

Data Standard Grades

Rev. 7/8/2024

Ownership and History

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Updated for New Look

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Updated hyperlinks

Standardized pathways

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Updated screenshots

Updated and URL's for Campus Community Knowledge Base resources

Section B: Added information on Kentucky Higher Education Assistance Authority (KHEAA) regulations related to grading for Kentucky Educational Excellence Scholarship (KEES) program

Updated Sections C-E

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Overview

Description

Grades need to be in Infinite Campus consistently for reporting purposes. Schools should: (1) have a grading task that calculates a course average named Final Grade or has Final Grade checked (2) set state reported indicator on grading tasks for term grades and Final Grade.

Regulation citation(s)

- Kentucky Educational Excellence Scholarship (KEES) program [11 KAR 15:090](#)
- Kentucky’s Accountability System [703 KAR 5:270](#)

Data use

- At the local level, grades are used for instructional planning, student placement/promotion decisions, communication/feedback to students and parents, transcripts and calculation in the Early Warning tool and Persistence to Graduation Tool (PtGT). At the state level, grades are used for research purposes, KEES funding, and high school transition readiness.

Related ad-hoc filters and reports

- ▶ Tool Search for the report name
 - [KEES Audit](#); [KEES Eligibility](#); [KEES Report](#)
 - [Adv Courses & Exams](#)
 - [KTS Posted Grade Audit](#); [KTS Transcript](#)

Campus Community Knowledge Base resources

- [Grading Setup - Study Guide](#)
- [Grade Submission Process - Study Guide](#)
- [Campus Instruction: Grade Book Basics - Study Guide](#)
- [Campus Instruction: Advanced Grade Book and Posting Grades - Study Guide](#)

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Section A – Grading Tasks Setup

Tool Search: Grading Task Setup

The assignment of grades is a local decision. Grading tasks are defined at the district level. Multiple schools may use the same grading task.

If a course only has one grade, whether at the end of the term or the end of the year, that course should use a grading task with **Final Grade** and **State Reported** selected for inclusion in the Persistence to Graduation report and other state reports. Selecting **Posts to Transcript** is a district choice.

The screenshot shows a 'Grading Task Detail' form with the following fields and values:

- Name:** Final Grade
- Number:** [Empty]
- Seq:** 5
- Code:** [Empty]
- State Reported:**
- Final Grade:**
- Include in Report Card:**
- Include in Portal:**
- Parent Grading Task:** [Dropdown menu]
- Comments:** [Text area]
- Posts to Transcript:**
- External LMS Exclude:**
- Archived:**

Name: The descriptive name of the grading task. This should be descriptive enough for teachers and others to know when to select it for grading. This is a required field.

Sequence: The sequence determines the order in which the items will appear. If sequences are not entered, scores will appear in alphabetical order.

Posts to Transcript: When marked, the grading task is available to post to the student's transcript. Whether or not a grade posts to transcript is a district decision based on the need to calculate GPA points and award credits. Grading Tasks that are marked Posts to Transcript can be used by courses that will not post to transcript because other settings and actions are required to post a grade to transcript. For a grading task to post to transcript, several fields must be set.

1. *Grading Task Setup* must be marked Posts to Transcript for the Grading Task.
Tool Search:
2. *Course Information* must have Transcript checkbox marked.
3. *Course Grading Tasks* must have a Credit Type and Credit amount (can be zero).
4. After grades are posted for the term, run the *Transcript Post Wizard*.

State Reported: When marked, the grading task is included in the Persistence to Graduation report and other state reports.

Final Grade: When marked, the grading task is included in the Persistence to Graduation report and other state reports.

Include in Report Card: Indicates if the task should be available for inclusion in report cards.

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Include in Portal: Indicates if the task is visible on the Campus Student and Campus Parent Portals. Note that if an assignment is aligned to only standards/tasks that are hidden from the Portal, that assignments and its score will not display for students and parents.

Please see Campus Community's [Grading Task Setup](#) for additional information.

Section B – Score Group & Rubric Setup

Tool Search: Score Group & Rubric Setup

The assignment of grades, grading scales and rubrics is a local decision. However, courses for high school credit must comply with Kentucky Higher Education Assistance Authority (KHEAA) regulations related to grading for Kentucky Educational Excellence Scholarship (KEES) program in [11 KAR 15:090](#).

Sequence	Name	Score	Passing Score	Credit Coeff.	Minimum Value	GPA Value	GPA Unweighted Value	GPA Bonus Points
X 1	A	A	<input checked="" type="checkbox"/>	1	89.5	5	4	0
X 2	B	B	<input checked="" type="checkbox"/>	1	79.5	4	3	0
X 3	C	C	<input checked="" type="checkbox"/>	1	69.5	3	2	0
X 4	D	D	<input checked="" type="checkbox"/>	1	59.5	2	1	0
X 5	F	F	<input type="checkbox"/>	0	0	0	0	0
X 6	Incomplete	I	<input type="checkbox"/>	0	0	0	0	0
X 99	Pass	P	<input checked="" type="checkbox"/>	0	0	0	0	0

Sequence: The sequence determines the order in which the items will appear. This is the order that the scores appear when using [Post Grades](#) and when [scoring assignments in the Grade Book](#). If sequences are not entered, scores will appear in alphabetical order.

Name: The descriptive name of the item.

Score: This is the score that teachers will assign to assignments and term grades and which will be seen by students and parents in the Portal. This is the value that appears in report cards and transcripts.

Passing Score: This checkbox indicates that the list item is a passing score. This field determines the color-coded system used in the Grade Book to indicate which students are passing. For Standards and Rubrics, the individual scores will be color-coded as passing or not. For Grading Tasks and Score Groups, the color-coding logic is applied to the In Progress grade. At least one score must be marked as passing in order to save the group or rubric.

Credit Coeff.: This value is used as a multiplier to determine if this score changes the number of credits earned for the course. All failing or incomplete scores must be set to 0. For KEES calculation when the course is pass/fail, the scores used must be set to 0.

GPA Value: This value is used when calculating the Weighted Grade Point Average. This value is a local decision and may differ from the GPA Unweighted Value. This value is not used for KEES calculations.

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The [KEES Report](#) automatically adds 1 point to the recorded GPA Unweighted Value when the transcript entry's Difficulty Level is AP, IB, CAI or DC.

GPA Unweighted Value: The Grade Point Value used when calculating the Unweighted Grade Point Average. For high school courses, KHEAA requires a 4.0-point grading scale where 4.0 is an "A", 3.0 is a "B", 2.0 is a "C", 1.0 is a "D", and 0.0 is an "F" for KEES.

Please see Campus Community's [Score Group & Rubric Setup](#) for additional information.

Section C – Assigning Grading Tasks to a Course

Tool Search: Grading Tasks

KDE requests that all graded courses have a grading task to report a final grade for the course. This can be done on a course master and pushed to all associated courses or on an individual course if a course catalog is not used. See [Section A](#) for guidance on defining grading tasks at the district level.

23270311P0404 Algebra 2 23-24 KTS Course Catalog (HIGH SCHOOLS ONLY)

Save Delete Add Copy

Grading Task	Credit Group	Credit Type	Score Group	Credit	Term GPA	Post-only
<input type="checkbox"/> CTE Term Grade			CTE Numeric			
<input type="checkbox"/> CTE Final Exam			CTE Numeric			
<input type="checkbox"/> CTE Final Grade			CTE Numeric			

Course Master Grading Task Detail

Grading Task
CTE Final Grade

*Score Group
CTE Numeric

Term GPA

Credit

Credit Type

Credit Overflow Override

Term Mask
 Term 1 Term 2 Term 3 Term 4 [More Terms](#)

Post-only Grading Task

Score Group: Determines the points and/or letter grades that is used when scoring the grading task. Using a weighted score group for an advanced course is a district decision. See [Section B](#) for more information.

Term GPA: Indicates the weight used when calculating the grade of the student in a term. This is typically set to one. If a course is scheduled for twice as much time as other courses, this would be two.

Credit: Indicates the amount of credit the student receives upon completion of the course or when the course is posted on a transcript. Only one grading task per course should have a value. This value depends on the set up of courses - whole year courses or semester long courses. A value is only needed on those tasks that are posted to transcripts. See the [Searchable State Course Code Database within](#)

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[KECS](#) for recommended credits. For high school courses, KHEAA requires that the Course GPA Weight equal the credit for the course. See the [Course](#) data standard for more information.

Credit Type: Indicates the group of credit the student receives when credit is given. This is used in Academic Planning when tracking the progress of the student towards graduation.

Credit Overflow Override: This field is set for a single course Grading Task and is used to roll credits when the current credit type has met its credit requirements. The credits from the course first try to roll up to the override credit type. If that credit type has met its requirements, it then looks at the overflow setup for the course's credit type. If you are using [Academic Planning](#) functionality:

- If a calendar is assigned a Course Master, the Credit Overflow Override field must be set on the Grading Task tab of the course in the course master.
- If a calendar is not assigned a Course Master, and courses are maintained at each school, the Credit Overflow Override field must be set on the grading task tab of the course.

Term Mask: Selection indicates when the task must be graded.

Post-only Grading Task: Indicates a grading task cannot be aligned to assignments and categories in the teacher's Grade Book. Post-only Grading Tasks are for posting grades only, not for aligning student work.

Please see Campus Community's [Grading Tasks \(Course Masters\)](#) or [Grading Tasks \(Courses\)](#) for additional information and how to [copy grading tasks to another course](#). See [Standards-Based Grading Setup](#) for standards based grading options.

Section D – Create/View Grading Scale for Scoring Grading Tasks

Tool Search: Grading Scale Setup

Grading scales are used by the Campus grade book 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. The grading scale should include all scores that can be auto calculated by the Campus Grade Book. One Grading Scales can match multiple Score Groups.

The screenshot displays the 'Grading Scales' tool interface. At the top, there are buttons for 'Save', 'New', and 'Delete'. Below this is the 'Grading Scale Editor' section, which includes a 'Name' field containing 'SEE' and a 'NUMERIC PRIMARY STANDARDS' section. The 'Grading Scale Detail' section shows a '*Name' field with 'NUMERIC'. The 'Grading Scale Items Detail' section is a table with the following data:

Name	Score	Min Percent	Sequence	Passing
X A/100	A/100	99.5	1	<input checked="" type="checkbox"/>
X A/99	A/99	98.5	2	<input checked="" type="checkbox"/>
X A/98	A/98	97.5	3	<input checked="" type="checkbox"/>
X A/97	A/97	96.5	4	<input checked="" type="checkbox"/>
X A/96	A/96	95.5	5	<input checked="" type="checkbox"/>

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Name: The descriptive name of the item.

Score: This is the score that teachers will assign to assignments and term grades, and which will be seen by students and parents in the Portal. This is the value that appears in report cards and transcripts. It must match the Grading Task Score to post grades.

Min Percent: This number is the lowest percent that will earn the entered score.

Sequence: The sequence determines the order in which the items will appear. If sequences are not entered, scores will appear in alphabetical order.

Passing: This checkbox indicates that the list item is a passing score.

Report card grades such as I for incomplete should not be automatically calculated by Gradebook. A tool exists in the instruction modules for teachers to create their own personal [Grading Scales](#) if district policy allows it.

Section E – Grade Calculation Options

Tool Search: Grade Calc Options

These may be set at on Course Masters and pushed out or entered on Courses. Be aware that any updates made after school has started may affect student's current grades.


In Progress Grade Calculation

Establish calculation preferences for multiple tasks using the Fill options or for each Term/Task combination individually.

00060107P0111 Business Education Co-op District Catalog

Save Copy

Changes made to these options at the course master level are not reflected in the course until they have been pushed from the [Course Master info tool](#). Changes made in the Course will not be overwritten.

Fill Options  Filter: Type All Term All Task All

Term	Standard/Grading Task	Composite	Rollup	Calculation
	CTE Term Grade	<input type="checkbox"/>	<input type="checkbox"/>	Type No Calculation One-Time Grading Task - No Calculation
	CTE Final Grade	<input type="checkbox"/>	<input type="checkbox"/>	Type No Calculation One-Time Grading Task - No Calculation

Calculation Type:

- Select **No Calculation** to exclude the task from calculation of students' In Progress grades in the Grade Book.

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- Select **In Progress Grade** to calculate an In Progress grade for this task.

Additional options appear when this option is selected:

- **Grading Scales** - Choose a scale to convert student score percentages into grades in the scale.
- **Weight Categories** - Marking this checkbox indicates the Weight values entered for the Category should be included in the calculation of the In Progress grade.
- **Use score's % value** - Marking this checkbox calculates scores based on the percentage of points earned for each assignment rather than the raw point value across all assignments.

Composite Grade Calculation

For grading tasks that are calculated from other grading tasks, mark the Composite checkbox. This displays a Child Task/Standard editor within the grading task window where the Grading Tasks and Standards can be set to properly calculate the composite grade. In the example below, each of the quarter grades are worth 25% of the Final Grade. The total Effective Percentage of the child tasks cannot be more than 100%.

Term	Schedule	Standard/Grading Task	Composite	Rollup	Calculation
Q4	Regular	Final Grade	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Type In Progress Grade
					*Grading Scale NUMERIC
		*Child Task/Standard	*Weight	Effective %	
		X Q1 Term Grade	25.0000	25.00	
		X Q2 Term Grade	25.0000	25.00	
		X Q3 Term Grade	25.0000	25.00	
		X Q4 Term Grade	25.0000	25.00	
					Add
					<input checked="" type="checkbox"/> Lock Section Composites

Please see Campus Community's [Grade Calc Options](#) for additional information.

Rollup Grade Calculation

Child standards can be selected to rollup to a grading task, with the rubric scores converted to numeric values and then into items in the score group selected for the task.

Please see Campus Community's [Rollup Grade Calculation](#) for additional information.

Section E – Auto Grade Wizard for composite grades across sections

Tool Search: Auto Grade Wizard

The Auto Grade Wizard posts scores for students for the selected grading tasks that are set up as composite tasks. This wizard will pull composite grade settings from cross sections. For example, if a student was in Section 1 of a course in Quarter 1, but in Section 2 of the same course in Quarter 2, a composite grade will be posted for those two sections to give the student a Semester Grade.

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Auto Grading Wizard

This tool allows you to batch grade students based on Composite Grading. All scores should be posted for the child grading tasks. Also, each posted score for the child grading tasks should have an appropriate percentage.

Select Grading Task
Main - Term T4 - Final Grade - Score Group: Standard Scale

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

Existing Grades
 Overwrite Existing Grades

Auto Grade Students

For this wizard to successfully post grades for students, the following setup must be done correctly. If this setup is not done, grades will still post, but they may be incorrect. See the Campus Community's [Auto Grade Wizard](#) for details.