



KTS DATA EXCHANGE GUIDANCE DOCUMENT

KENTUCKY DEPARTMENT OF EDUCATION

GRADE CALC OPTIONS SETUP-NEW LOOK

FOR THE KTS DATA EXCHANGE

This document guides users to the proper setup of the Grade Calc Options tab for the KTS Data Exchange

2024

➤ GRADE CALC OPTIONS (COURSE-LEVEL)

PATH: SCHEDULING & COURSES> COURSE > COURSE GRADE CALC OPTIONS

The Grade Calculation Options determine how grades for the grading tasks calculate in the teacher’s Grade Book.

NOTE: Before setting grades calculation options, Grading Tasks must be assigned to the Course. This is done from the Grading Tasks tool. See the [KTS Grading Tasks Setup Guide](#).

Be aware that any updates made to the Grading Tasks tab and/or the Grade Calc Options tab AFTER school has started may affect student’s current grades.

Course Grade Calc Options ☆ Scheduling & Courses > Courses > Course Grade Calc Options

010101B Adv. Ag. Econ & Agribus. Mgmt. Related Tools ▾

Save Copy

Changes made to these options at the course level are not reflected in Instruction until they have been pushed to sections from the [Course Information tool](#). Pushed changes may impact student grades.

Icon Legend: Locked to Course Master Linked Course Catalog Unlocked Course Master Unlinked Course Managed

Fill Options Filter: Type All Term All Task All

Term	Schedule	Standard/Grading Task	Composite	Rollup	Calculation
T1	Main	CTE Term Grade	<input type="checkbox"/>	<input type="checkbox"/>	Type In Progress Grade *Grading Scale CTE Grading Scale <input type="checkbox"/> Weight Categories <input type="checkbox"/> Use Score's % Value <input type="checkbox"/> Limit Assignments to Last <input type="checkbox"/> Cumulative Grading Starting in
T2	Main	CTE Term Grade	<input type="checkbox"/>	<input type="checkbox"/>	Type In Progress Grade *Grading Scale CTE Grading Scale <input type="checkbox"/> Weight Categories <input type="checkbox"/> Use Score's % Value <input type="checkbox"/> Limit Assignments to Last <input type="checkbox"/> Cumulative Grading Starting in
T2	Main	CTE Final Grade	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Type In Progress Grade *Grading Scale CTE Grading Scale

*Child Task/Standard	*Weight	Effective %
T1 CTE Term Grade	50.0000	50.00
T2 CTE Term Grade	50.0000	50.00

Add Lock Section Composites

- Add Course
- Copy Course
- Course Information
- Course Assessments
- Course Build Constraints
- Course Categories
- Course Fees
- Course Grade Calc Options**
- Course Grading Tasks
- Course Rules
- Course Sections
- Course Standards
- Curriculum Planner
- Section Attendance
- Section Information
- Section Grading By Student
- Section Grading By Task

➤ FILL AND FILTER OPTIONS

To apply a specific grading setup to multiple tasks, select **Fill Options**. From there, filter using the Type, Term and Task dropdown lists and select the Calculation Type and other options to apply to all tasks that fit the filter criteria. The below image is an example of how the Fill Grade Calc Options could be utilized. Select the OK button when satisfied with the selections.

Fill Grade Calc Options

Filter: Type Term Task

Fill Calculation Type

*Grading Scale
 ⓘ

Weight Categories

Use Score's % Value

Limit Assignments to Last

Cumulative Grading Starting in

➤ COMPOSITE GRADING

For grading tasks that are calculated together with other grading tasks to have a composite grade (i.e. CTE Final Grade), mark the Composite checkbox. This displays a Child Task/Standard editor within the grading tasks window where the Grading Tasks can be set to properly calculate the composite grading.

- If Composite Grading is set at the course level and **is not** locked, Grade Book adheres to the section level Composite Grading setup (set by the teacher).
- If Composite Grading is set at the course level and **is** locked, Grade Book adheres to the course level Composite Grading setup.

In the example below, the CTE Final Grade is marked as Composite and combines the student's Quarter 1 and Quarter 2 grades together. Each of the quarter CTE Term Grade grades are worth 50% of the CTE Final Grade.

Q2 Main CTE Final Grade Type

*Grading Scale
 ⓘ

*Child Task/Standard	*Weight	Effective %
✕ <input type="text" value="Q1 CTE Term Grade"/>	<input type="text" value="50.0000"/>	50.00
✕ <input type="text" value="Q2 CTE Term Grade"/>	<input type="text" value="50.0000"/>	50.00

Lock Section Composites

NOTE the following:

- Grading Tasks need to be assigned to the Course BEFORE attempting to set up the Grade Calc Options.
- Active Terms need to be set properly BEFORE setting the composite grade.
- The Weight field value can be entered as a decimal or as a whole number, but the total Effective Percentage of all of the child tasks entered here cannot be more than 100%.
- A task can only be selected once. Previously chosen tasks will display in gray and cannot be chosen again.

ASSIGN A COMPOSITE GRADE CALCULATION

1. Locate the Grading Task to set as a Composite.
2. Mark the **Composite** checkbox. The **Child Task/Standard** editor displays.
3. Select the grading tasks that are to be used in the composite calculation.
4. Enter the **Weight** value for each of the child tasks.
5. If desired, mark the **Lock Composites** checkbox. When this is marked, teachers would not be able to modify the composite grading setup (add more child tasks or change entered weight values), even if they have the tool rights to modify composites grading information.

ROLLUP GRADE CALCULATION

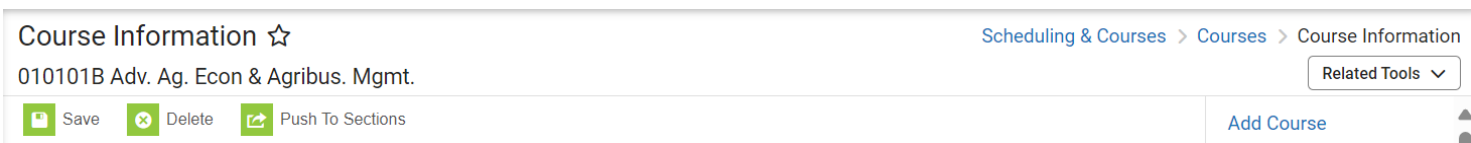
This feature is not utilized in the Kentucky Tech Systems Infinite Campus database.

➤ IMPORTANT: PUSH CHANGES TO SECTIONS

PATH: SCHEDULING & COURSES > COURSES > COURSE INFORMATION

When changes have been made to either the Grade Calc Options or the Composite Grading, those changes must be pushed out to the sections. If the changes are not pushed to the sections, the modifications that were just made will not reflect in the teacher’s Grade Book.

Go to the Course tab. You should see a notification with a red exclamation, stating that “Pending grading setup changes are ready to be pushed to sections”.



Click on the Push to Sections button.

The course data to be pushed will be checked, and a list of sections that will be effected by the push will also be listed. Click the Push button to complete the process.

You will receive a notification after the “Push” has been complete.

Course Information ☆

010101 Adv. Ag. Econ & Agribus. Mgmt.

Save Delete Push To Sections

Unpushed Data

Pending grading setup changes are

Course Information

CourseID 49767

*Number

010101

*Name

Adv. Ag. Econ & Agribus. Mgmt.

Subject

State Code

010101

Depart

Schedule Load Priority

Max S

GPA Weight

1

Bonus

Type

Difficulty Level

Homeroom

Allow student requests

Instructional Time

0

Teaching Method

01: Direct Instruction

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:

010101 Adv. Ag. Econ & Agribus. Mgmt.

- 1) Tracy, Amy

Note: Pushing modifications to Grade Calc Options, Composite Grades, Composite Weights, or Categories may impact grades.

This process may take several minutes.

I understand and wish to continue*

Push

Cancel