

GRADE BOOK (TRADITIONAL)



OVERVIEW

The web-based Campus Grade Book allows teachers to enter assignments and student scores from almost anywhere.

OBJECTIVES

In this lesson, learners will learn how to

- Navigate around the grade book.
- Enter scores, comments and codes in the Grade Book.
- Save the Grade Book.
- Post Grades from the Grade Book.

Navigating to the Grade Book

1. Select the section in the section dropdown on the Campus toolbar.
2. Select Grade Book from the Instruction module.
3. Your computer will then download the Grade Book Java application. Since Java is a programming language, you may encounter a security warning when opening the grade book.
4. Clicking "Always" in the security warning will keep that warning from appearing again on that computer.

Grade Book Overview

- Assignments will appear across the top of the Grade Book in the group they are associated with.
- The abbreviation and points possible will display across the top.
- The student name and the selected assignment will be highlighted in yellow.
- To change parameters of the assignment, right click (Mac Control-Click) on the assignment. Select edit.
- To see additional details, such as the name of the assignment, points possible, average mean score and due date, hover over the abbreviation.



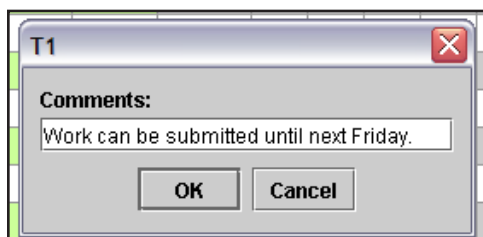
When teachers access Grade Book, it will open to the first term with the default grading task checkbox selected, given that the current date is in its date range. Otherwise, it will open in the first grading task term containing or open in the first one in the list.

| Pts | Poss | % | Grd | Wkst 1.3 | | | | | | | | | | | | | | | | | | | | | |
|--------|--------|-------|-----|----------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | Total Points: 4 | | | | | | | | | | | | | | | | | | | | | |
| | | | | Average Score: 2.67 | | | | | | | | | | | | | | | | | | | | | |
| | | | | Due Date: 09/17/2007 | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | |
| 588.00 | 624.00 | 97.04 | | | | | | | | | | | | | | | | | | | | | | | |
| 563.00 | 624.00 | 94.23 | | | | | | | | | | | | | | | | | | | | | | | |
| 513.00 | 624.00 | 73.10 | | | | | | | | | | | | | | | | | | | | | | | |
| 567.00 | 624.00 | 88.70 | | | | | | | | | | | | | | | | | | | | | | | |
| 542.00 | 624.00 | 81.86 | | | | | | | | | | | | | | | | | | | | | | | |
| 548.00 | 624.00 | 82.47 | | | | | | | | | | | | | | | | | | | | | | | |
| 600.00 | 624.00 | 92.88 | | | | | | | | | | | | | | | | | | | | | | | |
| 506.00 | 624.00 | 96.82 | | | | | | | | | | | | | | | | | | | | | | | |
| 538.00 | 624.00 | 91.74 | | | | | | | | | | | | | | | | | | | | | | | |
| 517.00 | 624.00 | 91.95 | | | | | | | | | | | | | | | | | | | | | | | |
| 506.00 | 624.00 | 77.14 | | | | | | | | | | | | | | | | | | | | | | | |
| 547.00 | 624.00 | 80.94 | | | | | | | | | | | | | | | | | | | | | | | |
| 600.00 | 624.00 | 95.24 | | | | | | | | | | | | | | | | | | | | | | | |
| 573.00 | 624.00 | 86.37 | | | | | | | | | | | | | | | | | | | | | | | |
| 562.00 | 624.00 | 82.34 | | | | | | | | | | | | | | | | | | | | | | | |
| 485.00 | 624.00 | 73.88 | | | | | | | | | | | | | | | | | | | | | | | |
| 462.00 | 586.00 | 76.81 | | | | | | | | | | | | | | | | | | | | | | | |
| 577.00 | 624.00 | 88.45 | | | | | | | | | | | | | | | | | | | | | | | |
| 527.00 | 624.00 | 78.20 | | | | | | | | | | | | | | | | | | | | | | | |
| 436.00 | 624.00 | 65.61 | | | | | | | | | | | | | | | | | | | | | | | |
| 279.00 | 624.00 | 46.94 | | | | | | | | | | | | | | | | | | | | | | | |
| 404.00 | 624.00 | 63.90 | | | | | | | | | | | | | | | | | | | | | | | |

Grade Book (Traditional)

Comments


Two types of comments can be made in the Grade Book that may be included on reports and on the portal- student level comments and score comments. Both types of comment are visible on the Portal. These comments are different than report card comments, which are entered elsewhere.



To create a score-level comment, right-click (Mac users control-click) on the score and

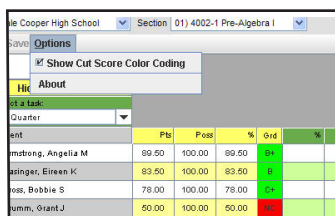
select Edit Comment. Enter comments as needed.

To create a student-level comment, right-click (Mac users control-click) on the student's name and select Edit Comment. Enter comments as needed.

 While scores may be exported for analysis or other uses, the scores cannot be re-imported.

Display of Grades

Teachers have Options for display in the Grade Book as a way of tracking student progress. Under the Option tool next to the Save icon, select the Show Cut Score Color Coding box to display scores related to standards in different colors based on defined proficiency requirements. **A proficient score is indicated by green and a score defined as not proficient is indicated by red.**



| Student | Pts | Pass | % | Grade |
|----------------------|-------|--------|-------|-------|
| Armstrong, Angella M | 89.50 | 100.00 | 89.50 | 80 |
| Armstrong, Eileen K | 83.50 | 100.00 | 83.50 | 80 |
| Armstrong, Bobbie S | 78.00 | 100.00 | 78.00 | 70 |
| Armstrong, Grant J | 80.00 | 100.00 | 80.00 | 80 |

Saving the Grade Book

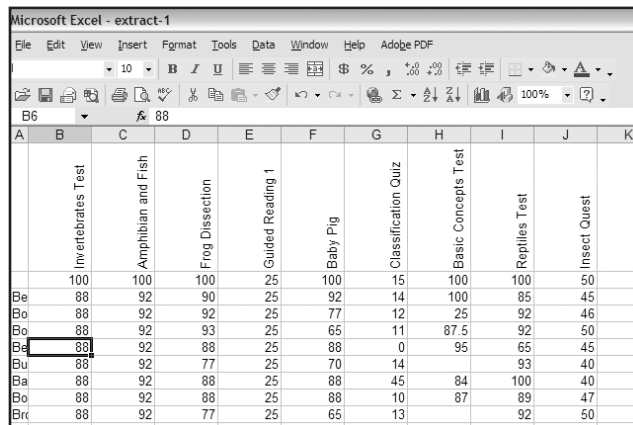
To save the Grade Book, click the Save button. Users working on laptop computers or on wireless connections should save frequently and often. The Campus servers in your district are backed up nightly and backup files are saved for 30 days. There is no need to save a backup copy locally.

Exporting Scores

An option exists in Instruction>Reports to export the Grade Book to a different file type such as a CSV file for analysis

To export the grade book:

1. Expand Reports.
2. Select Grade Book Export.
3. Select the export File Format.
4. Click Generate Report.



| | Invertebrates Test | Amphibian and Fish | Frog Dissection | Guided Reading 1 | Baby Pig | Classification Quiz | Basic Concepts Test | Reptiles Test | Insect Quest |
|-----|--------------------|--------------------|-----------------|------------------|----------|---------------------|---------------------|---------------|--------------|
| Be | 100 | 100 | 100 | 25 | 100 | 15 | 100 | 100 | 50 |
| Bo | 88 | 92 | 90 | 25 | 92 | 14 | 100 | 85 | 45 |
| Bo | 88 | 92 | 92 | 25 | 77 | 12 | 25 | 92 | 46 |
| Bo | 88 | 92 | 93 | 25 | 65 | 11 | 87.5 | 92 | 50 |
| Bo | 88 | 92 | 88 | 25 | 88 | 0 | 95 | 65 | 45 |
| Bu | 88 | 92 | 77 | 25 | 70 | 14 | | 93 | 40 |
| Ba | 88 | 92 | 88 | 25 | 88 | 45 | 84 | 100 | 40 |
| Bo | 88 | 92 | 88 | 25 | 88 | 10 | 87 | 89 | 47 |
| Bir | 88 | 92 | 77 | 25 | 65 | 13 | | 92 | 50 |

Grade Book (Traditional)

| % | Grd | % | Grd | T1 | Test | Test | Test | ST | CR | |
|--------|-----|---|-----|-------|------|------|------|-----|--------|----|
| 120.83 | A | | | 91.00 | 84 | 88 | 92 | 100 | 86.67 | 25 |
| 92.03 | A | | | | | 88 | 92 | 85 | 93.33 | 25 |
| 75.03 | C- | | | | | 88 | 92 | 65 | 93.33 | 25 |
| 83.83 | B- | | | | | | | | 100.00 | 25 |
| 70.77 | D | | | | | | | | 93.33 | 25 |
| 86.88 | B | | | 84.25 | 88 | 88 | 92 | 69 | 97.33 | 25 |
| 86.63 | B | | | 89.00 | 87 | 88 | 92 | 89 | 96.00 | 25 |
| 82.71 | B- | | | 74.25 | 25 | 88 | 92 | 92 | 94.67 | 25 |
| 85.15 | B | | | 89.88 | 87.5 | 88 | 92 | 92 | 100.00 | 25 |
| 77.61 | C | | | 68.00 | | 88 | 92 | 92 | 100.00 | 25 |
| 84.44 | B | | | 91.00 | | 88 | 92 | 93 | 86.67 | 25 |
| 89.50 | A- | | | 89.00 | | 88 | 92 | 87 | 85.33 | 25 |

Posting Grades from Grade Book

The Green area allows for a fast submission of grades (such as term grades or midterm progress marks) from the Grade Book. When the Grading Window is open, a teacher may post grades with a three click process.

1. Right-click in the green grade totals area. (This area is the posted grade for the task selected in the Select a Task dropdown)
2. Select Post Grades if it is time to submit that mark OR select Post Grades to Other Task if submitting a progress mark such as midterm or Weekly Eligibility.
3. Click Save.

Changing Posted Grades

1. Repost using the process described in "Submitting Scores".
2. Click on the child's posted grade. A dropdown will open showing allowable scores. Select the correct mark.
3. If using composite grading, the percentage will need to change as well.
4. Click Save.

| Pts | Poss | % | Grd | % | Grd |
|--------|--------|--------|-----|--------|-----|
| 665.00 | 705.00 | 120.83 | A | 120.83 | A |
| 646.00 | 705.00 | 92.03 | A | 92.03 | A |
| 601.00 | 705.00 | 75.03 | C- | 75.03 | C- |
| 627.00 | 705.00 | 83.83 | B- | 83.83 | B- |
| 548.00 | 705.00 | 70.77 | D | 70.77 | D |
| 632.00 | 705.00 | 86.88 | B | 86.88 | B |
| 629.00 | 705.00 | 86.63 | B | 86.63 | B |
| 564.00 | 705.00 | 82.71 | B- | 82.71 | B- |
| 618.50 | 705.00 | 85.15 | B | 85.15 | B |
| 517.00 | 705.00 | 77.61 | C | 77.61 | C |
| 514.00 | 605.00 | 84.44 | B | 84.44 | B |
| 466.00 | 505.00 | 89.50 | A- | 89.50 | A- |