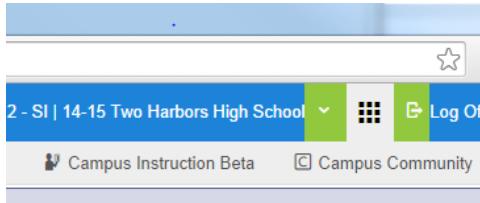


## New 2014-15 Campus Gradebook Beta Program Updates and Features

When you first log into the program, you will see a menu icon that looks like a 3x3 cube. Click this to toggle between applications. You may choose to be in either the Campus Tools screen or the Campus Beta Gradebook screen.



The majority of your work will be done in the Campus Beta Gradebook application.

In the old Campus Tools program, the only features you may possibly want to access include:

- \* Student Search
- \* Newsletter
- \* Behavior Referral
- \* Optional Reports (the main reports that teachers use will be in the Beta application)

To switch the default page to open to Campus Instruction Beta

- Open Campus Instruction Beta (Click the option after clicking the toggle menu)
- Go to Account Settings (bottom of the navigation menu on the left)
- Pull down the application you prefer to log into. Select Campus Instruction Beta
- Under preferences, you may also choose to show or hide active students, show the student number, show student pictures and use seating charts for attendance. Click Save!

Once in Campus Instruction Beta, you have access to the following common tools:

- \* Planner
- \* Gradebook
- \* Attendance
- \* Roster
- \* Seating Chart

You may also want to use new tools like student groups if you have a class section with groups of students who are working on different sets of curriculum.

Attendance notes:

To take attendance by seating chart – you must first create a seating chart. Select “new” and name the chart. Students can be moved and grouped in the seating charts. Need to see the whole chart at once?...use the ctrl key with the + or – keys to quickly shrink or expand the content on your screen.

Note that you must select “use student photos” if you want to see the photos in the seating charts.

Gradebook notes:

If you want me to set up your composite grading, it can be done administratively. The composite preferences will carry over from year to year if done this way. If you want to select your composite semester grade each time, you can select to do it manually for each class. This process must be repeated every year if not done at the admin level.

Click the Settings> to open the settings for each class:

Settings

Filters

Student Filters: All Students

Assignment Filters: All Assignments

Grade Book Setup

Assignment Marks Category Copier

Assignment List Grade Calc Options

Categories Grading Scales

Preferences

Display Sparkline Graph

Pass/Fail Coloring for Grades

Pass/Fail Coloring for Scores

Save Alert

Use Canned Comments

Assignment Sort

Sort By: Category

Sort Order: Ascending

Grade Book Last Updated: 2014-09-03 08:52:00.0

Preferences Last Modified

Save

Students

Grade Totals

Home Students Assignments Grade Book Reports Logout

In this area, you will need to set up Categories, (and use the optional category copier) and define the Grade Calc options. Under Grade Calc Options, you can pull down the option for all grading tasks and do a “fill all” to save time.

You must create at least one category for each class.

You may use either a straight points system or use weighted categories.

Weighted category users: All of the categories must equal 100% total when added together.

Never ever never pick the “use points % value” in the configuration. In a nutshell, it’s just a bad option and it will mess with your grading system.

The preferences to show or hide the sparkline graph, use pass/fail coloring. Use a save alert, and use canned comments are all found in the settings area as well. Use the arrow < to close the settings back up.