on Remove next to the student’s name.
- Click Save to create the group.
Scoring Assignments

Path: Campus Instruction > Grade Book

- **Assignments** are scored in the Grade Book. The Grade Book view that opens is based on the Section, Term and Task selected.

- The **Term** selected filters which Assignments display in the Grade Book.
- The **Task** selected filters the Assignments displayed in the Grade Book based on the Scoring Alignment.
- Click in the **Score Field** and enter the **Points** earned. The assignment heading shows the points possible.

- Use the Arrow Keys, Tab and Enter to navigate the Score Cells.
- **Inactive Assignments** display with an **Asterisk**. If scores are entered for these assignments, the score is not included in the **Grade Calculation**.
- Access additional scoring functions by clicking the **Chevron Tab** on the Header or in the Scoring Grid or by using the ALT A key command.

- Within the expanded view, you can enter **Comments for Scores**, **Add Flags to Scores**, and apply different scoring options, like Filling and Multi Score.
• If a Comment is entered on a score, a red indicator displays in the top right corner of the score grid. Hovering over the score displays the comment.

• Click a Flag in the assignment header to mark all assignments with that flag.

• Turned In, Missing, Late, Incomplete, Cheated, Exempt, Dropped. Missing and Cheated are counted as a zero.

• Mark the checkbox to fill Scores or Comments or both. The score and the comment will fill with the chosen data.

• Enter the Score and/or Comment to add.

• Select which students should be given the score and/or comment. Select All, Empty or Present and Empty.

• Click Fill to fill scores and/or comments.

• The Score Interface can also be displayed by clicking on Score at the bottom of any existing assignment in the Curriculum List.

Multi-Score Students

• Click on the blue Multi-Score link to enter scores for multiple students. The score window will open showing all students in the section.

• Enter appropriate data.

• Save.
Posting Grades High School

Path: Campus Instruction > Grade Book

- Open the Grade Book.
- Click on the Chevron Tab on the header to extend or contract the Grading Area.
- Select the Section and Task for posting grade.

- The Semester Grade task is used to post All High School grades.

- Click the Orange Post button to open the Post Grades Window. This window shows the Source and Destination of the grades you are posting.

- Change the Task to Academic Warning or Progress Grade if appropriate.

- Click OK to start the copy grades process from the In Progress columns to the Posted section.

- You will receive a message that grades will post upon Save.

- Click OK.

- Click Save, the grades will appear in the Posted columns.
Enter Canned Comments For a Single Student

- Enter comments in the **Report Card Comments** column by clicking the **CC** link to open the comments window next to the student name.

  ![Comments Table]

- Select comments in any of the following ways:
  - Place a check in the appropriate box under **Choose Comments**. The Comments will appear in the **Report Card Comment—Preview** field at the top of the window.
  - Enter a numeric **Code** in the **Enter Codes** field and click **Add**. The Comments will appear in the **Report Card Comment—Preview** field at the top of the window.
  - Click **Save** to save Comments.
  - Click the **Clear Comments** button to clear all comments.
  - Click **Save**.

Enter Comments for Multiple Students

- Click the blue **Fill** link to add Comments to all students or students without Comments.

  ![Fill Comments]

- Select the comments using one of the processes above.
- Click the down arrow in the **Students** field and select either **All** or **Empty**.
- **All** fills for every student in the section, **Empty** fills for all empty comment fields.
- The following message will appear:

  ![Confirmation Message]

- Click **OK** to complete process.
- Click **Save**.
Post Grades—Grading by Task

Path: Campus Instruction > Post Grades

Using the Post Grades tool, Grades can be posted by Task or Student.

Posting by Task

- Select a Task from the dropdown list.

- Enter a Percent and select a Grade from the dropdown list. A percentage and grade are both required.

- Enter any Comments for the report card by clicking Manage to access the Canned Comments window.

- Click appropriate check boxes or enter the codes in Enter Code(s): and click Add.

- Click Save to post grades after all Grades and Comments have been added.

Fill Options

- Click on Fill Percent, Grade, Comment to open the Fill window.

- Enter a Percentage and choose a Grade from the drop down list. Make sure you check each check box.

- Enter Comments by entering codes and clicking Add or checking the appropriate check boxes.

- Select which students you want to Fill the Grades and Comments for. All Students, or Students where the fields are empty.

- Click Fill when finished. You will receive a confirmation message asking if you wish to continue. Click OK.
Posting by Student

- Click Post Grades from the Action Bar.

- Select Student from the dropdown list.
- All tasks aligned to the section appear in the window. Unavailable tasks appear in blue.

- Enter a Percent for the Grading Task.
- Enter a Grade from the dropdown list.
- Enter Comments for the report card by clicking Manage to access the Canned Comments window.
- Enter the appropriate comments by clicking the check box or by entering the comment number.
- Click Add Comment.
- Click Save when finished to Post Grades and Comments.