

KTS DATA EXCHANGE GUIDANCE DOCUMENT

KENTUCKY DEPARTMENT OF EDUCATION

GRADE CALC OPTIONS SETUP FOR THE KTS DATA EXCHANGE

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

➢ GRADE CALC OPTIONS TAB (COURSE-LEVEL)

PATH: SCHEDULING > 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 tab. See the <u>KTS Grading Tasks Setup Guide</u>.

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.

060112 Digital Literacy											
Cours	se Se	ections	Grading Task	S	Standards	Categories	Grade Calc	Options	Cou	irse Rules	Fee
Save	Сору										
Any changes made to grade calculation options in the Course will not be reflected in Campus Instruction until they are pushed. This could impact student grades.											
Fill Options Filter: Type All V Term All V Task All V											
Term	Schedule	standard/G	rading Task	Comp	osite	Rollup	Calculation				
Q1	Main	CTE Term Gr	ade				Type In Progress Gra *Grading Scale	de	~	Ð	
							Weight Cate Use Score's Limit Assign	gories % Value ments to Las Grading Star	st	~	
Q1	Main	CTE Final Gr	ade				Type In Progress Gra "Grading Scale CTE Grading SC Weight Cate Use Score's Limit Assigni Cumulative C	ide cale gories % Value ments to Las Grading Star	st	Ð	
Q2	Main	CTE Term Gr	ade				Type In Progress Gra Grading Scale CTE Grading Sc Weight Cate Use Score's Limit Assign Cumulative C	ide cale gories % Value ments to Las Grading Star	st		
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					*Child Task/S	tandard		*W	eight E	ffective %	
				×	Q1 CTE Term	Grade		~ 5	0.0000	50.00	
					Q2 CTE Term	Grade omposites		 ✓ 	0.0000	50.00	

➢ 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 All V Term All V Task All	~
Fill Calculation Type	
In Progress Grade	
*Grading Scale	
CTE Grading Scale 🛛 🖸	
Weight Categories	
Use Score's % Value	
Limit Assignments to Last	
Cumulative Grading Starting in	
	OK Cancel

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 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.

Main	CTE Final Grade	1		Type In Progress Grade	Grade 🗸	
				*Grading Scale CTE Grading Scale	~	0
		*Child Task/	/Standard		*Weight	Effective %
		X Q1 CTE Ter	m Grade	~	50.0000	50.00
		X Q2 CTE Ter	m Grade	~	50.0000	50.00
		Add Lock Section (Composites			
	Main	Main CTE Final Grade	Main CTE Final Grade Child Task Child Task Color CTE Ter Add Lock Section	Main CTE Final Grade Child Task/Standard Child Task/Standard Cute Term Grade Add Lock Section Composites	Main CTE Final Grade Type In Progress Grade CTE Grading Scale CTE Grading Scale	Main CTE Final Grade Type In Progress Grade Grading Scale CTE Grad

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 > COURSE

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	Sections	Grading T	asks	Standards	Categories	Grade Calc Options	Cou
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Unpushed Pending	Data g grading setup cha	nges are reac	ly to be push	ned to sections.			
Coursel	rse Information D 25048	-	-	-	Course Ma	ster Linked	
State Co 060112 State Co 060112 Schedul	de e Load Priority	Name Digital L Subject Departm Max Stu 25	Course d Cat Cor Gra Selected 060112 D	ata to be pusho egories mposite Grades de Calc Option: course data wil	ed: s I be pushed to the f	following sections:	ild P
GPA We 1 Type Difficulty	ight v Level	Bonus F	14) C This proc	hildress, Shelia	i Kaye everal minutes.	Push Cancel	_

Homeroom Allow student requests Allow teacher requests/recommendations. Hide Standards On Portal Reneatable Attenda