

# The Basics: Grade Book [.2124 - .2227]

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The Campus Grade Book provides a variety of tools to help teachers create and score assignments and manage grading as a whole. This article includes basic information about using the Grade Book and links to additional articles for more detailed information.

Term: 4 (04/01/19 - 06/28/19) Section: 1) 3600-4 AP Literature (Daily) Task: Term Grade																								
Settings		Save		Posted			In Progress			Categories			Term Writing: Your Building's man											
Grade Book Setup		Students		Percent	Grade	Rpt Crd	Comments	Points	Possible	Percent	Post	Homework	Quiz	+	Multi-Score	Comments								
Assignment Details	Assignment Marks	Categories	Curriculum List	Filter Defaults	Grade Calc Options	Grading Scales	Section Groups	Grade Book Tools	Curriculum Copier	12 Student, Andy	CC	111	120	92.50 %	A-	91.81 %	100.00 %	47		T M L I Ch X Dr	Evaluate Work 05/16/2019 09:25 PM	10	9	10
										11 Student, Jordan E	CC	109	120	90.83 %	A-	90.90 %	90.00 %	49		T M L I Ch X Dr	Evaluate Work 05/15/2019 03:45 PM	8	8	8
										12 Student, Kyle M	CC	57	70	81.42 %	B-	81.66 %	80.00 %			T M L I Ch X Dr	Evaluate Work 05/16/2019 10:18 AM	10	7	6
										11 Student, Luke C	CC	89	120	74.16 %	C	75.45 %	60.00 %	42		T M L I Ch X Dr	Evaluate Work 05/16/2019 10:18 AM	9	5	9
										12 Student, Lydia J	CC	57	70	81.42 %	B-	78.33 %	100.00 %			T M L I Ch X Dr		5	9	7

*The Grade Book helps teachers manage assignments, evaluate student work, and post grades.*

## Navigating the Grade Book

There are five mains sections of the grade book:

### [Grade Totals](#)

### Context

The grade book displays students, grades, and assignments in the context of a specific term, section, and grading task/standard.

Term	3 (12/28/20 - 03/26/21)	Section	1) 3600-4 AP Literature (Daily)	Task	Term Grade
+ Add	List	Sort	Filter		

*Select the context for viewing the grade book.*

The **Term** dropdown list is dependent on the Year, School, Calendar, and Structure selected in the Campus toolbar. Only students scheduled in the selected term and section are listed. **Sections** are listed in order by period in this format: Period Number) Course Number-Section Number Course Name.

The **Task** dropdown lists all the grading tasks and standards aligned to the section. Tasks are set up and aligned to a section by your school. Teachers align assignments to tasks to collect scores into post-able grades.

Additional options display below the context selectors:

**Add** - click Add to add an assignment, or click the arrow next to the button to add other items, such as [resources](#) or folders (Campus Learning only).

**List** - view a list of all curriculum for the section, regardless of context.

**Sort** and **Filter** - adjust how and which assignments and students display in the grade book.

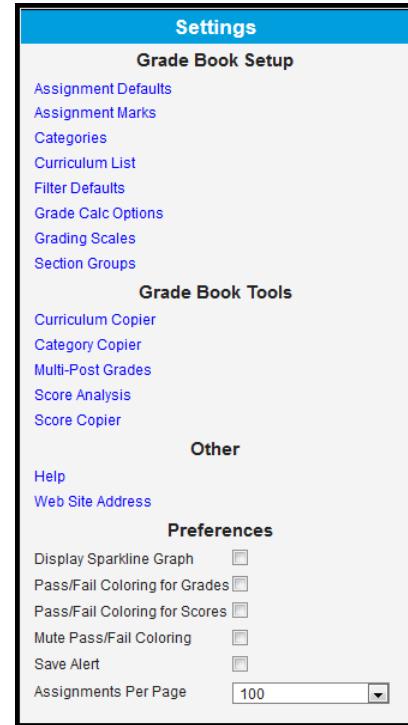
## Settings

Open the Settings menu by clicking the blue **Settings** toggle to the left of the Save button. This menu provides a variety of tools for managing assignments and grades.

Two tools require setup before teachers can use the grade book: [Categories](#) create groups for assignments, which are required before assignments can be made. Grade Calc Options determine how In Progress grades are calculated and must be established for Grade Totals to calculate.

Other tools are optional and help teachers streamline their use of Campus. For example, [Assignment Defaults](#) pre-fill some assignment fields and [Section Groups](#) allow teachers to group similar sections together in a single grade book view. Here's a list of articles about the setup options, tools, and preferences available in the Settings menu:

- Grade Book Setup
  - Assignment Defaults (currently unavailable)
  - Assignment Marks
  - [Categories](#)
  - Curriculum List
  - [Filter Defaults](#)
  - Grade Calc Options (and [Composite Grading](#))
  - Grading Scales
  - [Section Groups](#)
- Grade Book Tools
  - Assignment Copier
  - Category Copier
  - [Multi-Post Grades](#)
  - [Score Analysis](#) (Campus Learning only)
  - [Score Copier](#)
- Other
  - [Web Site Address](#)
- [Preferences](#)



## Student List

The Student List includes all students scheduled into the selected section. Students are sorted alphabetically by default; use the double arrows in column headers to sort the list, or the [sorting](#) option at the top of the grade book to reorder students. Click the student's name to view additional student details, including demographics, contact, and household information. Click the blue arrow next to a student's name to expand that student's row in the grade book and view more information:

- Basic information is listed for the student, including ID#, date of birth, student groups they are a member of, and the last time they logged into Campus Student.
- The Grades Summary displays a list of In Progress or Posted grades for each task and term the student is in that section.
- [Comments](#) entered here display in the Campus Student and Campus Parent Portals.
- Click [Hide Others](#) to filter the grade book to a single student. In that view, use the Previous and Next buttons to page through other students in the section.
- Additional score analysis information also displays, including Box and Whisker Diagrams for assignments scored using Points or Marks or [Proficiency Graphs](#) for assignments scored using rubrics.

## Grade Totals

The Grade Totals area provides grade calculations based on the Grade Calc Options and Category calculations selected in Settings. Grade Calc Options must be established for calculations to display in this area. Collapse and expand Grade Totals using the blue Grade Totals toggle to the right of the Save button. Grade Totals includes three sections for Posted grades, In Progress grades, and Category totals.

- **Posted** grades are finalized grades that have been posted to the student's [Grades tab](#), as well as transcripts and report cards, depending on school setup. Grades can be posted from here in the [grade book](#) using the orange Post button or from the [Post Grades](#) tool. Grades can only be posted when enabled by your school, which is often done at specific times throughout the year, such as at the end of a term.
- **In Progress** grades calculate based on scores entered for the student and the Grade Calc Options set for the section. These grades recalculate each time scores are updated. The columns in the In Progress section differ based on whether the selected task is scored using points or rubrics.
- **Category** percentages calculate based on the scores entered for assignments aligned to each category. Category percentages contribute to the In Progress grade based on the calculation options set for each category.

Grade Totals	Posted			In Progress				Categories	
	Percent	Grade	Fill Rpt Crd Comments	Points	Possible	Percent	Post Grade	Homework	Quiz
▶			CC	111	120	92.50 %	A-	91.81 %	100.00 %
▶			CC	109	120	90.83 %	A-	90.90 %	90.00 %
▶			CC	57	70	81.42 %	B-	81.66 %	80.00 %
▶			CC	89	120	74.16 %	C	75.45 %	60.00 %
▶			CC	57	70	81.42 %	B-	78.33 %	100.00 %

## Assignments

Assignments aligned to the selected Task are listed horizontally in the grade book. Assignments are sorted by Category, Sequence, or Due Date based on the [Sort](#) options selected.

Each assignment header includes the assignment Abbreviation, Sequence, Due Date, Category, and Points Possible (if applicable). Click the blue abbreviation link to view the assignment editor. Hover over the assignment header to view more information about the assignment including rubric values for assignments scored that way.

Expand an assignment by clicking the chevron next to the abbreviation. From here, enter assignment [comments](#), flag assignments, access student submissions through the blue [Evaluate Work](#) link or click [Evaluate Rubric](#) if a scoring rubric has been attached to the assignment.

Writ: Writing - Your Buildungsroman Seq: 1.00 Due: 05/17 Homework Points: 50	3 2 1 0 0 0 0	Fill Scores/Comments Multi-Score Score Analysis Evaluate Work	Wk 1 Seq: 1.00 Due: 05/20 Homework Points: 10	+Theme Seq: 1.00 Due: 05/22 Homework Points: 10	LifeD Seq: 1.00 Due: 05/24 Homework Points: 10
47	T M L I Ch X Dr	Evaluate Work 05/16/2019 09:26 PM	10	9	10
49	T M L I Ch X Dr	Evaluate Work 05/15/2019 03:45 PM	8	8	8
	T M L I Ch X Dr		10	7	6

Here's some more information about scoring, submissions, and scoring rubrics:

[Score Assignments in the Grade Book](#)

[Enable Student Submissions](#)

[Score Submissions](#)

[Create Scoring Rubrics](#)

[Score using Scoring Rubrics](#)