

# Scoring Assignments in the Progress Monitor

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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](#).

The screenshot displays the Progress Monitor interface. At the top, the 'Term' is set to '1 - (7/1/22 - 11/4/22)'. The 'Grade Calculation' section shows 'All Scores' and 'Released Only' options. A search bar is present on the right. The main area is a grid of scores for six students across various assignment categories (RL.9-10.P, RL.9-10.1, RL.9-10.2, RL.9-10.2, RL.9-10.3, RL.9-10.3). The grid cells contain letters like 'P', 'I', 'HP' and percentages. Annotations include:
 

- 'Score by Alignment' pointing to the top header.
- 'Score by Student' pointing to the 'Assignments' button in the left sidebar.
- 'Score By Alignment and Student' pointing to the grid cells.
- 'Score All Assignments' pointing to the 'Score' button in the bottom action bar.

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.

**Student Assignments**

11 Student, **Andy** Standard/Grading Task

Unscored (0) | Scored (11) | Missing (0) | Assigned (17) | Unassigned (0) | All ▼

Assigned	Assignments	Standard/Grading Task	Score	Comments	Flags	Student Work	Custom Dates	Start	
<input checked="" type="checkbox"/>	<a href="#">EsBUI: TKAM - Your Buildingsroman</a> Category: Homework	1) Term Grade	<input type="text"/>						
		1) RL.9-10.P	<input type="text"/> N <input type="text"/> I <input type="text"/> P <input type="text"/> HP						
		1) RL.9-10.1	<input type="text"/> N <input type="text"/> I <input type="text"/> P <input type="text"/> HP			<input checked="" type="checkbox"/> Turned In	<a href="#">Evaluate Work</a> 07/28/2022 10:49 AM	<input type="checkbox"/>	8/1
		1) RL.9-10.2	<input type="text"/> N <input type="text"/> I <input type="text"/> P <input type="text"/> HP						
		1) RL.9-10.2	<input type="text"/> N <input type="text"/> I <input type="text"/> P <input type="text"/> HP						
<input checked="" type="checkbox"/>	<a href="#">ChERR: TKAM Your Buildingsroman - Review &amp; Worksheet</a> Category: Homework Total Points: 15	1) RL.9-10.P	<input type="text"/> N <input type="text"/> I <input type="text"/> P <input type="text"/> HP			<input type="checkbox"/> Turned In	<input type="checkbox"/>	8/1	
<input checked="" type="checkbox"/>	<a href="#">TKAM: TKAM - Character Worksheet</a> Category: Homework Total Points: 15	1) Term Grade	<input type="text"/> 15			<input type="checkbox"/> Turned In	<input type="checkbox"/>	8/1	
<input checked="" type="checkbox"/>	<a href="#">RC-TK: Reading Check - TKAM Part 2</a> Category: Homework Total Points: 10	1) Term Grade	<input type="text"/> 9			<input type="checkbox"/> Turned In	<input type="checkbox"/>	8/1	
	<a href="#">TKAMF: TKAM Final Project</a>								

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
<b>Assigned</b>	Indicates if this student has been assigned this assignment. Unmark this checkbox to unassign this assignment, which <a href="#">individualizes</a> the assignment to not include this student. Note: unassigning an assignment removes any scores for this student.

Column	Description
<b>Assignments</b>	The Abbreviation and Name of the assignment, followed by the Category. Click the name of the <a href="#">assignment</a> to view it. Assignments that are not <a href="#">included in grade calculation</a> are prepended by an *.
<b>Standard/Grading Task</b>	The standards and/or grading tasks to which the assignment is aligned.
<b>Score</b>	Each alignment receives its own score. Alignments scored using <a href="#">Rubrics</a> with fewer than 6 options display as buttons. Otherwise, type the score.
<b>Comments</b>	Enter comments for the score or select <a href="#">canned comments</a> , depending on district settings.
<b>Flags</b>	Mark <b>Turned In</b> or use the flag dropdown to add a flag to the assignment. Assignments that students have turned in via <a href="#">Campus Student</a> are marked as Turned In by default. See the <a href="#">Score Flags</a> section following for more information about flags.
<b>Student Work</b>	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 <a href="#">Scoring Submissions</a> and <a href="#">Evaluate Student Work using Scoring Rubrics</a> articles for more information.
<b>Custom Dates</b>	Indicates that the assignment's dates have been <a href="#">individualized</a> for this student, such as extending a deadline.
<b>Start/End Date</b>	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](#).

3600-4 AP Literature | 1) RL.9-10.P: Demonstrate proficiency in basic co... Grade Calculation  
All Scores Released Only Search

This section includes unreleased scores, which are not included in In-Progress grade calculations. Turn on the 'Released Only' Grade Calculation to view grades as they will be posted.

Student Search	Posted	In-Progress	GGA	TKAMP	EsBUI	ChERR
11 Student, Andy		P	P	P	P	P
12 Student, Bree		P	P	I	P	I
12 Student, Brooke J		P	P	P	P	P
12 Student, Carissa (Car)		HP	HP	HP	P	P
11 Student, Kyle M		HP	HP	P	P	P

Save + Add List Library Filters Settings Close

*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.

Student Search	Posted	In-Progress	GGA
11 Student, Andy		P	P
12 Student, Bree		P	P
12 Student, Brooke J		P	P
12 Student, Carissa (Car)		HP	HP

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.

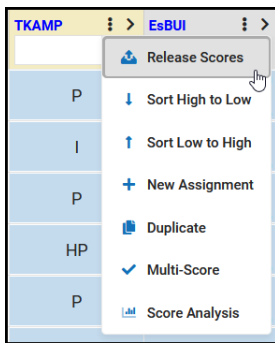
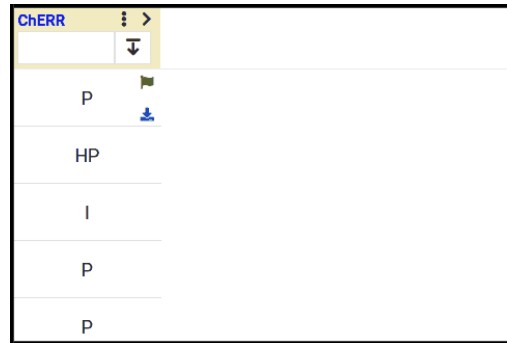
If the **Grading Window** is open, In-Progress grades can be posted. Click the **Post** button to copy the In-Progress grade to the Posted column and click Save to post. Only released scores are posted. Toggle the Grade Calculation setting to **Released Only** to see grades as they will be posted.


## 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](#).



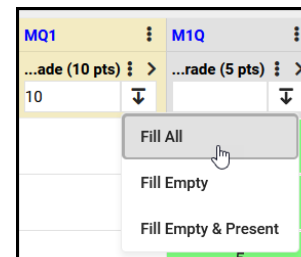
Click the three dot menu (  ) next to the assignment name to view an additional menu of options:

- [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**.

Student Assignments									
11 Student, Andy		Standard/Grading Task		In Progress Grade		Grade Calculation			
Unscored (0)   Scored (7)   Missing (0)   Assigned (15)   Unassigned (0)		Term Grade		A- 90.00 %		All Scores   Released Only			
Assigned	Assignments	Score	Comments	Flags	Student Work	Custom Dates	Start		
<input checked="" type="checkbox"/>	EsBUI: TKAM - Your Buildingsroman Category: Homework Total Points: 50	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Turned In	Evaluate Work 07/28/2022 10:49 AM	<input type="checkbox"/>			8/7
<input checked="" type="checkbox"/>	TKAM: TKAM - Character Worksheet Category: Homework Total Points: 15	15 <input type="text"/>	<input type="text"/>	<input type="checkbox"/> Turned In		<input type="checkbox"/>			8/7
<input checked="" type="checkbox"/>	RC-TK: Reading Check - TKAM Part 2 Category: Homework Total Points: 10	9 <input type="text"/>	<input type="text"/>	<input type="checkbox"/> Turned In		<input type="checkbox"/>			8/7

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

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

## Score All Assignments

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

Student Search	RST	Theme	LifeD	Week	RC-TK	TKAMP	TKAMP	RL.9-10.P	RL.9-10.1	RL.9-10.2
11 Student, Andy	8	8	9	3	9		8	P	P	HP
12 Student, Bree	2	7	6	8	10		6	I	P	I
12 Student, Brooke J	8	6	4	9			8	I	HP	P
12 Student, Carissa (Car)	9	10	10	5			7	HP	P	P
11 Student, Kyle M		9	9	7			5	P	I	P

*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

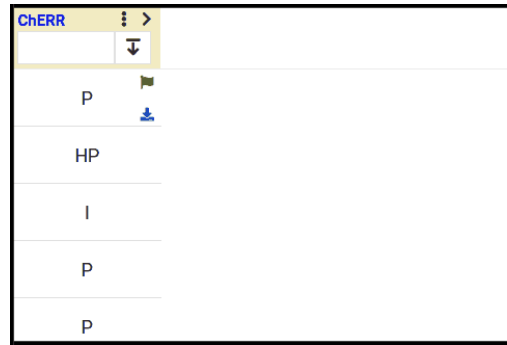
Click a student's name to view contact information, student's schedule, grades, attendance, and the student profile.

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

Student Search	Posted	In-Progress	GGA
11 Student, Andy		P	P
12 Student, Bree		P	P
12 Student, Brooke J		P	P
12 Student, Carissa (Car)		HP	HP

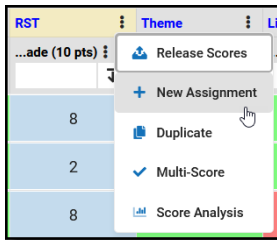
## Assignments

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:

- 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](#).



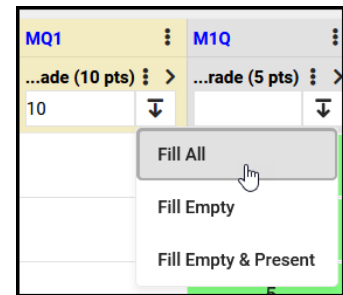
Click the three dot menu ( ) next to the assignment name to view an additional menu of options:

- [Release Scores](#) for this assignment.
- 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.

## Appendix A: Score Flags

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

Abbreviation	Description	Additional Logic
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Abbreviation	Description	Additional Logic
<b>T</b>	Turned In	<p>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.</p> <p>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.</p>
<b>M</b>	Missing	<p>The logic of the Missing flag is dependent on whether a <a href="#">Missing Assignment Percentage</a> is entered by your district.</p> <p>If the district has not set a calculation, the Missing flag is an indicator only; flagged assignments CAN be scored.</p> <p>If the district has set the flag to auto-calculate and entered a <a href="#">Missing Assignment Percentage</a>, 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.</p> <p>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.</p> <p><b>How do I know what my district has set?</b></p> <p>Can you enter a score for a missing assignment? If so, no calculation has been set.</p> <p>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.</p>
<b>L</b>	Late	N/A
<b>I</b>	Incomplete	<p>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.</p>
<b>Ch</b>	Cheated	<p>Score appears stricken-through. Scores with the cheated flag automatically calculate as zero.</p> <p>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.</p>

Abbreviation	Description	Additional Logic
<b>X</b>	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.
<b>Dr</b>	Dropped	Dropped scores are not included in In Progress grade calculations. The <a href="#">Drop Lowest Score</a> 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 rostered 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.