Grade Submission Process - Study Guide

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The student grade submission process involves proper grading setup on courses, opening/closing the grading window and generating report cards.

Traditional Course Grading Setup

Grading Scales

Grading Scales are used by the Campus grade book to convert numeric percentages to in-progress grades. The grading scale should include all scores that can be auto-calculated by the grade book.

Documentation

Video

Score Groups

Score Groups are used in traditional grading to determine the scores that make up the basis of grading. Score groups must be set and aligned with a course before teachers can enter grades.

Documentation

Video

Grading Tasks Assigned to a Course Master

After score groups are created, they will link to individual grading tasks and standards. Grading tasks may then be assigned to a course master and then "pushed" to the course level. This allows for easier maintenance and consistent grading district-wide.

Documentation

Grading Tasks Assigned to a Course

Grading tasks are the items to which teachers post grades for reporting on report cards and transcripts. These tasks may be added to the course master and pushed to individual courses or added at the course level.

Documentation

Standards-Based Course Grading

Setup

Rubrics

Rubrics are used to determine the scores that make up the basis of standards-based grading. Teachers select the applicable score from the rubric for the standard being scored.

Documentation

Video

Simulation

Standards Assigned to a Course Master

Standards are the items to which teachers post grades for reporting on report cards and transcripts.

Documentation

Video

Standards Assigned to a Course

The Standards tab on a course lists the standards that the teacher needs to administer and/or grade for the selected course. To add standards to a course, they must be created first in the Standards Bank. When standards are added to the Standards Bank, rubrics are assigned there.

Documentation

Course Grading Reports

Grading Changes Not Pushed Report

The Grading Changes Not Pushed report lists changes in the grading setup that haven't been pushed from the course master to the course.

Documentation

Course Audit Report

The Course Audit report is be used to compare course masters and associated courses for differences in grading tasks, grade calculations, standards and categories. Differences reported may be the result of changes being made on the course master that were not pushed to courses.

Documentation

Video

Course Standards Report

This report generates a list of all standards and the course(s) to which they are aligned.

Documentation

Grade Submission

Opening & Closing the Grading Window

The Grading Window determines when teachers can post grades. It may be opened one course at a time for specific Grading Tasks and Standards or for an entire school based on a selected task/term combination using the Grading Window Wizard.

The Grading Window determines when grades can be posted to official student documents, such as Report Cards and Transcripts. Teachers can enter scores at any time, but posting grades is usually done during specific times, such as when progress reports are sent out or towards the end of grading terms.

Documentation

Print Report Cards

After teachers have posted grades and the Grading Window has been closed, report cards can be printed en masse or individually.

Documentation

Video

Grades Reports

Term GPA Report

The Term GPA Report can be used to report grade point averages for selected students.

Documentation

Grades Report

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

Documentation

Class Rank Report

The Class Rank report calculates a student’s class rank based on historical (transcripted) grades. Class rank is calculated from the score group and GPA value used in that group. It does not include any grades that are not posted on the transcript.

Documentation

Activity Eligibility

The Activity Eligibility Report can be used to monitor students' academic grades to determine participation eligibility.

Documentation

Video

Posting Grades - A Teacher's Point-of-View

Posting Grades Through the Grade Book

Posting grades in the Grade Book posts grades to the students' Grades tab in Student Information > General.

Documentation

Video

Posting Grades Through the Post Grades Module

When the grading window is opened, the Post Grade tool is used to enter or update scores and percentages for grading tasks, with comments, and post those grades to students' official documents. The tool will display the students' current in progress grade found in the Grade Book and the Sparkline or bar graph representing scores (if selected to be displayed in the Grade Book).

Documentation