

# **Data Standard Grades**

Rev. 8/12/2020

## **Ownership and History**

### **Standard prepared by:**

Lisa Keeter

### **Data steward(s)**

### **Office(s)**

### **Revision history**

#### **August 10, 2020**

Updated screenshots

Updated and URL's for Campus Community Knowledge Base resources

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

Updated Sections C-E

#### **March 12, 2019**

Converted to accessible format.

#### **August 24, 2017**

The Composite Grading tab functionality is now part of the Grade Calc Options tab. See the Campus Community documentation below for more information.

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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

- ▶ In Progress Grades Available in Ad Hoc Reporting
  - Student / Grading / Grading Detail / progressPercent and progressScore
- ▶ Path: KY State Reporting / KDE Reports /
  - KEES Audit; KEES Eligibility; KEES Report
  - Advanced Courses & Exams
  - KTS Posted Grade Audit; KTS Transcript

#### Campus Community Knowledge Base resources

- [Grading and Standards](#)
  - ▶ [Tool Rights \(Grading and Standards\)](#)
  - ▶ [GPA Calculation](#)
  - ▶ [Grading Task Setup](#)
  - ▶ [Score Groups and Rubrics Setup](#)
  - ▶ [Grading Tasks \(Course Masters\)](#) or [Grading Tasks \(Courses\)](#)
  - ▶ [Grade Calc Options \(Scheduling\)](#)
- [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

#### Classic View: Grading and Standards / Grading Tasks

#### Search Terms: Grading Tasks

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. At the top is a text field for 'Name' containing 'Final Grade'. Below it are three input fields: 'Number' (empty), 'Seq' (containing '5'), and 'Code' (empty). To the right of these is a 'Posts to Transcript' checkbox which is checked. Below the 'Seq' field is a 'State Reported' checkbox, also checked. To the right of 'State Reported' is an 'External LMS Exclude' checkbox, which is unchecked. Below 'State Reported' are three checkboxes: 'Final Grade' (checked), 'Include in Report Card' (checked), and 'Include in Portal' (checked). To the right of these is an 'Archived' checkbox, which is unchecked. Below these is a 'Parent Grading Task' dropdown menu. At the bottom is a large text area for 'Comments'.

**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.

**Post 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 must be marked Posts to Transcript.  
Classic View: *Grading & Standards > Grading Tasks*
2. Course must have Transcript checkbox marked.  
Classic View: *Search for Course > Course Tab*
3. Course Grading Task must be a Credit Type and Credit amount (can be zero).  
Classic View: *Search for Course > Grading Tasks Tab > Select the Grading Task*
4. After grades are posted for the term, run the Post Transcripts Wizard.  
Classic View: *System Administration > Student Portfolio > Transcript Post*

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

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**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.

**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 Groups and Rubrics

### Classic View: Grading and Standards / Score Groups and Rubrics

#### Search Terms: Score Groups and Rubrics

The assignment of grades and grading scales 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](#).

Score Group Detail	
*Name	Weighted Grades

Score Group List Items Detail								
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

Add

**Sequence:** The sequence determines the order in which the items will appear. This is the order that the scores appear in [Post Grades](#) and 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.

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**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. 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 Groups and Rubrics](#) for additional information.

## Section C – Assigning Grading Tasks to a Course

**Classic View: Scheduling / Courses / Grading Tasks**

**Search Terms: Scheduling / Courses / Grading Tasks**

KDE requests that all course 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.

**270304 Algebra I**

Grade Calc Options Course Rules Fees Build Constraints Assessments Copy Course

Course Sections **Grading Tasks** Standards Categories Curriculum Planner

Save Delete Add Copy

Grading Task	Credit Group	Credit Type	Score Group	Credit	Term GPA	Post-only
Term Grade			HS NUMERIC		1.000	
Final Grade	HS CREDITS	MATHEMATICS	HS NUMERIC	1.000		x

**Course Grading Task Detail**

Grading Task: Final Grade

\*Score Group: HS NUMERIC

Term GPA: [ ] Credit: 1 Credit Type: MATHEMATICS

Credit Overflow Override: ELECTIVE

Term Mask:  Term 1  Term 2  Term 3  Term 4

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.

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**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. This is usually only populated on those tasks that are posted to transcripts. See the [Searchable State Course Code Database](#) for recommended credits.

**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 [Multiple Year 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

**Classic View: System Administration / Grading & Standards / Grading Scales**

**Search Terms: Grading Scales**

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 in order 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 to multiple Score Groups.

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The screenshot displays the 'Grading Scales' interface. At the top, there are buttons for 'Save', 'New', and 'Delete'. Below this is the 'Grading Scale Editor' section with a 'Name' field containing 'SEE'. The next section is 'Grading Scale Detail' with a 'Name' field containing 'NUMERIC'. The final section is 'Grading Scale Items Detail', which is a table with columns for Name, Score, Min Percent, Sequence, and Passing.

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"/>

**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 Grade book and should be left off of the grading scale. A tool exists in the instruction modules for teachers to create their own personal [Grading Scales](#) if district policy allows them to do so.

## Section E – Grade Calculation Options

**Classic View: Scheduling / Courses / Grade Calc Options**

**Search Terms: Grade Calc Options**

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.



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Term	Schedule	Standard/Grading Task	Composite	Rollup	Calculation
Q1	Regular	Term Grade	<input type="checkbox"/>	<input type="checkbox"/>	Type No Calculation
Q2	Regular	Term Grade	<input type="checkbox"/>	<input type="checkbox"/>	Type No Calculation

### Calculation Type:

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

Please see Campus Community's [Composite Grading](#) 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.

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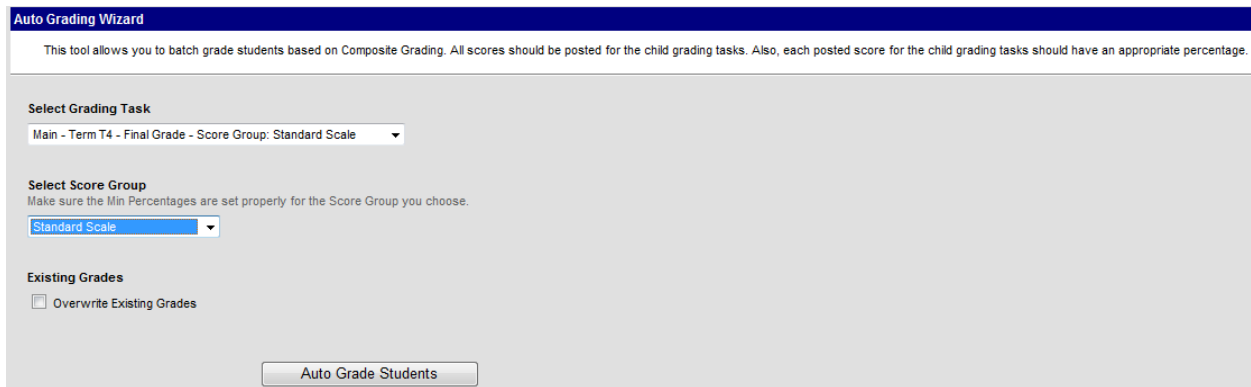
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### Section E – Auto Grade Wizard for composite grades across sections

#### Classic View: Grading and Standards / Auto Grade

#### Search Terms: Auto Grade

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.



The screenshot shows the 'Auto Grading Wizard' interface. At the top, there is a blue header with the text 'Auto Grading Wizard'. Below the header, a light gray box contains the following text: '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.' Below this text, there are three sections: 'Select Grading Task' with a dropdown menu showing 'Main - Term T4 - Final Grade - Score Group: Standard Scale'; 'Select Score Group' with a dropdown menu showing 'Standard Scale' and a note 'Make sure the Min Percentages are set properly for the Score Group you choose.'; and 'Existing Grades' with a checkbox labeled 'Overwrite Existing Grades' which is currently unchecked. At the bottom center, there is a button labeled '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.