



Washoe County School District

Every Child, By Name And Face, To Graduation

CAMPUS INSTRUCTION MUSIC TEACHERS

User Guide

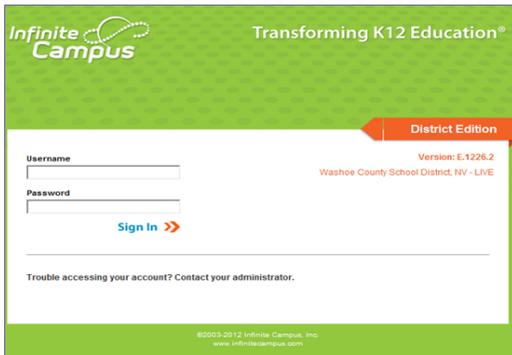
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Campus Instruction

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**.

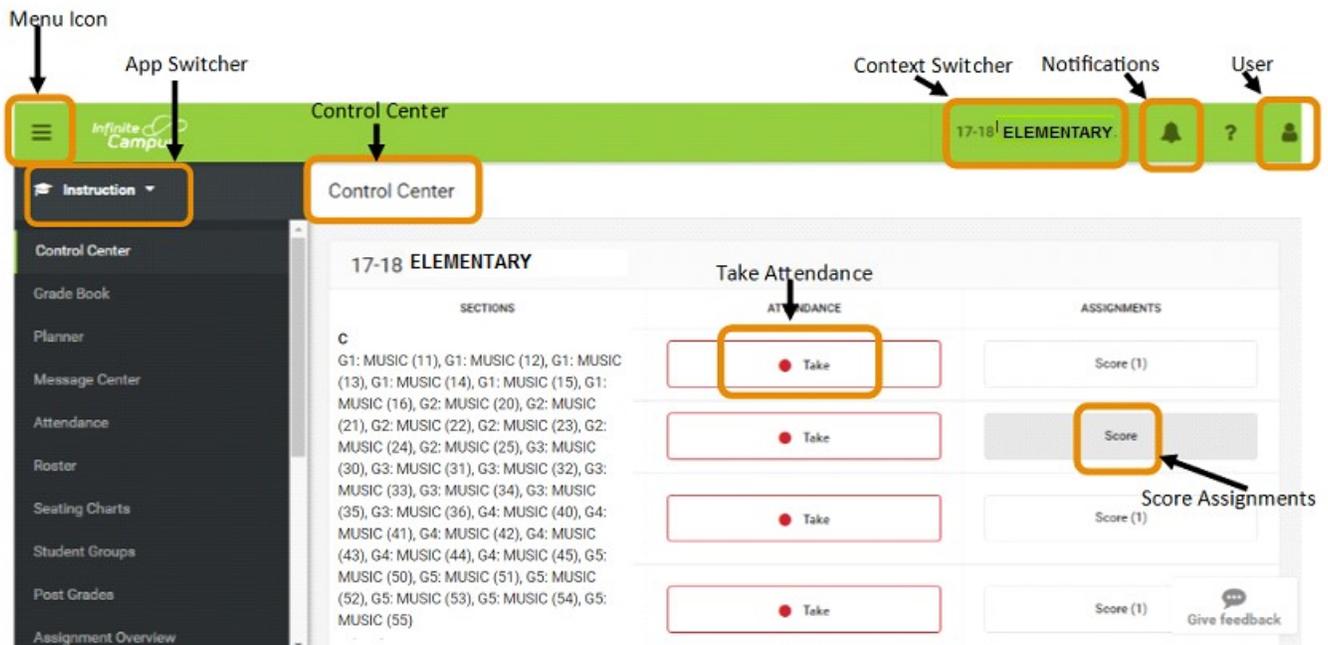


- Enter the user name and password provided to you by the district.
- Click **Sign In**.
- If you cannot get logged into Infinite Campus, please call the **IT Service Desk** at 789-3456. An Incident will be created and you will be contacted by an Application Specialist who will correct the issue for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

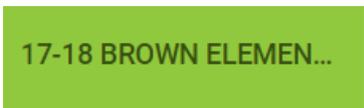
The green **Navigation** bar holds the links that allow you to close the action bar, change schools and years, read notifications, get help with you questions, change account preferences and log out of the program.



- 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.



Context

Year

School

Calendar

Structure

Click on the down arrow in **Year** to change school years.

Click on the down arrow in **School** to change schools.

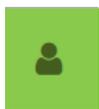
- Click on the **Notifications** icon to see system notifications. Parents of a student in a WCSD school could see attendance and your children’s grade notifications.



- Click on the green question icon for IC system help which allows you to search for help with grade book actions.



- Click on the **User Menu** icon to access the account setting and Log Off function.

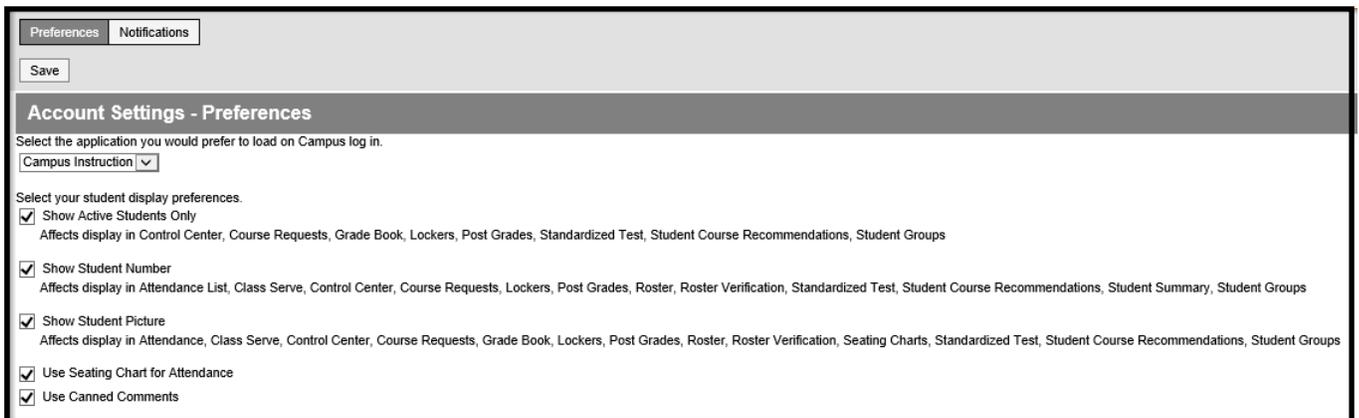


IMA TEACHER

[Account Settings](#)

[Log Off](#)

- 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.



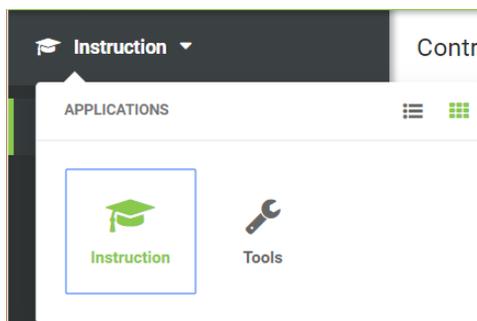
- Use **Log Off** to exit the Instruction interface.



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.



- 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 right 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 unscored assignments will appear and are sorted by period.

Control Center		
17-18 Harrison High		
SECTIONS	ATTENDANCE	ASSIGNMENTS
1 AP Literature	 19/20	Score (1)
3 English 10 (12)	 17/19	Score (2)
4 American & British Literature	 Take	Score (1)
6 English 10 (13)	 Take	Score (2)

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**.

Assignments	
Term 1	
All	Unscored
Missing	
English 10	
Discussion 1	Due: 07/10/2017 2 unscored
Contextual Vocabulary	Due: 07/11/2017 7 unscored
Library Bill of Rights	Due: 07/11/2017 7 unscored

- 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.

Contextual Vocabulary
English 10

All **Unscored** Missing

Fill Scores Turned In

Score /10

Student, Andrew Turned In /10

Student, Bree Turned In /10 **Late**

Student, Brooke J Turned In Turned In /10 **Missing**

Student, Jordan E Turned In /10 **Late**

Student, Kyle M Turned In /10 **Incomplete**

Cheated

Exempt

Drop Score

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.

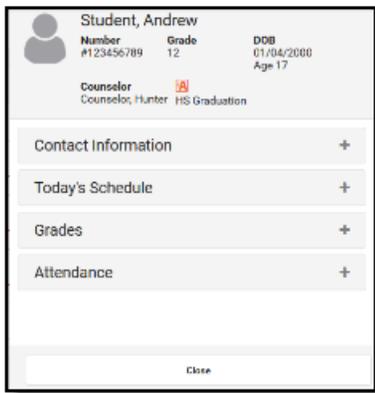
- Enter the point value for each student in the **Score** field.
- Turned In** is the default flag for all students, click in the check box or click the down arrow next to Turned In and select the appropriate flag from the list. **Turned In** and **Missing** may not be marked at the same time. If a score 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.

Section

Description

Contact Information

Contact Information is based on the student’s Household. The emergency contact priority is shown below the individual’s name, if entered.

Today’s Schedule

The student’s schedule is listed with room numbers. The section where the student is currently scheduled is indicated with a border.

Grades

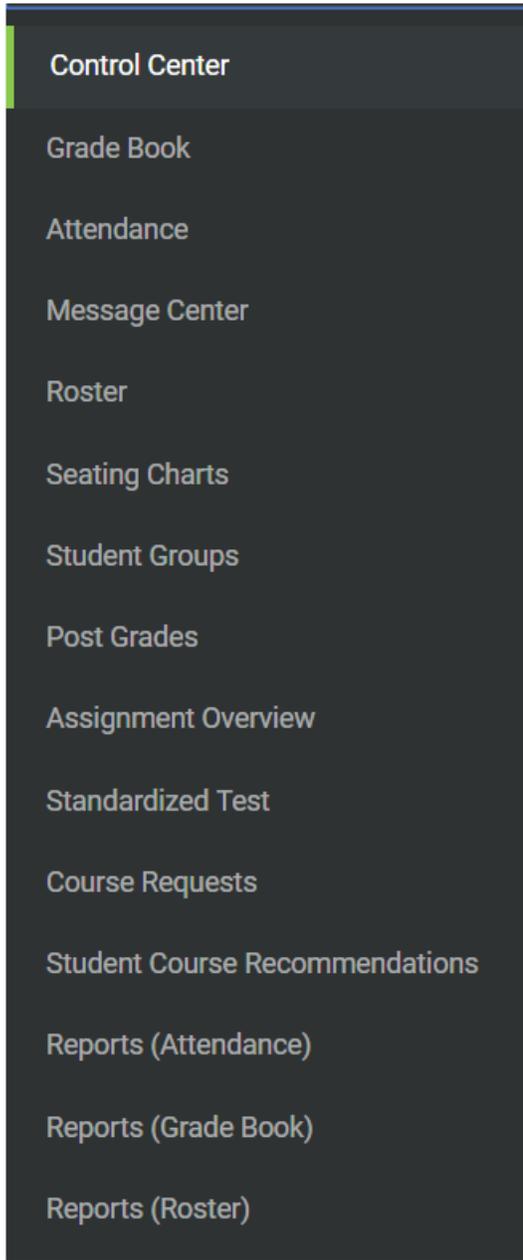
Grades are only shown for the current section, from which the student’s information was accessed.

Attendance

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.

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.



- After accessing another module in Instruction, click on **Control Center** to go back to the attendance list and score area.
- **Grade Book** accesses grading and assignment information.
- **Attendance** allows you to use seating charts for attendance or to update attendance previously taken.
- **Message Center** shows all district and school messages.
- **Roster** contains all the student lists for each assigned section.
- **Seating Charts** displays room setups and allows you to quickly change seats for students.
- **Student Groups** allows you to group students together for specific teaching needs. You can assign assignments to groups by selecting the group name when creating assignments.
- **Post Grades** allows teachers to quickly review and alter grades by student or by task. **Always override grades after posting so the program does not write over your changes.**
- **Assignment Overview** shows your assignments in a tree format aligned by term.
- **Course Requests** tool allows teachers to determine the next course each student should take during the next school year.
- **Student Course Recommendations** tool allows teachers to recommend courses for student course plans.
- **Reports** contains the available reports for **Attendance, Grade Book and Rosters.**

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.

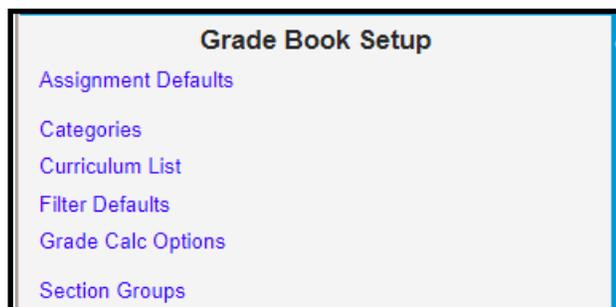
A horizontal filter bar with a light grey background. It contains three dropdown menus: 'Term' with the value 'T1 (08/07/17 - 12/21/17)', 'Section' with the value '3221-10 WORK EXPERIENCE', and 'Task' with the value 'Semester Grade'. Below the dropdowns are three buttons: '+ Add', 'Sort', and 'Filter'.

- **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.

Setting up the Grade Book

PATH: Campus Instruction > Grade Book > Settings >

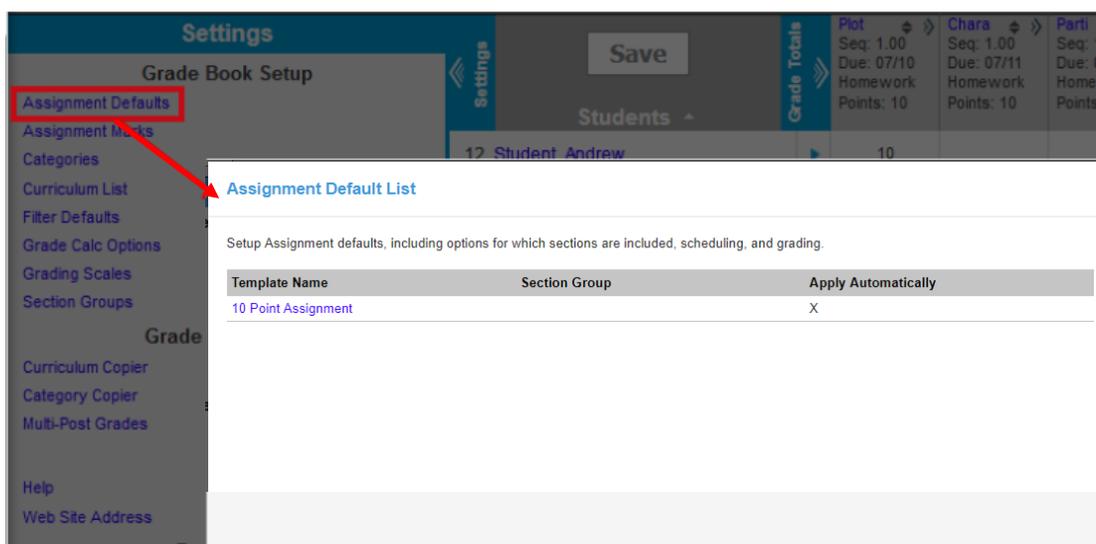
- Click the chevron next to **Settings**, the **Grade Book Setup** links will appear. **Settings** allows you to set grading scales, create categories and assignments as well as other preferences and functions.
- The key board command **ALT G** will also expand and collapse the **Grade Book settings** 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.

- Name** Identifies the default name in the list.
- Apply Automatically** 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 and 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.

Category List

Section All

Name

No Results

Add Close

Category Detail

*Name

Section	*Weight	Sequence	Exclude from Calculation	Drop Lowest Score (%)
<input type="checkbox"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> 161E-11 G1:MUSIC	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> 161E-12 G1:MUSIC	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

- 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.

- 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

- 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.

The screenshot shows the 'Assignment Detail' form. At the top, there are tabs for 'Filter' and 'Assignment Detail'. The form contains several input fields: '*Assignment Name' with the value 'Test 1', '*Abbreviation' with 'tst1', and 'Assignment Default' with a dropdown menu. Below these is a section for 'Scheduling/Grading' with a table. The table has columns: Section, Portal, *Assigned, *Due, *GB Seq, and Student Group. One row is visible with Section '07) 8369-1 JOB EXP', Terms 'T1', Portal checked, Assigned '12/11/2017', Due '12/13/2017', GB Seq '1.00', and Student Group 'No Groups'. Below the table is an 'Add/Remove' button. Further down are fields for '*Category' (Test), 'Include in Grade Calculation' (checked), and '*Standard/Grading Task' (Select Standard/Grading Task). At the bottom right, there are buttons for 'Delete', 'Copy', 'New Assignment', 'Score', 'Save', and 'Close'.

- Enter the name of the assignment.
- Enter an abbreviation—this will appear in the grade book and is 5 characters long.

- 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 add an additional section.

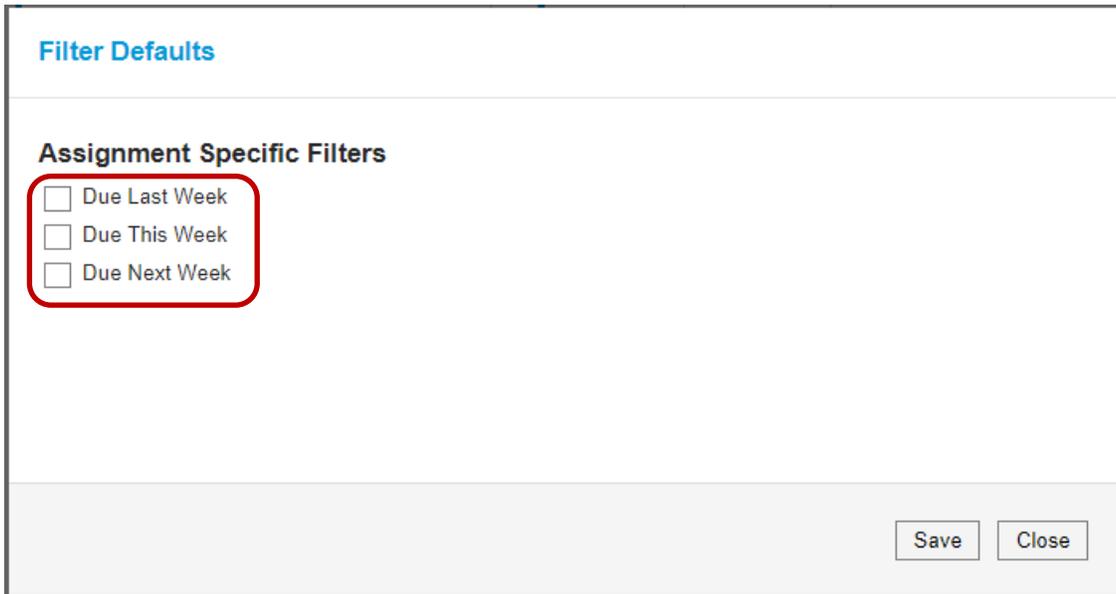
- This version will only allow you to attach one category to the assignment. You may select the category by clicking on the arrow in the Category field.

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

- Add an additional **Standard** by clicking the **Add** Button
- 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**.



Filter Defaults

Assignment Specific Filters

Due Last Week

Due This Week

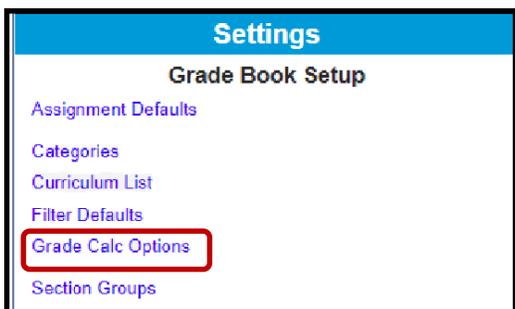
Due Next Week

Save Close

Grade Calc Options

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.



Settings

Grade Book Setup

Assignment Defaults

Categories

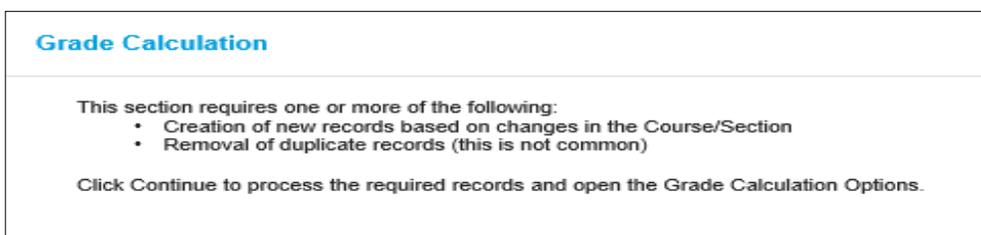
Curriculum List

Filter Defaults

Grade Calc Options

Section Groups

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



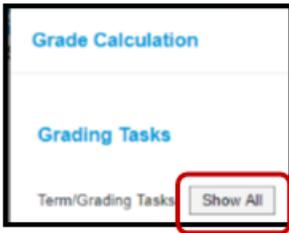
Grade Calculation

This section requires one or more of the following:

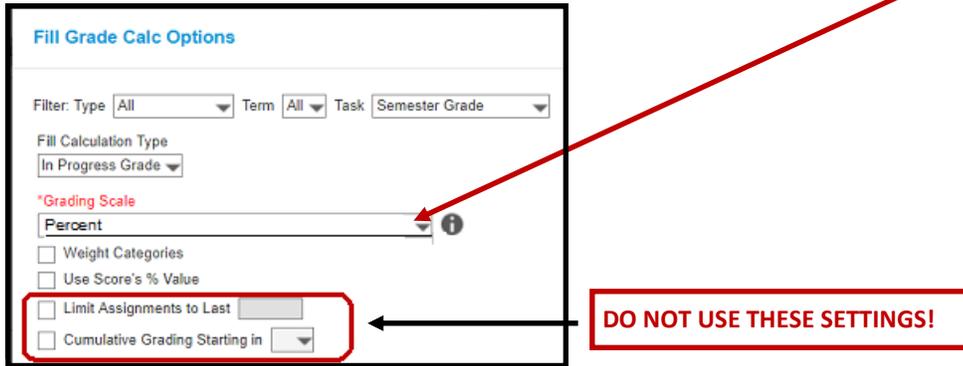
- Creation of new records based on changes in the Course/Section
- Removal of duplicate records (this is not common)

Click Continue to process the required records and open the Grade Calculation Options.

- Click on **Show All**.

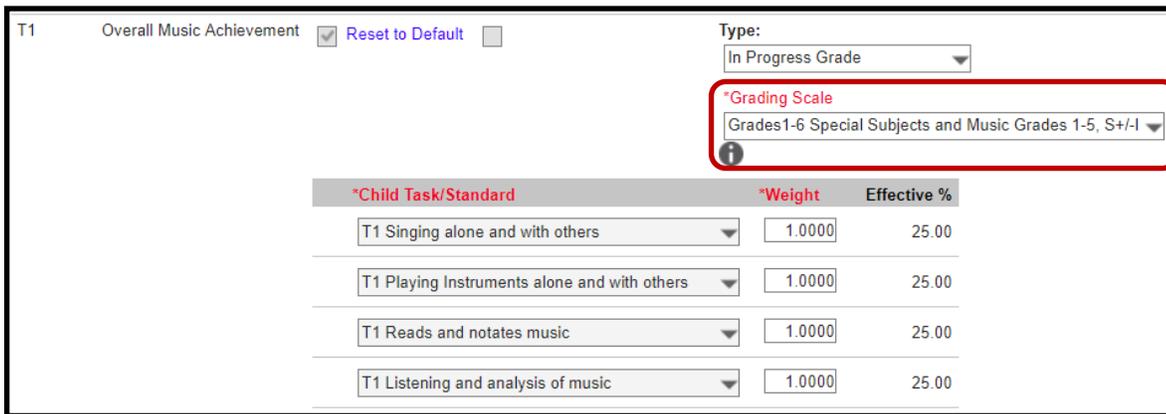


- Choose **In Progress Grade** from the **Fill Calculation Type** drop down list. The **Grading Scale** drop down list opens up.



Setting Grade Scales for Grades 1-5

- Select the **4-3-2.5-1** grading scale for grades **1-5**. The grading scale will fill down for all standards and all terms.
- Locate the **Overall Music Achievement** composite for each term. Change the grade scale to **Grades 1-6 Special Subjects and Music Grades 1-5** for grades 1-5. Complete this process for all terms.



- Click on the **I** in the black circle 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.

Setting Grade Scales for Grade 6

Follow the process below for Grade 6 Music, Strings and Chorus.

- Choose **In Progress Grade** from the **Fill Calculation Type** drop down list. The **Grading Scale** drop down list opens up.
- Select **Percent** from the drop down list. Percent will fill for all grading tasks and standards for all terms.

Grade Calculation

Standards

Fill Calculation Type
In Progress Grade

*Grading Scale:
Percent

Weight Categories
 Use Score's % Value

DO NOT USE THESE SETTINGS! → Cumulative Grading Starting in

- Locate the **Overall Music Achievement** composite and change the **Grading Scale** to **Traditional (A-F)**.
- The **Final Grade** is located at the bottom of the page and the grading scale is **Special Subjects** for 1-5 and **Traditional (A-F)** for grade 6.

T1 Overall Music Achievement Reset to Default

Type:
In Progress Grade

*Grading Scale
Traditional (A-F)

*Child Task/Standard	*Weight	Effective %
T1 Singing alone and with others	1.0000	25.00
T1 Playing Instruments alone and with others	1.0000	25.00
T1 Reads and notates music	1.0000	25.00
T1 Listening and analysis of music	1.0000	25.00

- Repeat the process for all terms.
- **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.

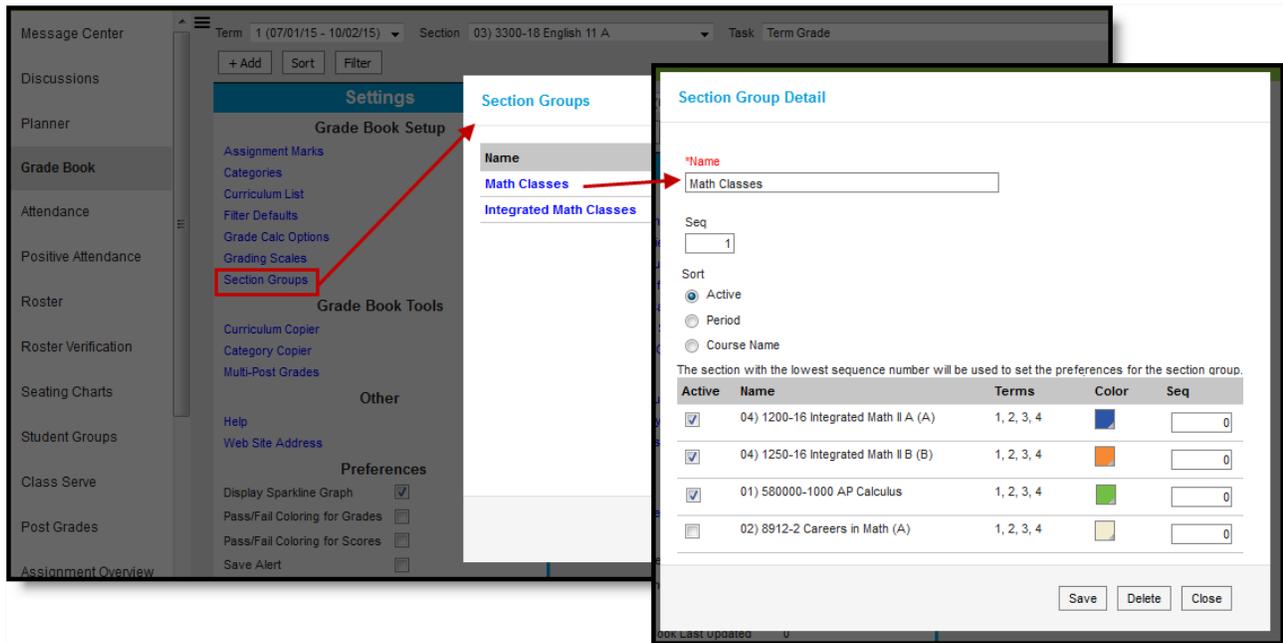
- **Grade** displays students who have either a **Passing or Failing** grade, be assigned to a **Group**, have a specific **Score Flag** or any combination of the previous headings.
- The **Grade Book** view can be limited to a **Individual Student** by choosing the student from the drop down list. This 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(ue)** 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(ue)** 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.

The screenshot shows a grade book interface with the following elements:

- Term: 4 (04/04/16 - 06/30/16)
- Section: Math Classes
- Task: Term Grade
- Buttons: + Add, Sort, Filter
- Save button
- Students dropdown
- Grade Totals column
- Assignment columns: DP5.1, DP5.2, DP5.3, DP5.4, DP5.5, TER
- Students listed: Jordan E, Kyle M, Luke C, Lydia J, Michael, Naye, Oliver

	DP5.1 Seq: 1.00 Due: 04/11 Homework Points: 5	DP5.2 Seq: 2.00 Due: 04/12 Homework Points: 5	DP5.3 Seq: 3.00 Due: 04/13 Homework Points: 5	DP5.4 Seq: 4.00 Due: 04/14 Homework Points: 5	DP5.5 Seq: 5.00 Due: 04/15 Homework Points: 5	TER Seq: 5.00 Due: 04/15 Homework Points: 25
11 Student, Jordan E	5	4	3	5		24
11 Student, Kyle M	4	3	4	4		22
11 Student, Luke C	5	5	5	5		25
11 Student, Lydia J	4	4	4	3		25
09 Student, Michael	4	5	5	5	5	
09 Student, Naye	5	5	5	4	4	
09 Student, Oliver	4	5	4	5	5	

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.

Notes:

Grade Book Tools

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

Curriculum Copier—Copying Assignments

Curriculum Copier: Step 1

Select the source and destination sections, along with the curriculum to copy. Content that already exists in the destination cannot be copied.

Source: Year: 17-18, Section: C) 161E-7 G1: MUSIC

Destination: Year: 17-18, Section: C) 361E-32 G3: MUSIC

Term: All

Show copyable content only

Name	*Start	*End
<input checked="" type="checkbox"/> EP8.7: Effort & Participation 8.7	08/07/2017	08/11/2017
<input checked="" type="checkbox"/> Lv:S: Loud v. Soft	08/14/2017	10/11/2017
<input checked="" type="checkbox"/> 4VoiC: Speaking/Singing/Whisp...	08/14/2017	10/11/2017
<input checked="" type="checkbox"/> EP8.14: Effort & Participation 8.14	08/14/2017	08/18/2017
<input checked="" type="checkbox"/> EP8.21: Effort & Participation 8.21	08/21/2017	08/25/2017
<input checked="" type="checkbox"/> EP8.28: EP 8.28	08/28/2017	09/01/2017
<input checked="" type="checkbox"/> EP9.5: EP 9.5	09/05/2017	09/08/2017
<input checked="" type="checkbox"/> EP9.11: EP 9.11	09/11/2017	09/15/2017

Selected: 13 assignments Curriculum in destination: assignments

Next Cancel

- 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.

Curriculum Copier: Step 2

Review and edit dates for the copied curriculum. Default dates are based on the source section.

Source: 161E-7 G1: MUSIC (17-18 HUFFAKER ELEMENTARY)

Destination: 361E-32 G3: MUSIC (17-18 HUFFAKER ELEMENTARY)

Name	*Start	*End	Estimated Duration
<input checked="" type="checkbox"/> EP8.7: Effort & Participation 8.7	08/07/2017	08/11/2017	5 calendar days
<input checked="" type="checkbox"/> Lv:S: Loud v. Soft	08/14/2017	10/11/2017	59 calendar days
<input checked="" type="checkbox"/> 4VoiC: Speaking/Singing/Whisper/Calling	08/14/2017	10/11/2017	59 calendar days

- 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.

Curriculum Copier: Step 3

Review and edit grading options for copied assignments. Default grading options are based on the source section.
 Source: 161E-7 G1: MUSIC (17-18 HUFFAKER ELEMENTARY)
 Destination: 361E-32 G3: MUSIC (17-18 HUFFAKER ELEMENTARY)

Set assignment grading as a group
 Set assignment grading individually

Assignment	Standard/Grading Task	Scoring Type	*Total Points	*Multiplier
Effort & Participation 0.7 *Category Evidence of Understandin Include in Grade Calculation <input checked="" type="checkbox"/>	15 LR.01: Overall Learner Responsibility	Points	4	1
Loud v. Soft *Category Evidence of Understandin Include in Grade Calculation <input checked="" type="checkbox"/>	15 MUS.41: Listening and analysis of music	Points	4	1
Speaking/Singing/Whisper/Calling *Category Evidence of Understandin Include in Grade Calculation <input checked="" type="checkbox"/>	15 MUS.41: Listening and analysis of music	Points	4	1

Back Save Cancel

- 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.

Category ID	Category Name	Selected
02) 2244-1	PROB/STAT/DM	<input type="checkbox"/>
03) 2243-2	PROB/STAT/DM	<input type="checkbox"/>
03) 2244-2	PROB/STAT/DM	<input type="checkbox"/>
04) 2243-3	PROB/STAT/DM	<input type="checkbox"/>
04) 2244-3	PROB/STAT/DM	<input type="checkbox"/>
05) 2243-4	PROB/STAT/DM	<input type="checkbox"/>
05) 2244-4	PROB/STAT/DM	<input type="checkbox"/>

Number of Categories: 4 out of 5

Category Name	Selected
Category Name	<input type="checkbox"/>
Assignment	<input checked="" type="checkbox"/>
Quiz	<input checked="" type="checkbox"/>
Test	<input checked="" type="checkbox"/>
Free Response Final Essay	<input type="checkbox"/>
Final	<input checked="" type="checkbox"/>

Next Cancel

- 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.

Standards	Selected
No Results	

Grading Tasks	Selected
Semester Grade	<input checked="" type="checkbox"/>
Progress Grade	<input type="checkbox"/>
Academic Warning	<input type="checkbox"/>
Citizenship Grade	<input type="checkbox"/>

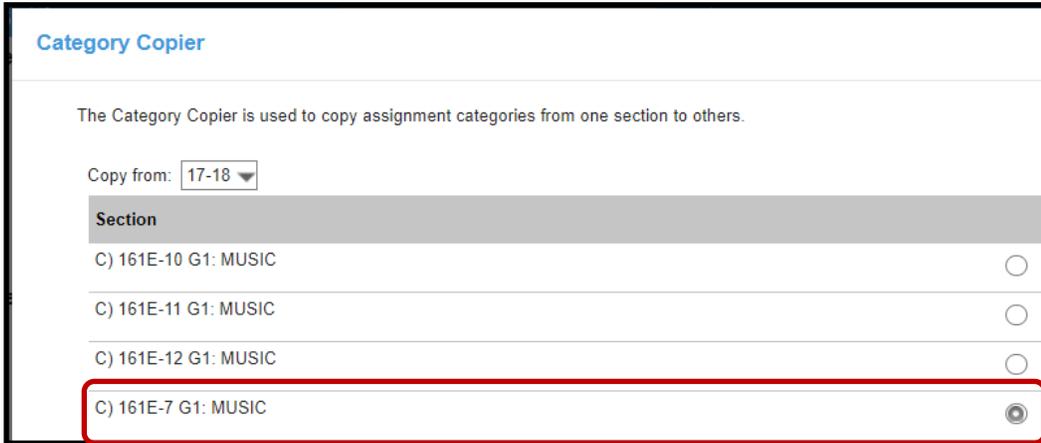
Back Copy Cancel

- 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.

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 to the **Copy from** window.
- Select the section to **Copy from**.

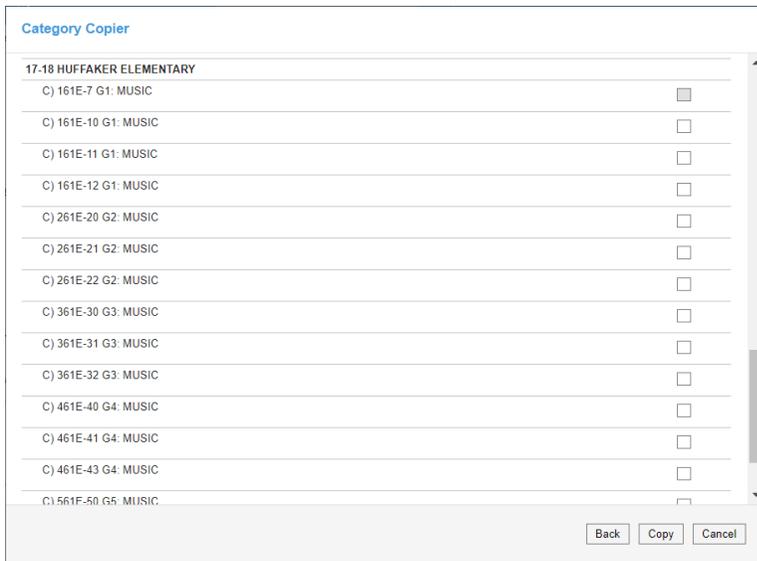


- Select the **Category Name**.

Number of Categories: 1 out of 1

Category Name	<input checked="" type="checkbox"/>
Evidence of Understanding	<input checked="" type="checkbox"/>

- Click **Next**.



- Click the check box of the sections to copy to.
- Click **Copy**. The Category will be copied to all selected sections.

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.

Multi-Post Grades: Step 1

17-18 NORTH VALLEYS HS

Post to Filter: Term Section Task

Overwrite Existing Grades

Select All [Collapse All](#)

Section ▲	Post from Term	Post from Standard/Grading Task	Post to Standard/Grading Task
<input checked="" type="checkbox"/>	<input type="text" value="T1"/>	<input type="text" value="Semester Grade"/>	
<input checked="" type="checkbox"/> 04) 3203-9 CHEMISTRY 1 (H)	T1	Semester Grade	Semester Grade
<input checked="" type="checkbox"/> 06) 3203-10 CHEMISTRY 1 (H)	T1	Semester Grade	Semester Grade
<input checked="" type="checkbox"/> 01) 3203-8 CHEMISTRY 1 (H)	T1	Semester Grade	Semester Grade
<input checked="" type="checkbox"/> 02) 3211-1 AP CHEMISTRY S1	T1	Semester Grade	Semester Grade
<input checked="" type="checkbox"/> 03) 3211-2 AP CHEMISTRY S1	T1	Semester Grade	Semester Grade
<input checked="" type="checkbox"/> GRIT) 3223-1 CHEM LAB (H)	T1	Semester Grade	Semester Grade
<input checked="" type="checkbox"/> 01) 8163-105 PEER TUTOR	T1	Semester Grade	Semester Grade
<input checked="" type="checkbox"/> 06) 8163-440 PEER TUTOR	T1	Semester Grade	Semester Grade

- 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.

Multi-Post Grades: Step 2

Your grades have been posted successfully.

17-18 NORTH VALLEYS HS

[Collapse All](#)

Section ▲	Post from Term	Post from Standard/Grading Task	Post to Standard/Grading Task	New/Updated Grades	No Grades
04) 3203-9 CHEMISTRY 1 (H)	T1	Semester Grade	Semester Grade	30	1
06) 3203-10 CHEMISTRY 1 (H)	T1	Semester Grade	Semester Grade	29	0
01) 3203-8 CHEMISTRY 1 (H)	T1	Semester Grade	Semester Grade	33	0
02) 3211-1 AP CHEMISTRY S1	T1	Semester Grade	Semester Grade	21	0
03) 3211-2 AP CHEMISTRY S1	T1	Semester Grade	Semester Grade	25	0
GRIT) 3223-1 CHEM LAB (H)	T1	Semester Grade	Semester Grade	0	0
01) 8163-105 PEER TUTOR	T1	Semester Grade	Semester Grade	1	0
06) 8163-440 PEER TUTOR	T1	Semester Grade	Semester Grade	1	0

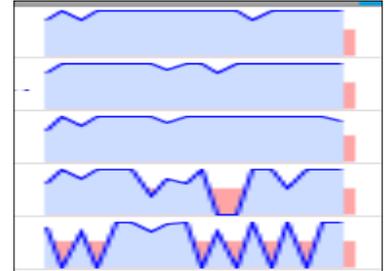
Web Site Address

- 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/Mark** 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

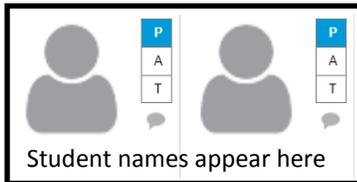
- **Course** and **Section** appear at the top of the Attendance List.
- Mark attendance, add comments if needed and **Save**.
- Once attendance has been saved, a check mark appears by the completed **Period Attendance**.



- 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

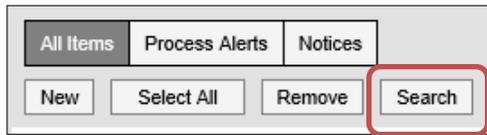
- **Process Alerts** are sent automatically based on processes in Campus, such as records transfer or responses to behavior referrals.
- **Message Center** messages have a number next to the message type indicating how many **Mes-** **sages** are new/unread.

Message Center (1)

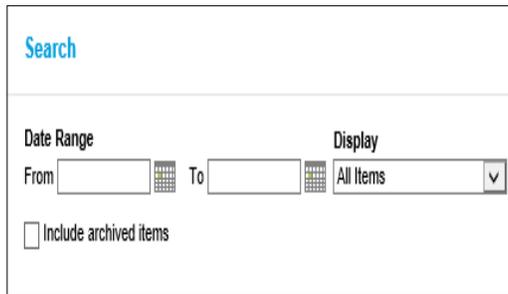
- Once the **Messages** are read, the number disappears.
- **Messages** with a yellow post-it icon are designated as **Sticky**. These messages appear at the top of your inbox and can't be deleted.
- The Sticky Messages will disappear once they reach the end date used when the message was created.
- 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.



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

A screenshot of a search form. At the top left is the word 'Search' in blue. Below it is a horizontal line. Underneath, there are two sections: 'Date Range' and 'Display'. 'Date Range' has 'From' and 'To' labels followed by date pickers. 'Display' has a dropdown menu currently showing 'All Items'. Below these is a checkbox labeled 'Include archived items'.

- 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**.

Term: T1 (08/07/17 - 12/21/17) Section: 3223-1 CHEM LAB

Active Students (46)

Males: 19 Grade 11: 44
Females: 27 Grade 12: 2

Name ▲	Gender	Grade	DOB	Start Date	End Date	Flags	Health	IEP
JUAREZ, GABRIELLA 1234567	F	11	10/14/2000					
JOHNSON, CHRIS 5891237	M	12	10/18/1999					

- 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.

Report Options: Roster

This report displays student rosters for each section selected. The Effective Date is used to determine which students to include on each roster. The sections can be sorted by Course Name or Course Number.

*Effective Date
12/12/2017

*Section

CTRL-click or SHIFT-click to select multiple

Page Printing Options
 Shade Alternate Rows
 Add page break after each section

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

Name ▲

JUAREZ, GABRIELLA
1234567

JUAREZ, GABRIELLA

Student Details - To Student Information

Gender: F
 Birth Date: 09-05-2000
 Student Number: 1234567
 Nickname:
 Grade: 11
 Enrollment: 17-18 NORTH VALLEYS HS

Contact Information

Cell Phone: (775) 333-3333
 Preferred Language: US English

Primary Household: JUAREZ

Household Phone: (775) 333-3333
 Address(es): 123 ANYWHERE, ST, RENO, NV
 Members:

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.

Create New Seating Chart

*Section(s)

<input type="radio"/> 1201-5 ENGLISH 1
<input type="radio"/> 1201-6 ENGLISH 1
<input type="radio"/> 1201-7 ENGLISH 1
<input type="radio"/> 1201-8 ENGLISH 1

*Seating Chart Name

Column
5 ▾ Students:

Rows
5 ▾ Desks: 5 x 5

Horizontal space between desks
None ▾

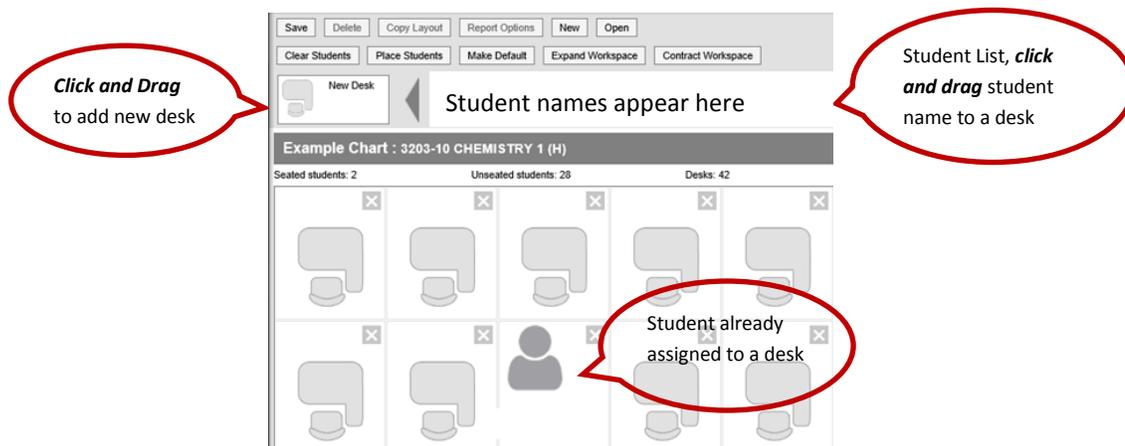
Vertical space between desks
None ▾

Place Students
Alphabetically A to Z ▾

- 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.

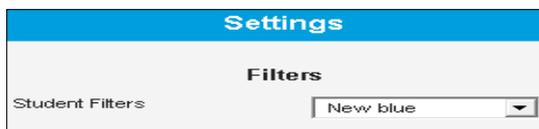
Student Groups

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.

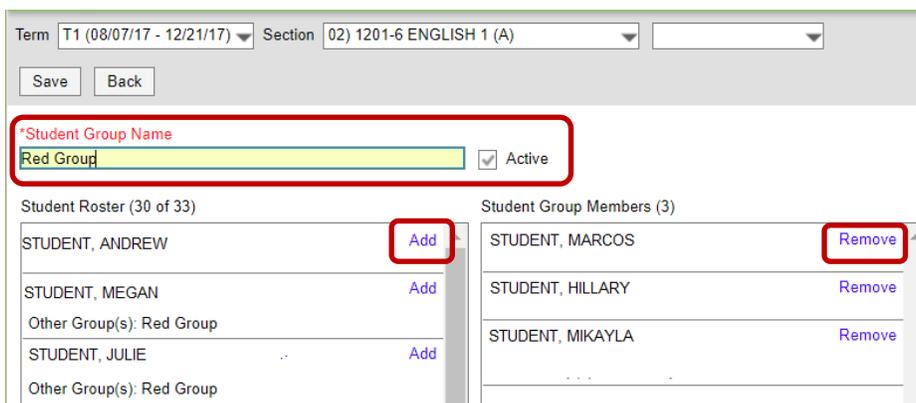


- The assignment only appears for the students in the selected group; all other students are automatically marked as exempt in the **Grade Book**.
- The **Grade Book** can be filtered to show only students who have been assigned to a **Student Group**.



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

Section **03) 1212-99 ENGLISH 4** Term **T2** Task **Semester Grade**

- **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.

Settings	Save	Grade Totals	Q1ACT Seq: 1.00 Due: 09/01 Evidence of U Points: 4	Q1BCT Seq: 3.00 Due: 09/29 Evidence of U Points: 4
01 BAKER, ELIAS			3	3
01 WILLIAMS, ANNA			2.5	2.5
01 GARCIA, JUAN			4	4
01 PARKER, ABBY			3	3
01 SMITH, WESTEN			3	3

- 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.

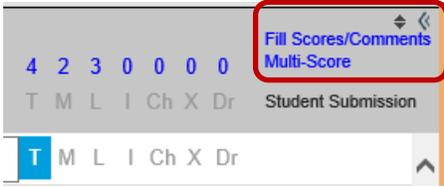
SS: Sentence Structure Review		2 1 0 0 0 0 0							Fill Scores/Comments
Seq: 1.00 Due: 04/21 Reading Points: 35		T M L I Ch X Dr							Multi Score
Turned-In									Student Submission
30		T	M	L	I	Ch	X	Dr	
25		T	M	L	I	Ch	X	Dr	
		T	M	L	I	Ch	X	Dr	
35		T	M	L	I	Ch	X	Dr	
		T	M	L	I	Ch	X	Dr	
		T	M	L	I	Ch	X	Dr	
		T	M	L	I	Ch	X	Dr	
		T	M	L	I	Ch	X	Dr	
		T	M	L	I	Ch	X	Dr	
		T	M	L	I	Ch	X	Dr	

- 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**.

Att 04/21	GT1 (35 pts)	Dr	Assignment Comments
	<input type="text" value="33"/>	<input type="text" value="Dr"/>	<input type="text" value="Review held in class"/>
	<input type="text" value="33"/>	<input type="text" value="Dr"/>	<input type="text" value="Review held in class"/>
	<input type="text" value="33"/>	<input type="text" value="Dr"/>	<input type="text" value="Review held in class"/>
	<input type="text" value="33"/>	<input type="text" value="Dr"/>	<input type="text" value="Review held in class"/>

- 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

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. ***ALWAYS POST THE STANDARDS BEFORE THE OVERALL GRADE.***

Term T1 (08/07/17 - 10/11/17) Section C) 161E-1 G1: MUSIC Task 15.MUS.O1: Overall Music Achievement

+ Add Sort Filter

Grade Totals	Posted			In Progress			Post Grade	Categories		SS	SS
	Percent	Grade	Rpt Crd Comments	Points	Possible	Percent		Reading	Quiz	Seq: 1.00 Due: 04/14 Reading Points: 35	Seq: 1.00 Due: 04/21 Reading Points: 35
				50	70	71.42 %	C	71.42 %		30	
				35	70	50.00 %	F	50.00 %		10	25
				30	70	42.85 %	F	42.85 %		30	
				67	70	95.71 %	A	95.71 %		32	35
				15	35	42.85 %	F	42.85 %		15	

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

Post Grades

Post In Progress Grade(s)

In Progress/Proficiency Estimate from:

Term: T2

Task: Semester Grade

Post to:

Term:

Task:

- Change the **Task** to either a standard or the **Overall Grade**.

- 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**.

Warning

Grades will be posted 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.

Posted		
Percent	Grade	Fill Rpt Crd Comments
93.65 %	A	CC
98.22 %	A	CC

- 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**.

Canned Comments
Add report card comment(s) for T1 / Semester Grade

Report Card Comment - Preview
Needs Improvement in turning assignments in on time. Needs Improvement in working independently.

Selection Method
Enter Code(s):

Choose Comment(s):

- 1: Needs Improvement in turning assignments in on time
- 2: Needs improvement in observing classroom rules
- 3: Needs improvement in observing playground/lunchroom rules
- 4: Needs improvement in following directions
- 5: Needs improvement in having a respectful attitude
- 6: Needs Improvement in working independently
- 7: Needs Improvement in working neatly
- 8: Needs improvement in accepting responsibility
- 9: Needs improvement in working cooperatively
- 10: Turns in assignments on time
- 11: Observes school rules
- 12: Observes classroom rules
- 13: Works neatly
- 14: Respectful attitude
- 15: Works independently

Enter Comments for Multiple Students

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

Confirm?

All students will be updated. Continue?

- 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.

Term T1 (08/07/17 - 10/11/17) Section C) 161E-1 G1: MUSIC Task 15.MUS.O1: Overall Music Achievement

+ Add Sort Filter

- Enter a **Percent** and select a **Grade** from the dropdown list. **A percentage and grade are both required.** Grades 1-5 will use the **S+-I-** grade scale, grade 6 will use **A-F** scale.

Students	Percent	Grade
STUDENT, ANTHONY	86.00	B
STUDENT, BRENDA	94.44	A

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

Posted Report Card Comments Canned Comment Manage

Report Card Comment - Preview

Selection Method

Enter Code(s): Add

Choose Comment(s):

- 1: Needs Improvement in turning assignments in on time
- 2: Needs improvement in observing classroom rules
- 3: Needs improvement in observing playground/lunchroom rules

- Click appropriate check boxes or enter the codes 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.

Save Fill Percent, Grade, Comment

- 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**.

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

Percentage

Grade

Comment

Students
All

Canned Comments
Selection Method
Enter Code(s): Add

Choose Comment(s):

- 1: Needs Improvement in turning assignments in on time
- 2: Needs improvement in observing classroom rules
- 3: Needs improvement in observing playground/lunchroom
- 4: Needs improvement in following directions

Posting by Student

- Click **Post Grades** from the **Action Bar**.

Term: T1 (08/07/17 - 12/21/17) | Section: GRIT) 3223-1 CHEM LAB (H) | Task: Semester Grade

Buttons: Save, Fill Percent, Grade, Comment, Multi-Post Grades, Graphs, Hide

Dropdown menu (highlighted): All Standards and Grading Tasks, Standard/Grading Task, Student

- Select **Student** from the dropdown list.
- All Standards and Tasks aligned to the section appear.

Post by Student					
Term	Standard/Grading Task	Posted			
		Percent	Grade	Report Card Comments	Canned Comments
T1	15.CR.01: Overall Learner Responsibility	75.00	S		Manage
T1	15.MUS.O1: Overall Music Achievement	75.00	S		Manage
T1	15.MUS.11: Singing alone and with others	68.75	2.7		Manage
T1	15.MUS.21: Playing Instruments alone and with others	81.25	3.2		Manage
T1	15.MUS.31: Reads and notates music				Manage
T1	15.MUS.41: Listening and analysis of music				Manage

- Enter a **number or percent** for each **Standard/Grading Task**. **Grades 1-5** use 4-3-2.5-1 for standards and S+– Overall Grade. Grade 6 uses percent for standards and A-F for Overall Grade.
- Enter a **Grade** from the dropdown list.
- Enter **Comments** for the report card using the text box or by clicking **Manage** to access the Canned Comments window.
- Click **Add Comment**.
- Click **Save** when finished to Post Grades and Comments.

Final Grade

The **Final Grade** must be posted at the end of the year. This grade is then posted to the student transcript. After all standards and the overall grade have been posted, post the **Final Grade**.