



Window

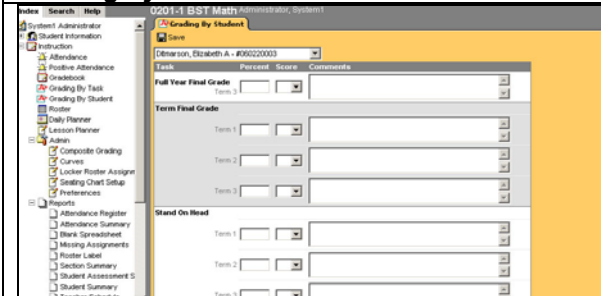
Information

Accessing Classroom Grading Options



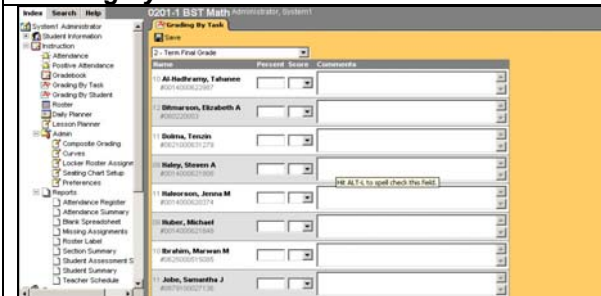
1. Select the **School** and **Section** for which to grade tasks by choosing from the drop-down list that appears above the welcome screen.
2. From the **Index** tab, expand the **Instruction** folder by clicking the plus (+) sign.
3. Select the **Grading by Task** or **Grading by Student** folder.

Grading by Task

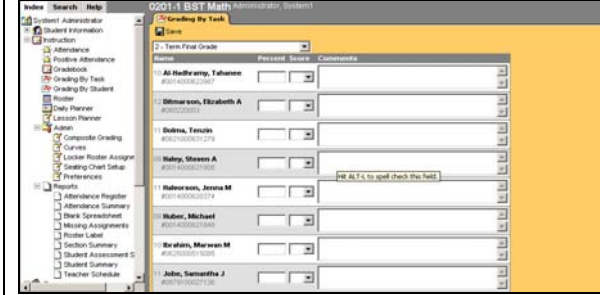


1. After selecting the **Grading by Task** option in the **Index** tab, select the task to be graded from the drop-down list. A list of students will appear. This list will be all students in the chosen section.
2. If desired, enter the student's **Percentage** in the Percent field.
3. Select the score to assign to the student by clicking in the drop-down box.
4. Enter any comments to attach to this score in the **Comments** field. If **Canned Comments** have been chosen, there will be a notepad icon after the comments field.
5. Click the **Save** icon when finished.

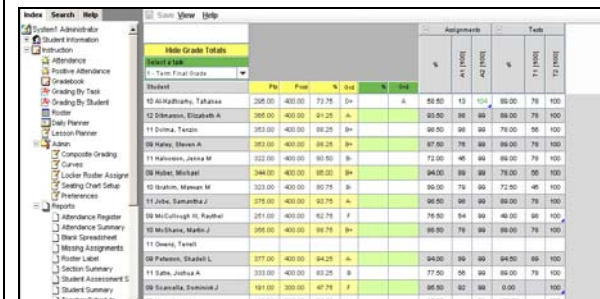
Grading by Student



1. After selecting the **Grading by Student** option in the **Index** tab, select the student to be graded from the drop-down list. Available tasks for grading will appear.
2. If desired, enter the student's **Percentage** in the Percent field.
3. Select the score from the drop-down list to assign to the appropriate task.
4. Enter any comments to attach to this score in the **Comments** field. If **Canned Comments** have been chosen, there will be a notepad icon after the comments field.
5. Click the **Save** icon when finished.

Notes on Grading


- Grades assigned by the teacher will be available for viewing on the administrative side of Campus on the students' grades tab as soon as it is saved.
- Teachers can change the score as often as needed, as long as the task is still available in the drop-down list.
- Grading tasks can also be graded from the Gradebook by selecting the tasks and entering scores in the green columns.



Hide Grade Totals	Task	Pct	Prct	% Avg	% Std	% Min	% Max	A1 [MS]	A2 [MS]	T1 [MS]	T2 [MS]		
10 Al-Hadijeh, Tahana	1 - Term Final Grade	208.00	400.00	72.78	2+	A		50.00	13	100	70	100	
12 Elmawar, Elizabeth A	1 - Term Final Grade	395.00	400.00	98.75	A-			93.50	90	90	90.00	70	100
11 Duma, Tereza	1 - Term Final Grade	383.00	400.00	95.75	B+			90.00	90	90	70.00	90	100
09 Haley, Steven A	1 - Term Final Grade	383.00	400.00	95.75	B+			87.00	70	90	80.00	70	100
11 Halonen, Jenna M	1 - Term Final Grade	322.00	400.00	80.50	B-			72.00	40	90	60.00	70	100
08 Hulet, Michael	1 - Term Final Grade	344.00	400.00	86.00	B+			94.00	90	90	70.00	90	100
10 Ibrahim, Mawana M	1 - Term Final Grade	323.00	400.00	80.75	B-			80.00	70	90	72.00	40	100
11 Jaha, Samantha J	1 - Term Final Grade	275.00	400.00	68.75	A-			90.00	90	90	80.00	70	100
08 McLaughlin, W. Rachel	1 - Term Final Grade	291.00	400.00	72.75	F			70.00	94	90	40.00	90	100
02 Melton, Walter J	1 - Term Final Grade	295.00	400.00	73.75	B+			90.00	70	90	80.00	70	100
11 Owens, Tereza	1 - Term Final Grade	355.00	400.00	88.75	B+			90.00	90	90	94.00	80	100
02 Palacios, Shalini L	1 - Term Final Grade	377.00	400.00	94.25	A-			94.00	90	90	94.00	80	100
11 Saha, Joshua A	1 - Term Final Grade	333.00	400.00	83.25	B			77.00	90	90	80.00	70	100
08 Svanvik, Dominik J	1 - Term Final Grade	191.00	300.00	63.67	F			90.00	92	90	0.00	100	