Scoring Assignments in the Progress Monitor

Last Modified on 11/20/2026 2:45 pm CST

This tool is available with Campus Learning Suite.

Tool Search: Progress Monitor

Assignments are scored in various places around Instruction, including in the Progress Monitor. The context of the Progress Monitor is determined by the **Term** and **Section** dropdown lists displayed at the top of the tool.

This article covers scoring in the Progress Monitor. See the general Progress Monitor article for more information about this tool, including an overview and navigation, and the Portfolio.



Click in various areas of the Progress Monitor to access different scoring views.

Check out the Progress Monitor article for more information about the other buttons in the action bar at the bottom of the screen.

Available Scoring Views

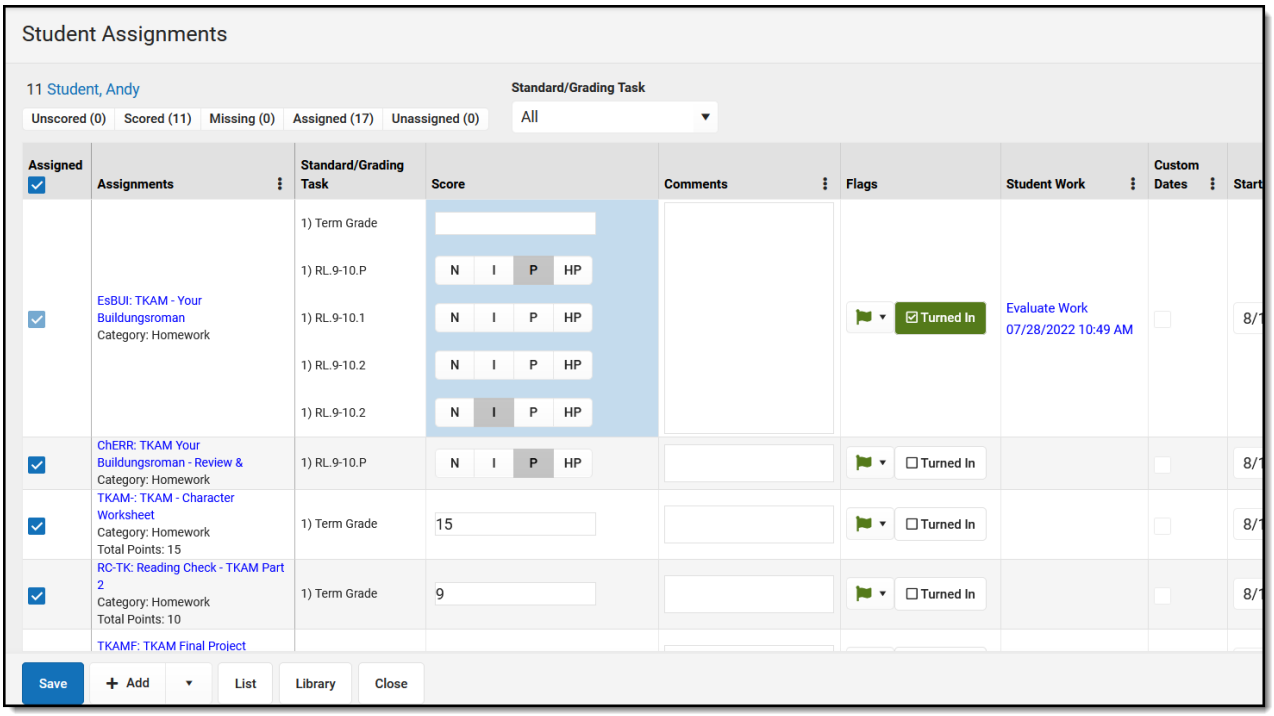
There are multiple views in the Progress Monitor where you can enter scores, depending on where you click. The following sections describe each area:

- Score Assignments by Student
- Score Assignments by Alignment
- Score Assignments by Alignment and Student
- Score All Assignments

Turn on **Pass/Fail Coloring for Grades** and/or **Pass/Fail Coloring for Scores** in the Account Settings to color code passing scores/grades in green and failing scores/grades in red.

Score Assignments by Student

Click the **Assignments** button to view all assignments for that student in the current Term.



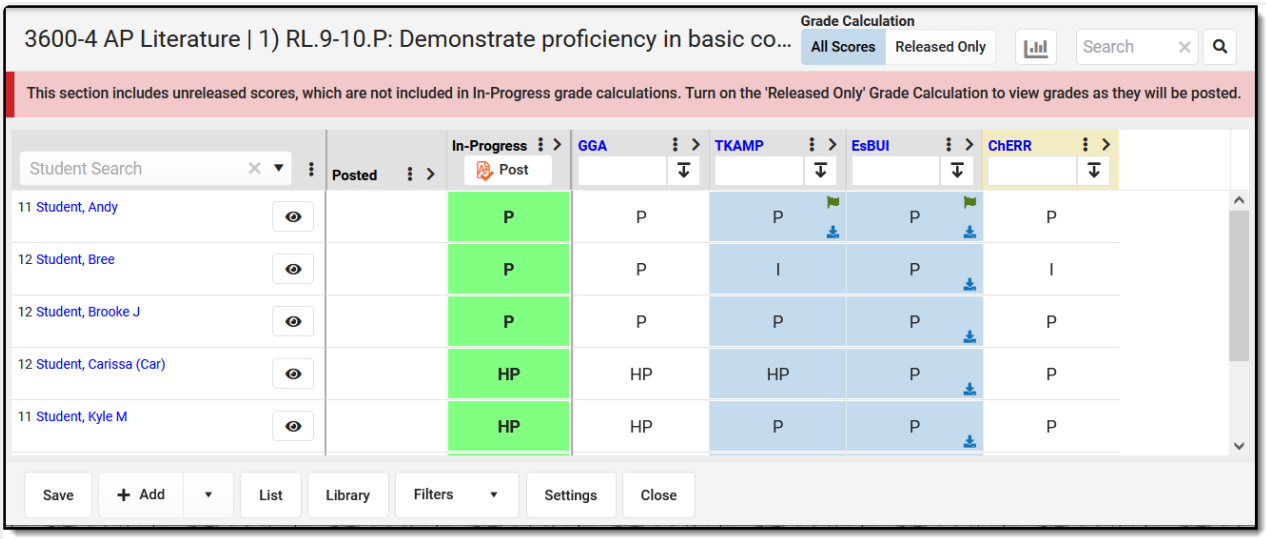
Filter this assignment list using the options along the top, **Unscored, Scored, Missing, Assigned,** and **Unassigned**, or by assignments aligned to a specific **Standard/Grading Task**.

Column	Description

Column	Description
Assigned	Indicates if this student has been assigned this assignment. Unmark this checkbox to unassign this assignment, which individualizes the assignment to not include this student. Note: unassigning an assignment removes any scores for this student.
Assignments	The Abbreviation and Name of the assignment, followed by the Category. Click the name of the assignment to view it. Assignments that are not included in grade calculation are prepended by an *.
Standard/Grading Task	The standards and/or grading tasks to which the assignment is aligned.
Score	Each alignment receives its own score. Alignments scored using Rubrics with fewer than 6 options display as buttons. Otherwise, type the score.
Comments	Enter comments for the score or select canned comments, depending on district settings.
Flags	Mark **Turned In** or use the flag dropdown to add a flag to the assignment. Assignments that students have turned in via Campus Student are marked as Turned In by default. See the Score Flags section following for more information about flags.
Student Work	Displays links for scoring submissions or using a scoring rubric, depending on assignment setup. Submissions display as a timestamp of when the assignment was turned in. See the Scoring Submissions and Evaluate Student Work using Scoring Rubrics articles for more information.
Custom Dates	Indicates that the assignment's dates have been individualized for this student, such as extending a deadline.
Start/End Date	The dates on which the assignment was assigned and when it is due.

Score Assignments by Alignment

Click a column header to score any assignments aligned to that task or standard, for all students. This view mimics the Grade Book.



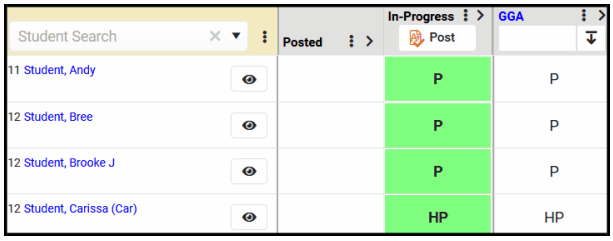
Click a column header to score all assignments aligned to that Task or Standard.

The name of the course and task/standard display above the scoring grid. Use the **Grade Calculation** toggle to indicate whether the In-Progress grade calculated below should include all scores or only scores that have been released to parents and students. Click the **graph icon** to view Score Analysis for that task/standard. Use the **Search** bar to filter the assignments shown.

Student List

Click a student's name to view contact information, student's schedule, grades, attendance, and the student profile.

Filter the students shown using the Student Search or by clicking the eye icon to hide all other students.



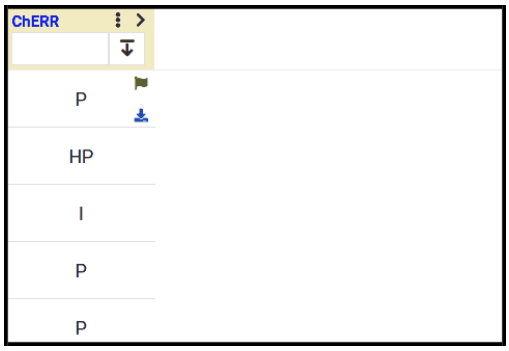
Posted & In-Progress Grades

The In-Progress grade is calculated based on the Grade Calc Options established via the tool in Settings. Use the Grade Calculation toggle at the top of the screen to indicate if the In-Progress grade shown should include all scores or only released scores. Click the three dots menu (⋮) in the Posted or In-Progress column to sort students by that column.

If the Grading Window is open, In-Progress grades can be posted. Click the Post button to copy the In-Progress grade to the Posted column and click Save to post. Only released scores are posted. Toggle the Grade Calculation setting to **Released Only** to see grades as they will be posted.

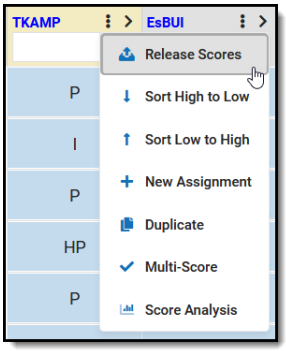
Assignments

Click the name of the assignment in the column header to open and view the assignment. Enter scores in the grid. To enter Comments and Flags, expand the assignment using the chevron next to the name.



Icons display in the score grid:

- indicates a teacher comment. Hover to read the comment.
- indicates a student comment. Hover to read the comment.
- indicates a flag. Hover to view.
- indicates a submission by the student. Hover to view date and time of submission and click to score the submission.



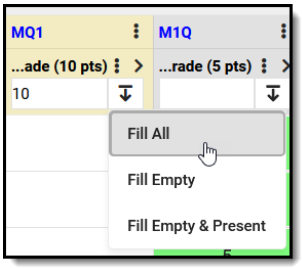
Click the three dot menu (⋮) next to the assignment name to view an additional menu of options:

- Release Scores for this assignment.
- Sort students by score, **High to Low** or **Low to High**.
- Create a New Assignment in the same alignment.
- Duplicate the assignment.
- Open Multi-Score to quickly score all alignments for this assignment.
- View Score Analysis

Fill Options

To fill scores, enter a score in the column header, click the **Fill** icon, and select a fill option:

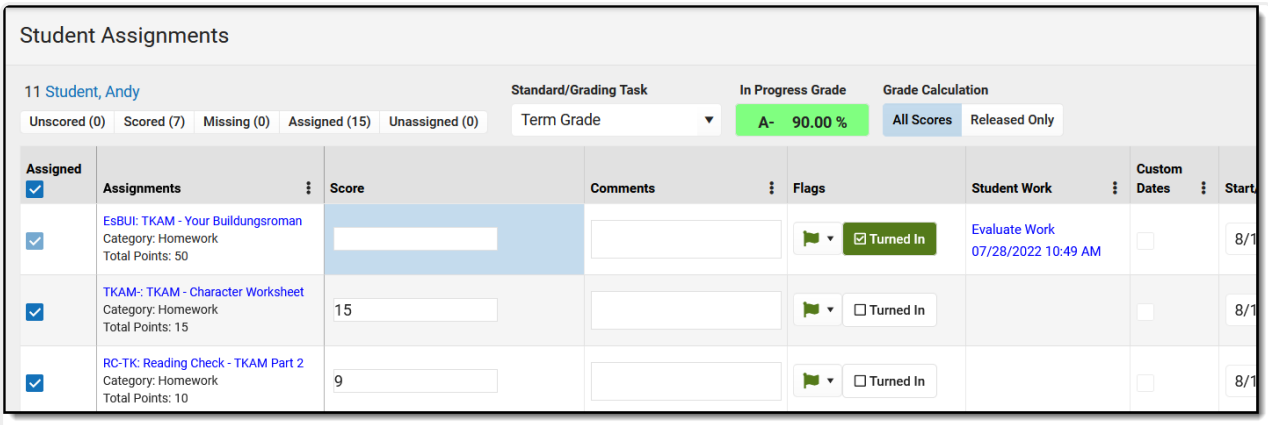
- Fill All: fills score for all students
- Fill Empty: fills score for all students without scores.
- Fill Empty & Present: fills score for all students without scores who were not absent from class on the due date.



Expand the assignment access fill options for comments and flag.

Score Assignments by Alignment and Student

To score assignments for a single student and a specific scoring alignment, click a grid square in the Progress Monitor, or click the Assignments button and select a **Standard/Grading Task**.



Click a grid square to score all assignments for that student and alignment.

Click the student's name to view contact information, student's schedule, grades, attendance, and the student profile. Filter this assignment list using the options along the top, **Unscored, Scored, Missing, Assigned,** and **Unassigned**, or by assignments aligned to a specific **Standard/Grading Task**.

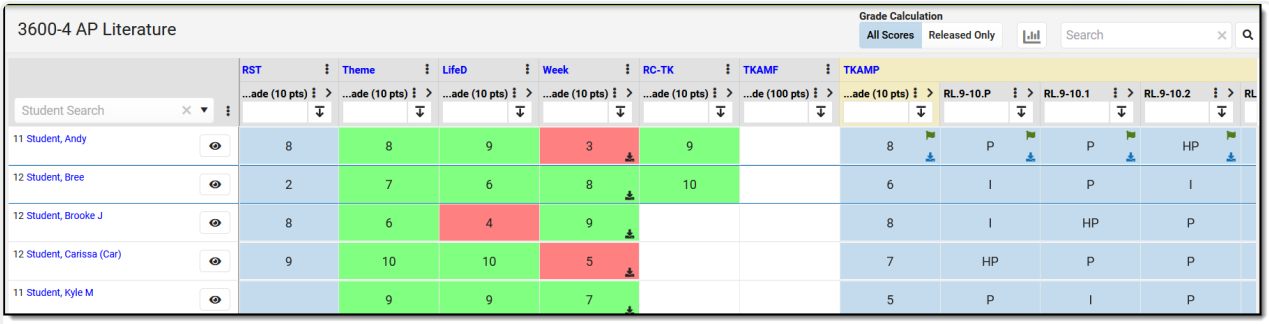
The current In-Progress Grade displays at the top of the screen. Use the Grade Calculation toggle to determine whether that In-Progress Grade is calculated using all scores or only released scores.

Column	Description
Assigned	Indicates if this student has been assigned this assignment. Unmark this checkbox to unassign this assignment, which individualizes the assignment to not include this student. Note: unassigning an assignment removes any scores for this student.
Assignments	The Abbreviation and Name of the assignment, followed by the Category. Click the name of the assignment to view it. Assignments that are not included in grade calculation are prepended by an *.
Score	Each alignment receives its own score. Alignments scored using Rubrics with fewer than 6 options display as buttons. Otherwise, type the score.
Comments	Enter comments for the score or select canned comments, depending on district settings.
Flags	Mark **Turned In** or use the flag dropdown to add a flag to the assignment. Assignments that students have turned in via Campus Student are marked as Turned In by default. See the Score Flags section following for more information about flags.
Student Work	Displays links for scoring submissions or using a scoring rubric, depending on assignment setup. Submissions display as a timestamp of when the assignment was turned in. See the Scoring Submissions and Evaluate Student Work using Scoring Rubrics articles for more information.

Column	Description
Custom Dates	Indicates that the assignment's dates have been individualized for this student, such as extending a deadline.
Start/End Date	The dates on which the assignment was assigned and when it is due.

Score All Assignments

Click the Score button to open a scoring side panel that includes all assignments in the current term.



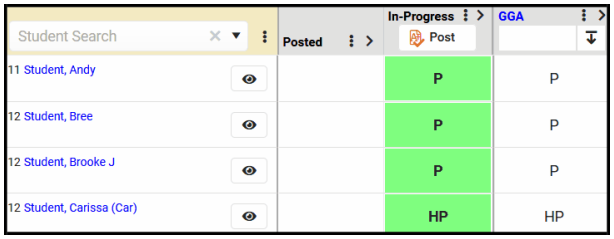
Click the Score button to score all assignments in the section.

Use the **Grade Calculation** toggle to indicate whether the In-Progress grade calculated below should include all scores or only scores that have been released to parents and students. Click the **graph icon** to view Score Analysis for that task/standard. Use the **Search** bar to filter the assignments shown.

Student List

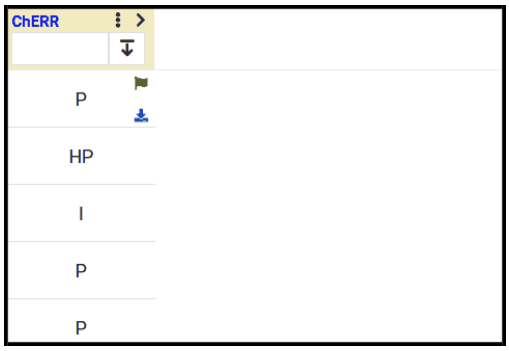
Click a student's name to view contact information, student's schedule, grades, attendance, and the student profile.

Filter the students shown using the Student Search or by clicking the eye icon to hide all other students.



Assignments

Click the name of the assignment in the column header to open and view the assignment. Below each assignment name is the alignment. Enter scores in the grid. To enter Comments and Flags, expand the assignment using the chevron next to the name.



Icons display in the score grid:

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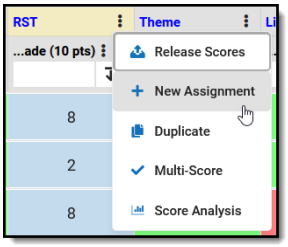
- indicates a submission by the student. Hover to view date and time of submission and click to score the submission.



Click the three dot menu (⋮) next to the assignment name to view an additional menu of options:

- Release Scores for this assignment.
- Create a New Assignment in the same alignment.
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Fill Options

To fill scores, enter a score in the column header, click the **Fill** icon, and select a fill option:

- Fill All: fills score for all students
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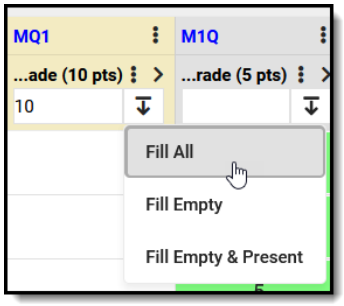
- Fill Empty & Present: fills score for all students without scores who were not absent from class on the due date.



Expand the assignment access fill options for comments and flag.

Appendix A: Score Flags

The following table describes the effect of marking a flag for an assignment:

Abbreviation	Description	Additional Logic

Abbreviation	Description	Additional Logic
T	Turned In	If you mark an assignment as Turned In and then as Missing, the Turned In flag is removed. Assignments which are enabled for Submission through Campus Student are closed for submission when the Turned In flag is marked. Assignments are flagged as Turned In when a student submits work through Campus Student. To allow students to resubmit an assignment, remove the Turned In flag.
M	Missing	The logic of the Missing flag is dependent on whether a Missing Assignment Percentage is entered by your district. If the district has not set a calculation, the Missing flag is an indicator only; flagged assignments CAN be scored. If the district has set the flag to auto-calculate and entered a Missing Assignment Percentage, flagged assignments calculate as the entered percentage of Total Points for assignments scored using Points or Marks. Hover over the score field to see the calculated score. In this instance, a score cannot be entered if the Missing flag is selected. Score are not auto-calculated for assignments scored using Rubrics. If you mark an assignment as Missing and then as Turned In, the Missing flag is removed. If the missing flag is set to auto-calculate, when calculating a Proficiency Estimate via Mode of a limited number of assignments, if any of those assignments are marked as Missing, the Proficiency Estimate will not calculate. **How do I know what my district has set?** Can you enter a score for a missing assignment? If so, no calculation has been set. If you cannot enter a score, hover over the score field to see the calculated score. For example, if a district has set the missing flag as 25%, a 20 point assignment calculates as 5 points.
L	Late	N/A
I	Incomplete	When calculating a Proficiency Estimate via Mode of 3 or Mode of 5, if any of the 3 or 5 scores are marked as Incomplete, the Proficiency Estimate will not calculate.
Ch	Cheated	Score appears stricken-through. Scores with the cheated flag automatically calculate as zero. When calculating a Proficiency Estimate via Mode of 3 or Mode of 5, if any of the 3 or 5 scores are marked as Cheated, the Proficiency Estimate will not calculate.

Abbreviation	Description	Additional Logic
X	Exempt	Score appears stricken-through. The grid of scores flagged as Exempt appear in grey. Exempted assignments do not display in student and parent views. When calculating a Proficiency Estimate via Mode of 3 or Mode of 5, if any of the 3 or 5 scores are marked as Exempt, the Proficiency Estimate will not calculate.
Dr	Dropped	Dropped scores are not included in In Progress grade calculations. The Drop Lowest Score option can be set for categories to automatically mark the lowest score in the category as dropped.
-	-	A small gray square displays in the bottom left corner of the score grid if the student was not scheduled into the section on the due date of the assignment.

Typing the flag Abbreviation into the score grid sets that flag, unless the abbreviation is a valid Assignment Mark or Rubric score. If you clear the abbreviation and move to a different cell, a message appears asking if you want to clear any flags on the score. However, replacing the abbreviation with a score does not remove the flag.