

**Kentucky Technical System (KTS) and Infinite Campus (IC)  
Automated Data Exchange Project**

**Alternative Grading Methods**

**Selected Student in Campus Instruction**

**Grading by Student**

**Grading by Task**



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Grading should be done primarily by the teacher via the Campus Instruction module. Teachers should properly set up their gradebooks, create assignments, enter grades and post calculated grades to the proper grading task ([video](#)). However, there are cases where alternative grading methods are necessary. Below are three additional methods and instructions on how to use them properly.

## 1. Enter Grades for a Selected Student for a Grading Task in Campus Instruction (Teacher)

*Path: Campus Instruction > Post Grades*

The Post Grades tool is used to enter or update scores and percentages for Grading Tasks, with comments, and post those grades to students' official documents. Teachers should use this feature if a student drops a course or moves, but they still earned a grade for the course.

Students	Percent	Grade	Posted		In Progress	
			Report Card Comments	Canned Comment	Grade	Evidence
11 Abegg, Dylan V #4205	<input type="text"/>	<input type="text"/>	<input type="text"/>	Manage	D-	
11 Alborough, Dallas #109301	<input type="text"/>	<input type="text"/>	<input type="text"/>	Manage	A+	
11 Lupa, Graison #122450	<input type="text"/>	<input type="text"/>	<input type="text"/>	Manage	C-	

1. Select the term for which the grade needs to be posted.
2. Select the section for which the student is on the roster.
3. Select Student in the Post by dropdown list
4. Select the student that needs grades entered/edited in the Student dropdown list.
5. To assign the same percent and/or comment(s) to multiple tasks and/or standards, select Fill Percent, Grade, Comment.

**Fill: Percent, Comment and Grades by Score Group**  
 Applies the same value to multiple tasks

Percentage  
  
 Grade  
  
 Comment

**Tasks**

**Canned Comments**  
 Selection Method  
 Enter Code(s):    
 Choose Comment(s):  
 1: Disorganized  
 2: Disruptive behavior  
 3: Does not complete assignments  
 4: Does not prepare for tests  
 5: Excessive socializing in class  
 6: Low test scores  
 7: Poor daily work

- Enter the data to be mass filled in the appropriate fields – Percent or Comment.
- Select which tasks the percent or comment should be applied in the Task dropdown list (all or only those with no percent or comments).
- When finished, click Fill. The student fields will be populated appropriately. Individual student fields may be edited, as needed.

Term  Section  Student

Graphs  Post by

**Post by Student**

Term	Standard/Grading Task	Posted				In Progress	
		Percent	Grade	Report Card Comments	Canned Comment	Grade	Evidence
1	Term Grade	<input type="text" value="65.00"/>	<input type="text" value="D"/>	<input type="text" value="Dylan needs to spend more time on classwork."/>	<input type="button" value="Manage"/>	D-	

6. All grading tasks/standards will be displayed by default. Grading tasks/standards displayed may be filtered as needed by selecting Filter.
7. Enter the appropriate score/percent/grade.

**Canned Comments**  
Add report card comment(s) for 1 / Term Grade

**Canned Comments**  
Selection Method  
Enter Code(s):

Choose Comment(s):

- 1: Disorganized
- 2: Disruptive behavior
- 3: Does not complete assignments
- 4: Does not prepare for tests
- 5: Excessive socializing in class
- 6: Low test scores
- 7: Poor daily work
- 8: Required project not submitted
- 9: Student has missing assignments
- 10: Wastes class time
- 11: Writing skills need to improve
- 12: Required project submitted late
- 68: Copies other students' work
- 99: Contact teacher
- 100: Excellent work.
- 101: Respectful student
- 102: Effective written work
- 102: Well organized

8. Enter any applicable comments pertaining to the entered score/percent/grade. Comments will be displayed on the student's report card.
  - Enter the code(s) for the comments to be selected in the field and click ADD.
  - Comments may also be selected by marking the checkbox in front of the applicable comment.
  - When finished, click SAVE. The selected comments will be displayed in the Comment field.
9. When finished, click Save. To enter a grade for another student, click Next to advance to the next student on the roster. Students may also be selected in the Student dropdown list.

## 2. Grading By Student (Course/Section)

**PATH:** *Scheduling > Courses > Section > Grading by Student*

The **Grading by Student** tab allows office personnel and principals to enter scores and and percentages for a student in the selected course section.

The screenshot shows the 'Grading By Student' interface for course 0003-1 Skills Seminar A I. The left sidebar contains a navigation menu with 'Courses' selected. The main content area has a 'Save' button and a dropdown menu for 'Student, Frasier'. Below this is a table with columns 'Task', 'Percent Score', and 'Comments'. The table is divided into sections: 'Exam' (Term Q2: 90, A-; Term Q4: 92, A-), 'Mid Quarter' (Term Q1: 94, A), and 'Ros'. Each row has a 'Print' icon and a close 'X' icon.

## 3. Grading By Task (Course/Section)

**PATH:** *Scheduling > Courses > Section > Grading by Task*

The **Grading by Task** tool allows office personnel and principals to enter scores and and percentages for grading tasks. A list of grading tasks assigned to the course displays at the top. When selected, scores can be entered for that task/standard.

The screenshot shows the 'Grading By Task' interface for course 0003-1 Skills Seminar A I. The left sidebar contains a navigation menu with 'Courses' selected. The main content area has a 'Save' button and a dropdown menu for 'Q4 - Quarter'. Below this is a 'Fill Grades' section with a table with columns 'Task', 'Percent', 'Score', and 'Comments'. The table has one row for 'Q4 - Quarter'. Below the table are checkboxes for 'Percent', 'Score', and 'Comments', and buttons for 'Fill Empty' and 'Fill All'. Below this is a table with columns 'Name', 'Percent', 'Score', and 'Comments'. The table has three rows for students: '09 Student, Cody' (Drop: 09/13/2013, #123456, B-), '09 Student, Maren' (#234567, A), and '09 Student, Dean' (Drop: 09/29/2013, #345678, D-). Each row has a 'Print' icon and a close 'X' icon.