

FY27 Counselor & Grading Summer Training

WINNING WITH
CAMPUS

Thursday, JULY 30TH
TRAINER – DAIRA RICHEY

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Counselor Training

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2

Verify Departments & Rooms:

3

Department Setup ☆

+ New

Departments Editor

Name
A+ Online Learning
Agri-Science
Business/Technology
CCP
English
General Education
Health
Math
Music
Physical Education
Science
Social Studies

Department Setup:

Schools can define the areas classes are offered. This is helpful through the scheduling portion of campus by organizing classes by department name. Teachers can also be assigned a department on their District Assignment tab.

Rooms Setup:

This tab houses all rooms within the school. Rooms are attached to sections of courses for scheduling purposes and will appear on the student's schedule. Also, the phone number will appear in the Classroom Monitor by hovering over the section.

Room Setup ☆

+ New

Rooms Editor

Name	Capacity
100	50
100A	35
101	50
102	30
103	50
104	50
105	10
106A	50
106B	50
107	50
108	50
109	50

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Course Setup Process:

4

Creating a
Course

Adding a Section

Adding Staff
Members

Adding Grading
Task

Adding Grade
Calc Options

Additional
Course Additions

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Course Information: General Course Information

Field	Description
Number	Used for identification, searching and making requests. Numbers or letters can be used.
Name	Name of the course. Can be up to 30 characters
Active	To use the Course, ensure this box is checked and there is information in both the number and Name fields
State Code	Select applicable State Code and verify they are updated (EMIS Manual 4.7)
Description	Note: For Attendance only course, leave the State Code blank* Option portion displayed in the Course Catalog and when students request courses on Portal.

General Course Information

Course Master Linked - 4350 Chemistry B

Number: 4350 Name: Chemistry B Active: ☒

State Code:

NCES Code:

SCED Subject Area: SCED Course Identifier:

Available Carnegie Unit Credit: 0.00 SCED Course Level: SCED Sequence (part n of m parts): of

SCED Lowest Grade: SCED Highest Grade:

Description:

B / i / A /



5

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Course Information: Scheduling

Scheduling

Terms: Schedules: Periods: Sections to Build:

Max Students: Department:

Schedule Load Priority: Preferred Room Type: Section Template Group:

Allow Teacher Reqs/Reqs: ☒ Allow Student Requests: ☒ Repeatable: ☐ Required: ☐

Advisory: ☐ Homeroom: ☒ Responsive: ☐

Field	Description
Terms	Indicated number of terms one instance of the course covers
Schedules	Number of Period Schedules for the course (Typically 1 for our districts)
Periods	Number of periods in one day the course is taught.
Sections to Build	Lets' the Scheduling Board know how many section to build
Max Students	Max number of students who can be scheduled into sections of the course
Department	Assigning Departments to courses helps organize the schedule and group similar course types together
Schedule Load Priority	Indicated priority that should be given during scheduling
Allow Teacher Reqs	Allows teachers to recommend students for the course
Allow Student Request	Allow students to request the course through the Portal.
Homeroom	Check this box if assessments will be tied to this course.

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Course Information: Course Setup

Course Setup

Subject Type:

Transcript: ☒ GPA Weight: Bonus Points: ☐ Course-Only Curriculum: ☐

Attendance: ☒

Standards-Based: ☐ Hide Standards On Portal: ☐ Ignore Master Post: ☐ External LMS Exclude: ☐

Activity:

Field	Description
Transcript	Check the box for the course to report to transcripts
GPA Weight	Should equal the Credit of the course
Attendance	Indicates if Attendance will be taken during the course. <i>Note: To report always present (for CCP courses on College Campus), leave attendance box unchecked.</i>



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Course Information: State Defined

Field	Description
Exclude from State Reporting	This checkbox affects both EMIS reporting AND Attendance calculations if checked. Will typically be UNCHECKED!
Type	Make applicable selection for EMIS Reporting
Core Area for Credit	Make applicable selection for EMIS Reporting
High School Credit	Must be checked for any course that receives HS Credit to count in the GPA
Program Provider IRN	Reports the IRN when the course is associated with a Program Code
Program Code	To report a Program Code through Courses
Delivery Method	Identifies how instructions are provided (<i>if blank reports FF</i>)
Subject	Used for Testing PreID's
Test Mode	Used for Testing ID (<i>if blank pulls Online</i>)
Educational Option	If blank reports NO
Semester Code	States when the course will be taught
Location IRN	The IRN where the course is held (<i>Must be indicated for off campus CCP & PS Courses</i>)
Student Population	The student group the course is intended for (<i>if blank reports RG</i>)
Length of Scheduled Instruction	The hours per year a teacher spends in instruction for the course/subject (<i>No decimal can be entered</i>).
Curriculum	Reports type of instruction (<i>if blank reports OT</i>)
Staff Provider IRN	Enter for Contracted Staff

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Adding a Grading Task*

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Course Grading Tasks

1234 Training Course

Path: Scheduling & Courses > Courses > Course Grading Tasks

 Add  Copy

Grading Task Editor						
Grading Task	Credit Group	Credit Type	Score Group	Credit	Term GPA	Post-only
 Term	Elementary School	Core Courses	Meta Elementary Alpha		1.000	
 Final	Elementary School	Core Courses	Meta Elementary Alpha	1.000		
 Interim	Elementary School	Core Courses	Meta Elementary Alpha			x

Field:	Description:	Task Type(s):
Grading Task	Select the grading task you are creating. The options vary per district but generally consist of the following selections: Term, Final, Interim	--
Score Group	Determines the points or letter grades to use when scoring the grading task.	All
Term GPA	Indicates the weight used when calculating the grade of the student.	Term
Credit	The amount of credit the student receives upon completion of the course or when the course is posted to transcript.	Final
Credit Type	The group of credit the student received when credit is given <i>(used for Academic Planner to determine progress towards graduation plan)</i> .	Term and Final
Term Mask	Checkmark to indicate when the task must be graded.	Term and Final
Post-Only Grading Task	Indicated a grading task cannot be aligned to assignments and categories in the teacher's Grade Book. This is for posting grades only, not aligning student work.	Interim

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Adding a Grade Calc Options

12

Path: Scheduling & Courses > Courses > Course Grade Calc Options

The Grade Calculation options determine how the Grade Book calculates In Progress grades and proficiency estimates *(This is where to apply grading scales)*. Can use the Fill Options to apply a specific grading setup to multiple tasks or standards.

Grade Calc Options are recommended to be established at the Course level, so teachers have read-only access

Grade Calculation

Fill Options: Filter: Type: Grading Tasks Term All Task All

Term	Standard/Grading Task	Composite	Rollup	Calculation
4TH	Term	☐	☐	Type: In-Progress Grade Grading Scale: Elementary Alpha ☐ Weight Categories ☐ Use Score's % Value ☐ Limit Assignments to Last ☐ Cumulative Grading Starting in
4TH	Final	☒	☐	Type: In-Progress Grade Grading Scale: Elementary Alpha

*Child Task/Standard	*Weight	Effective %
X [1ST Term]	25	25.00
X [2ND Term]	25	25.00
X [3RD Term]	25	25.00
X [4TH Term]	25	25.00

Add

Mandatory:

Select **In Progress Grade** (No calc will exclude task from calc of students' In Progress grades), and the appropriate **Grading Scale**.

Optional: Weight Categories (weight values entered for the category should be calc.) and Use Score % (calculates scores based on the percentage of points rather than the raw point value across assignments).

For the **Final Term**: Check the Composite box, which is a parent task that is a grade based on the child test that make it up. This step is required to calculate Final Grades and print CUM labels at the end of the year.

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Related Course Tools:

13

Select a fee to assign to the course, in order to assign fees through the Course Wizard.

Course Fees 4350 Chemistry B

 Save

Course Fee Editor

Science Lab \$10.00

Course Assessments

4300 Chemistry A

 Save  Delete  New

Assessment Alignment Editor

 Teacher-scored tests  Read-only tests

Standard	Assessment Name	Start Date	End Date	Copies Forward
	Science			X

Assessment Alignment Detail

Teacher-scored tests are indicated with an asterisk(*)

Test

Science

☒ Copies Forward

To pull Pre-Ids for testing, link an assessment to this area.

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13

Push to Sections

14

Path: Scheduling & Courses > Courses > Course Information

The Push to Sections option pushes grading setup from an individual course to its sections.

Course Information 14

1200 Integrated Math II

 Save  Delete  Push To Sections

Unpushed Data

 Pending grading setup changes are ready to be pushed to sections.

Course data to be pushed:

- ☒ Categories
- ☐ Overwrite Categories
- ☒ Grade Calc Options
- ☒ Composite Grades
- ☒ Composite Weights
- ☒ Advisory

Selected course data will be pushed to the following sections:

1200 Integrated Math II

- 1) Lake, Flannery
- 2) Munnings, Gellert
- 3) Munnings, Gellert
- 4) Waugh, Franklin
- 5) Lake, Flannery
- 6) Waugh, Franklin
- 7) Munnings, Gellert
- 8) Lake, Flannery
- 9) Waugh, Franklin
- 10) Lake, Flannery
- 11) Waugh, Franklin

This process may take several minutes.

☒ I understand and wish to proceed

 Push  Cancel

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Push All Courses

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Path: Grading & Standards > Grading & Standards administration > Push All Courses

Pushes all Categories, Composite Grades and Grade Calc Options for all courses in the calendar selected in the Campus Toolbar. *Duplicate Categories will not be created.*

Remove the Grade Calc Options tool right from Teacher User Group to prevent teachers from needing to create their own individual Grade Calc Options and Composite Grades, minimizing errors. *Once locked teachers can't edit items, but teachers that have tool rights to categories, they will be able to add their own categories.*

Note: Once a teachers enters 1 assignment, this should not be run again.

Push All Courses ☆

Push All Courses

This tool batch pushes categories, composite grades, and grade calc options for all courses duplicated categories.

Note: Quartz must be enabled to submit batch jobs. If the job does not appear in the Batch

To view a report of all the data being pushed from courses to sections, click the link below:

[Courses Awaiting Push](#)

Data to be pushed:

- ☒ Categories
- ☐ Overwrite Categories
- ☒ Grade Calc Options
- ☒ Composite Grades
- ☒ Composite Weights
- ☒ Advisory



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Marking a Course Inactive

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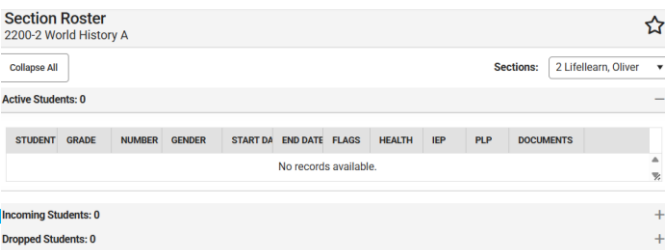


16

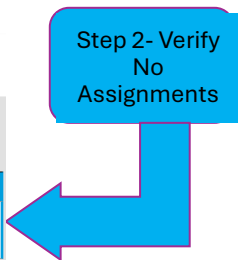
17

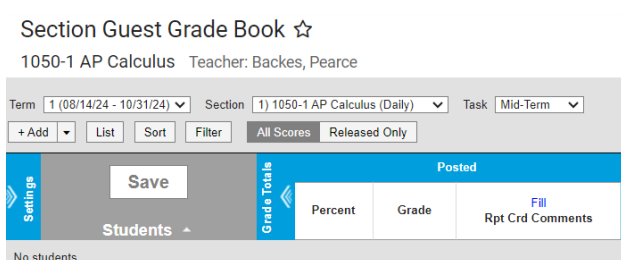
**Step 1-
Verify No
Students**





**Step 2- Verify
No
Assignments**





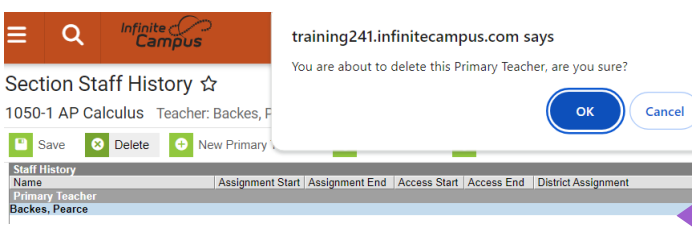
Infinite Campus
Summer Training

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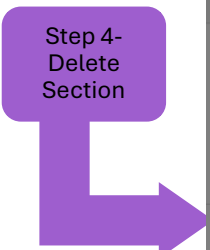
18

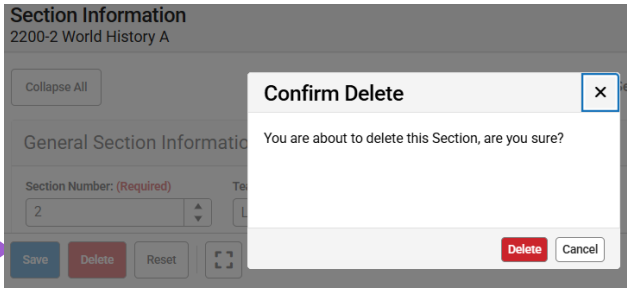
**Step 3-
Delete
Teacher(s)**





**Step 4-
Delete
Section**





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Course Information

2200 World History A

Collapse All

Sections:

General Course Information

Course Master Linked - 2200 World History A

Number:
2200Name:
World HisActive:
☐

Step 5- If No
Sections
remain
Uncheck
Active box

Type
Course/Section

Search
ap calc

24-25 Harrison High
1 - 1 of 1 results

1050 AP Calculus (Inactive)

Course now
shows in
Red when
Inactive

19

20

Helpful Reports:

Field:	Description:
Course Awaiting Push	Collects all grading setup existing at the course level that has not been pushed to the section level
Section Audit	Tracks the setup of teachers' gradebooks and includes all courses that have categories, grade calc options, etc. and notates if they have tool rights to edit these fields
Staff History	Provides a list of courses and Sections to list either Section with Staff, Sections without staff, or both.

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Grading Training



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TOPICS:

Grading
Setup

GPA
Calculation

Student
Grading

Reports



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Credit Groups:

23

Defines how credits earned by students are counted on the transcripts and used to track a student progress towards graduation. The credit groups do not include the number of credits earned by a student, which is determined by the courses Grading Task, but instead organize credits earned across courses on the students Credit Summary.

This is an important portion for Academic Planner functionality. View Ericka handout for additional insight

Credit Group Setup

Credit Group Tree

- High School Credit
 - Business/Career
 - Elective
 - English/Language Arts
 - Financial Literacy
 - Fine Arts
 - Health
 - Mathematics
 - Physical Education
 - Science
 - Social Studies
 - Technology
 - Vocational
 - World Language
- Middle School
 - General

Credit Group Detail

***Name**
English/Language Arts

PESC Name

Parent Group
High School Credit

Credit Overflow Rollup

Comments



23

Verify Score Groups:

24

The scores that make up the basis of grading to score students work (**Score Groups** for traditional: A, B, C, etc- Linked to Grading Tasks; While **Rubrics** are subjective marks: Pass, Fail- aligned to standards).

Note: If you are wanting to change these, please work with META prior to doing so.

Score Group Detail

***Name**
META Jr. High

Score Group List Items Detail

Sequence Name	Score	State Score	Passing Score	Credit Coeff.	Minimum Value	GPA Value	GPA Unweighted Value	GPA Bonus Points	
100	A+	A+	A: A	☒	1	97.5	4	4	0
102	A	A	A: A	☒	1	91.5	4	4	0
104	A-	A-	A: A	☒	1	89.5	3.65	3.65	0
106	B+	B+	B: B	☒	1	87.5	3.35	3.35	0
108	B	B	B: B	☒	1	81.5	3	3	0



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Verify Grading Scale Setup:

25

Grading Scales should include all scores that can be auto-calculated by Campus Gradebook, as they are used by the Gradebook to convert numeric percentages to In Progress grades. Values entered in the Score Column MUST MATCH items defined in the Score Group to post grades.

Grading Scale Setup

Save New Delete

Grading Scale Editor

Name
 Elementary Alpha
 Elementary Numeric
 High School
 Jr. High
 Pass/Fail

Grading Scale Detail

*Name
 Jr. High

Grading Scale Items Detail

Name	Score	Min Percent	Sequence	Passin
X A+	A+	97.5	0	☒
X A	A	91.5	0	☒
X A-	A-	89.5	0	☒
X B+	B+	87.5	0	☒



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Verify Grading Tasks Setup:

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Items to which teachers post grades for report cards, transcripts, midterms, and/or eligibility reports. Just verify that the information is up to date, as the FR Record is now using this information. Therefore, any grading task that appears on a report card should be marked as State Reported and have a Code entered (reference EMIS handout for details).
 Note: Be sure "Post to Transcript" is marked on the Final grading task to print CUM Labels.

Grading Task Detail

*Name
 Final Grade

Abbreviation
 Final

Number
 Seq 8 Code YE

State Reported
☒

Final
☒

Include in Report Card
☒

Include in Portal
☒

Parent Grading Task
 [Dropdown]

Comments
 This is the grade that will display on the transcript.

Posts to Transcript
☒

External LMS
☐

Exclude
☐

Archived
☐



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Adding a Grading Task*

If a school uses standards-based grading, the Standards should not be entered as Grading Tasks. Use the Standards tool to create those items.

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Course Grading Tasks ★

123 Training

[Add](#) [Copy](#)

Grading Task	Credit Group	Credit Type	Score Group	Credit	Term GPA	Post-only
Interim			ABC+ (4.0)			x
Term	High School Credit	English/Language Arts	ABC+ (4.0)		1.000	
Final Grade	High School Credit	English/Language Arts	ABC+ (4.0)		1.000	x

Field:	Description:	Task Type(s):
Grading Task	Select the grading task you are creating. The options vary per district but generally consist of the following selections: Term, Final, Interim	--
Score Group	Determines the points or letter grades to use when scoring the grading task.	All
Term GPA	Indicates the weight used when calculating the grade of the student.	Term
Credit	The amount of credit the student receives upon completion of the course or when the course is posted to transcript.	Final
Credit Type	The group of credit the student received when credit is given (used for Academic Planner to determine progress towards graduation plan).	Term and Final
Term Mask	Checkmark to indicate when the task must be graded.	Term and Final
Post-Only Grading Task	Indicated a grading task cannot be aligned to assignments and categories in the teacher's Grade Book. This is for posting grades only, not aligning student work.	Interim and possibly Final

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Adding a Grade Calc Options

28

The Grade Calculation options determine how the Grade Book calculates In Progress grades and proficiency estimates (*This is where to apply grading scales*). Can use the Fill Options to apply a specific grading setup to multiple tasks or standards.

Grade Calc Options are recommended to be established at the Course level, so teachers have read-only access

Grade Calculation

Fill Options

Filter: Type [Grading Tasks] Term [All] Task [All]

Term	Standard/Grading Task	Composite	Rollup	Calculation
4TH	Term	☐	☐	Type: [In-Progress Grade] *Grading Scale: [Elementary Alpha] ☐ Weight Categories ☐ Use Score's % Value ☐ Limit Assignments to Last ☐ Cumulative Grading Starting in []
4TH	Final	☒	☐	Type: [In-Progress Grade] *Grading Scale: [Elementary Alpha]

*Child Task/Standard	*Weight	Effective %
X [1ST Term]	[25]	25.00
X [2ND Term]	[25]	25.00
X [3RD Term]	[25]	25.00
X [4TH Term]	[25]	25.00

[Add](#)

Mandatory:

Select **In Progress Grade** (No calc will exclude task from calc of students' In Progress grades), and the appropriate **Grading Scale**.

Optional: Weight Categories (weight values entered for the category should be calc.) and Use Score % (calculates scores based on the percentage of points rather than the raw point value across assignments).

For the **Final Term**: Check the Composite box, which is a parent task that is a grade based on the child test that make it up. This step is required to calculate Final Grades and print CUM labels at the end of the year.

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Push to Sections

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The Push to Sections option pushes grading setup from an individual course to its sections.

Course Information

1320 English 1 Honors

Collapse All

Pending grading setup changes are ready to be pushed to sections.

General Course Information

Number: (Required)

1320

Name: (Required)

English 1 Honors

Active:



State Code:

050160: Integrated English Language Arts

Save

Delete

Push To Sections

Push To Sections

Course data to be pushed:

- ☒ Categories
 - ☐ Overwrite Categories
- ☒ Grade Calc Options
- ☒ Composite Grades
- ☒ Composite Weights
- ☒ Advisory

Selected course data will be pushed to the following sections:

1320 English 1 Honors

- 1) Cook, Sydney
- 2) Cook, Sydney
- 3) Cook, Sydney

This process may take several minutes.

☒ I understand and wish to continue (Required)

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Push All Courses

30

Pushes all Categories, Composite Grades and Grade Calc Options for all courses in the calendar selected in the Campus Toolbar. *Duplicate Categories will not be created.*

Remove the Grade Calc Options tool right from Teacher User Group to prevent teachers from needing to create their own individual Grade Calc Options and Composite Grades, minimizing errors. *Once locked teachers can't edit items, but teachers that have tool rights to categories, they will be able to add their own categories.*

Note: *Once a teachers enters 1 assignment, this should not be run again.*

Push All Courses ☆

Push All Courses

This tool batch pushes categories, composite grades, and grade calc options for all courses in the calendar selected. Duplicated categories.

Note: Quartz must be enabled to submit batch jobs. If the job does not appear in the Batch Jobs list, it may not have been submitted.

To view a report of all the data being pushed from courses to sections, click the link below:

[Courses Awaiting Push](#)

Data to be pushed:

- ☒ Categories
 - ☐ Overwrite Categories
- ☒ Grade Calc Options
- ☒ Composite Grades
- ☒ Composite Weights
- ☒ Advisory

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GPA Options:

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NOTE: A course is NOT included in any of these calculations when there is no GPA value (*Score Group & Rubric Setup*), a blank GPA Weight, or the students grade level is marked as Exclude from GPA/Class Rank.
 *When a course has only an unweighted GPA Value. The value is included in a weighted GPA Calculation and vise versa.

GPA Type	Definition	Use
Term GPA	Calculated using the students scores within a specific term. The Term GPA on the transcript uses courses that have been posted to the transcript The Term GPA on the Grades Tool, Report Card, Term GPA Report and in an Ad Hoc Filter uses courses that have a score in a grading task with a Term GPA (weight).	- Determine Honor Roll Participation - Can be displayed on report cards and transcripts if desired.
Cumulative GPA	Calculated using all grades posted to the students' transcript	- Provides placement or class rank of the student when compared to other students in the same grade level.
Rolling Cum GPA	Calculated using the student's CURRENT year grading task marked as Post to Transcript (<i>Term GPA</i>) and historical posted grades (<i>CUM GPA</i>)	- Predict a student's class rank prior to all final grades being posted to the transcript.



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GPA Calculations:

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GPA Values: Score Groups

GPA Values are Grade/GPA points assigned to a score.
 When grade points should be higher in value than other grade points, users can use different values in the weighted and unweighted GPA Value Field.

GPA Weight: Term and CUM

Term GPA Weight is set on the **Course Grading Task** in the **Term GPA field**. This value designates how heavily a grading task counts towards a student's term grade.

Note: Term GPA weight should only be used set on one grading task per course, or else it will average multiple grades for a single term.

CUM GPA Weight is set on the **Course GPA Weight field** of a course. It is used as a multiplier in determining how heavily a score for a course should affect a students cum GPA. Most courses receive a value of 1. However, non-academic/extracurricular courses that do not affect a students cum GPA should not receive any weight and be set to zero.

$$\text{TERM GPA} = \frac{\text{SUM (GPA Value x Term GPA)}}{\text{SUM (TERM GPA WEIGHT)}}$$

$$\text{CUMULATIVE GPA} = \frac{\text{SUM (GPA Value x GPA Weight)}}{\text{SUM (GPA Weight)}}$$

ROLLING CUMULATIVE GPA

$$\frac{((\text{Cumulative GPA} \times \text{Cumulative GPA Weight}) + (\text{Term GPA} \times \text{Term GPA Weight}))}{(\text{Cumulative GPA Weight} + \text{Term GPA Weight})}$$



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Grading Window: For a Single Task and Term

For a specific Grading Task or Standard, click the corresponding empty cell in line with the desired term. A side Panel displays to enter Open and Closed date and time. Can then click back on the Cell to make edits or Remove the Grading Window.

Grading Window ☆

Grading & Standards > Grading & Standards Administration > Grading Window

	Main	
	1ST	2ND
Term		
Final		
Interim		

Grading Task: Term
Term: 1ST

Open Date * MM/DD/YYYY

Open Time * HH:MM PM

Close Date * MM/DD/YYYY

Close Time * HH:MM PM

Edit Exceptions Notifications Save Cancel

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Create Grading Windows

To Use the Progress Tracker, click the Edit button. The list of grading windows that already exist will display, and to modify those, click the item in the list. To add a New Grading Window, click the Add button.

Grading Window ☆

Grading & Standards > Grading & Standards Administration > Grading Window

	Main	
	1ST	2ND
Term		
Final		
Interim		

Click Edit

TERM	OPEN DATE & TIME	CLOSE DATE & TIME	GRADE LEVELS	TOTAL GRADING TASKS / STANDARDS	CALENDAR
Q1	09/02/24 12:00 AM	09/06/24 11:59 PM	All Grades	1	Van Buren High School 24-25

Click Add

Add Cancel

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Grading Window Overview

A 4-step process that includes selecting the calendar and terms, choosing dates and times, and selecting grading tasks and standards.

A year must be selected in the toolbar to create Grading Windows



If there is an issue with one of the selections, an exclamation point displays.

A light green checkmark indicates the section has been completed.

The progress tracker showcases where you are in the process.

The numeric value is an indication that the step still needs to be completed.

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Grading Window: Date & Time Selection

Selecting a Date and time for the grading window(s) can be done by choosing the dates from a calendar view or by using the term end dates.

Set Grading Window Dates Via *

Date Range Term End Date

September 2024 < Today >

SU	MO	TU	WE	TH	FR	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

Open Date and Time

09/23/2024 at 12:00 AM

Close Date and Time

09/28/2024 at 11:59 PM

Date Range:

- Close Date cannot be more than 90 days after the end date of the calendar
- Times default to midnight on the open date to 11:59pm on the closed date but can be altered.

Set Grading Window Dates Via *

Date Range Term End Date

Open 2 days Before term end date at 12:00 AM

For a duration of 10 days, closing at 11:59 PM

Previous Cancel Next

Term End Date:

Allows users to choose how many days before or after the terms end date that a grading window is open, starting at a certain time and for how many days. The entered data applies to EACH term included in the grading window.

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Grading Window: Grading Tasks and Standards

At least one grading task or one standard are required when scheduling a grading window. If there are no grading tasks or standards associated with the selected terms, they will not be shown.

☒ Select Terms
 ☒ Select Date & Time
 ☒ Select Grade Levels
 ☒ Select Grading Tasks/Standards

Search Grading Tasks / Standards

Minimum three characters required

Grading Tasks / Standards
 ☐ Select All
 ☐ Expand All
 ☒ Include Children on Selection

- Grading Tasks
 - Term
 - Interim
- Standards
 - 3rd Grade Elementary
 - Academic Progress-Mid Term
 - Preschool
 - Kindergarten
 - Study Habits and Social Growth
 - 1st Grade**
 - 2nd Grade
 - 4th and 5th Grade Midterm Progress
 - Comments

Previous Save Cancel

To locate a specific grading task or standard, enter the name in the search field.

When the Include Children on Selection is set to **On**, marking the Standard group name- all the child standards are automatically selected as well.

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Viewing Grading Window: Task or Standards

Scheduled Grading Windows display on the main view of the grading window and can be viewed by Grading Task (*Default*) or by Standards by changing the selection of the View Grading Window Status By.

View Grading Window Status By

Grading Tasks Standards

	Main	Q1	Q2
Final		10/30 12:00 AM - 11/06 11:59 PM	01/15 12:00 AM - 01/22 11:59 PM
Mid Quarter			
Quarter		10/30 12:00 AM - 11/06 11:59 PM	01/15 12:00 AM - 01/22 11:59 PM
Semester			01/15 12:00 AM - 01/22 11:59 PM

Grading Task View:

List the grading tasks associated with the school in the Campus toolbar and the dates of the grading window for each term.

View Grading Window Status By

Grading Tasks **Standards** ☐ Expand All

Standard Groups Legend ☒ Closed ☒ Open ☒ Future Scheduled ☐ Remaining

	Main	Q1	Q2
Write + Speak			
Applies Writing Process		10/30 12:00 AM - 11/06 11:59 PM	01/15 12:00 AM - 01/22 11:59 PM
Learns Assigned Spelling Words		10/30 12:00 AM - 11/06 11:59 PM	01/15 12:00 AM - 01/22 11:59 PM
Mechanics, Grammar and Spelling		10/30 12:00 AM - 11/06 11:59 PM	01/15 12:00 AM - 01/22 11:59 PM
Speaks Effectively to a Group		10/30 12:00 AM - 11/06 11:59 PM	01/15 12:00 AM - 01/22 11:59 PM
Write with Organization and Style		10/30 12:00 AM - 11/06 11:59 PM	01/15 12:00 AM - 01/22 11:59 PM
WRITING IN ENGLISH			
MATH CONCEPTS AND APPLICATIONS			

Standards View:

Organized by Standards Group Name. There is a guide to easily see which standard still need scheduled, have been scheduled, currently opened, etc.

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Grading Window:

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Grading Window Notification

Path: Grading & Standards > Grading & Standards Administration > Grading Window

Administrators can send a message to teachers and their supervisors indicating they have not posted scores for the Grading Window and can include the Missing Grades/Scores Report.

*RW rights to *Grading Window Notification* allows users to view and configure and edit Notifications*

Note:

- Notifications are set for grading windows that have been recently closed and will not send for Grading Window Exceptions.
- Notifications do not roll forward and need to be created per calendar, per year.
- Notifications will display in the Notification bell.
- Supervisor notifications are sent to staff who have the Supervisor checkbox marked on their District Assignment record.

Notifications

Teacher Notifications

☒ Enable Teacher Notifications

Teacher Message Body *

You have not posted scores for the Grading Window that closed Friday. Please do this ASAP.

☒ Include Report with Specific Grading Details ⓘ

Supervisor Notifications

☐ Enable Supervisor Notifications

Supervisor Message Body

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Send Cancel

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Grading Window:

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Grading Window Notification

Administrators can use the **Send Warning** option to alert teachers and supervisors that grades have not been posted for their sections BEFORE the grading window closes.

Send Warning Now x

Use this functionality to notify your teachers that the grading window is closing soon and they have not yet posted their grades. To identify these grades that have not yet been posted, enter a date below to find grading windows that close between today and the entered date.

Warn for Grading Windows Closing on or Before *

09/05/2024

☒ Include Report with Specific Grading Details for Teacher ⓘ

☒ Include Report with Teacher Specific Grading Details for Supervisor ⓘ

Teacher and Supervisor Message Body*

The Window for Term 1 is closing soon. Please complete your grades ASAP!

Send Warning Now Cancel

Steps:

- 1) Enter the date that is on or before the close date of a Grading Window
 - 2) Select is you would like to include the Grading Window Detail Report for Teachers and Supervisors
 - 3) Enter the text of the Warning Notification, up to 255 characters.
 - 4) Click **Send Warning Now** to immediately send the notification
- ❖ Warnings can only be sent if a Notification has been configured and saved*

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Grading & Standards Exceptions

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The Grading Window Exceptions tool allows administrators to open grading windows for specific course section(s), students, grade levels, student and course section and a specific grade level and course section.

Grading Window

View Grading Window Status By

Grading Tasks Standards

	Main
Term	1ST
Final	
Interim	

Schedule Exceptions Feedback

Once the Exceptions button is clicked, a wizard will populate. Here you select the Exception Credentials and complete the steps to open the grading window for the specific group/person.

Grading Window

1 Select Criteria 2 Select Terms 3 Select Date & Time 4 Select Grading Tasks 5 Select Standards

Exception Name*
Training Example

Exception Criteria*

Course/Section

Student

Grade Level

Student and Section

Grade Level and Section

Cancel Next

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Grading & Standards Exceptions

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Once you complete the steps to create a Grading Window Exception (The steps are like opening a Grading Window), you can view the details of the specific exception on the main Exception page as shown below:

Grading Window

↑ Status X

Exception Name	Open Date and Time	Close Date and Time	Status
Training Course	05/11 12:00 AM	05/22 11:59 PM	OPEN

New Cancel

If you click on the Exception Title, a flyout menu will open. This provides details on the open grading window and grants the ability to Delete or Close this exception.

Exception Summary

Training Course OPEN

Open Date and Time: 5/11/20 12:00 AM
Close Date and Time: 5/22/20 11:59 PM

Terms: 4TH

Students

This opens the Grading Window for students in the selected sections.

Sections

1ART - Art-1st Grade - 1 Artful, Teacher
1ART - Art-1st Grade - 2

Grading Tasks

Final
Term

Cancel Delete Close Now

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Report Setup:

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STEPS:

- 1) Enter a **Name** for the report (*Up to 50 Characters*)
- 2) Select the **Report Card** Option from the **Type** dropdown list
- 3) Check **Publish to Portal** if the report should be available in Campus Portal
- 4) Check **Available in Campus Instruction** if the report will be available in Camps Instruction
- 5) *Optional*, enter a report **Description** (*Up to 200 Characters*)
- 6) Select all appropriate **Report Options**
 - ❖ See Campus Community for options on Conventional verses Standard-Based Report Card set up
- 7) Click **Save** when finished.

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Ohio Auto Grade

Post scores for students for the selected grading tasks that are set up as composite tasks. This wizard will pull composite grade settings from across sections, using the composite grading information set on the Courses.

Select Grading Task

Select Score Group

Make sure the Min Percentages are set properly for the Score Group you choose.

Existing Grades

☐ Overwrite Existing Grades

Auto Grade Students

Important Note:

- All grades for students for the child composite tasks should be entered or posted
- All grades for the child composite **MUST** have percentages (*without the percentage entered, the score will not be used*).
- A **Score Group** must exist with minimum percent values. No duplication should occur in the min. percent field.
- Grading setup completed at the Course level should be pushed to sections.
- If a student does not have a score for a child composite tasks, the task will not be used in the Auto Grade Calculation.

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Transcripts:

4
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Path: Student Info > General > Transcripts

Transcripts ☆ Student

Atwood, Nadia L Student #: 131900011 Grade: 12 DOB: 05/12/2006

NHS Fashion Design & Textile Art

Group

Course Number	Course Name	Repeat Course	Score	Weighted	Unweighted	Weight	Earned	Attempted
▼ Group: 23-24 - Harrison High - Grade 11								
1300	Integrated Math III	No	B+	3.33	3.33	1	2	2
2200	World History A	No	B+	3.33	3.33	1	0.5	0.5
3300	English 11	No	B+	3.33	3.33	1	0.5	0.5
4300	Chemistry A	No	A-	3.67	3.67	1	0.5	0.5
5110	Spanish I A	No	A	4	4	1	0.5	0.5
6320	Studio Art: Ceramics	No	B+	3.33	3.33	1	0.5	0.5
8530	Fashion & Interior Design	No	A-	3.67	3.67	1	0.5	0.5
▼ Group: 22-23 - Harrison High - Grade 10								
1200	Integrated Math II	No	A	4	4	1	0.5	0.5

Edit New Details Documents Reports



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Transcript Post Wizard:

4
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This tool can be run multiple times without concern. Any new scores for courses that have been posted are added to the transcript. Existing records already posted to the transcript are not updated.

Transcript Post Wizard ☆

Post Grades to Transcripts

The Transcript Post tool takes scores from the Grade Book and posts them to the student's transcript. Scores from Grading Tasks or Standards marked as Post to Transcript and associated with a term are used to post scores and credits for any grading task or standard associated with a term or terms.

- **Post Courses, Scores, & Credits by Term:** used to post scores and credits for any grading task or standard associated with a term or terms.
- **Post One-Time Grading Task or Standard:** used to post scores and credits for one-time tasks/standards that are scored once and are not associated with a term.
- **Post Courses and Scores Only for All Terms:** used to post scores only (no credits) for any task or standard.

This tool can be used multiple times without duplicating records, which prevents a score changed by a teacher in their gradebook from affecting a posted transcript record. After the Transcript Post tool is run, the records created using the first option and selecting the applicable terms and credit groups.

Select Calendars
Which calendar(s) would you like to include in the report?

☒ active year
☐ list by school
☐ list by year

24-25
24-25 Arthur Elementary
24-25 Carter Middle
24-25 Cleveland Elementary
24-25 Falmore Middle School
24-25 Harrison High
24-25 Taylor K-8
KG 24-25 Arthur Elementary
KG 24-25 Cleveland Elementary
Van Buren High School 24-25

Select Credit Groups

-High School Credit
-Business/Career
-Elective
-English/Language Arts
-Financial Literacy
-Fine Arts
-Health
-Mathematics
-Physical Education
-Science
-Social Studies
-Technology
-Vocational
-World Language
-Middle School

CTRL-click or SHIFT-click to select multiple

Post Courses, Scores, & Credits by Term

All Terms
Term 1
Term 2
Term 3
Term 4

CTRL-click or SHIFT-click to select multiple

☐ Post One-Time Grading Task/Standard
☐ Post Courses and Scores Only for All Terms
☒ Post Score Comments to Transcript

Select Grades

09
10
11
12
EC

CTRL-click or SHIFT-click to select multiple

Ad Hoc Filter

☐ Select an Ad Hoc Filter

Select Course/Section Sort by ☒ Number ☐ Name

1001-1 AP Statistics
1100-1 Integrated Math I
1100-2 Integrated Math I
1100-3 Integrated Math I
1100-4 Integrated Math I
1100-5 Integrated Math I
1100-6 Integrated Math I
1100-7 Integrated Math I
1100-8 Integrated Math I

CTRL-click or SHIFT-click to select multiple



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	<u>Transcript Post Checklist:</u>	4 9
	Before posting grades to the student's transcripts, verify that the proper setup has been done on the grading tasks, courses and sections. •Verify the grade received in the course is viewable elsewhere, on a report card or other grading reports. •Verify the Post to Transcript checkbox is marked for any grading task that should be listed on the transcript. •Verify the Grading Task has the Credit Type and the Credit amount entered. •Credit Type is required in order for a grade to post to transcript. Credit amount is suggested but not required in order for a grade to post to transcript. •Verify the Transcript checkbox is marked on the Course tab. •Verify the GPA Weight is entered on the Course tab. •Verify the grade the student received is a valid score entry in the score group and correct credit coefficient in the score group. •Verify the grade the student received is correct. After posting transcripts, only manual changes can be made to this grade.	

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Please help us help you, by filling out a training survey.

www.metasolutions.net/campussurvey

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THANK YOU!

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