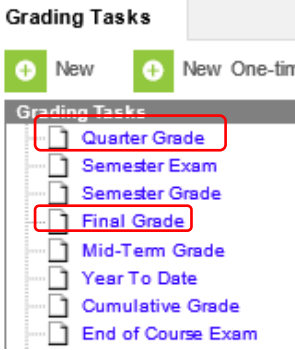


13	Grades Data Standard		
KDE Contact (Data Steward)	Leann Pickerill	Updated	8/3/2016
Description	Grades need to be in Infinite Campus consistently for reporting purposes. Grades are transferred to CIITS for use in the teacher classroom module and are used for reporting and research purposes. Schools must: (1) have a grading task which calculates a course average named Final Grade (2) set state reported indicator on grading tasks for term grades and Final Grade; (3) create a grading task for end of course assessment and set up composite grading associated weight consistently.		
Data Standard Reg sites, data use, etc.	Data Use: KEES, Transcripts, Education Records Exchange, CIITS, Kentucky Longitudinal Data System, Student/Parent Portal, Early Warning System, Persistence to Graduation Tool (PtGT), other research use.		
How is data used	At the local level, grades are used for instructional planning, student placement/promotion decisions, communication/feedback to students and parents, and calculation in the Persistence to Graduation Tool (PtGT). At the state level, grades are used for research purposes, KEES funding, and state reported grades are exported to CIITS.		
Noted Changes for current year	The Composite Grading tab functionality is now part of the Grade Calc Options tab. See the Campus Community documentation below for more information.		
Available Ad-Hoc & Reports	In Progress Grades are now available in Ad Hoc reporting. KY State Reporting > KDE Reports > KEES Audit; KEES Eligibility; KEES Report; KTS Posted Grade Audit; KTS Transcript		
Available Training	<p>EOC Assessment setup for calculating final grade Configuring grades for various term structures</p> <p>Campus Community documentation</p> <ul style="list-style-type: none"> ▶ District Management of Grading Set Up <ul style="list-style-type: none"> ● See Course Masters; Courses; Course Catalog ▶ Guest Access to Gradebook ▶ Post Only Grading Tasks and Standards <ul style="list-style-type: none"> ● See Grading Tasks (Courses); Grading Tasks (Course Masters); Standards; Standards (Course Masters) ▶ Grading Set Up Audit Report ▶ In Progress Grades Available in Ad Hoc Reporting <ul style="list-style-type: none"> ● Student > Grading > Grading Detail > progressPercent and progressScore ● Discussions ● Copying Assignments in the Gradebook ● Instructional Planning See Search the Library for Assignments, Creating Assignments, Other Curriculum, Curriculum Report, Curriculum Templates ● Multi-Post Grades 		

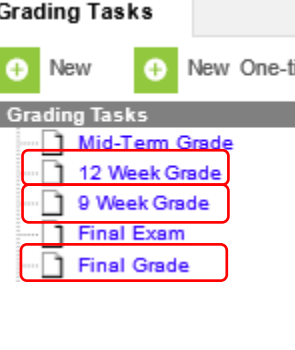
13A	Term Grade
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Campus Path:	Grading and Standards -> Grading Tasks -> select task that school designates as a term grade
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Grading tasks that are term grades should be marked with the state-reported checkbox in the grading task to indicate end of term grade (this could be named Nine Weeks, Quarter, Trimester, Semester, etc...) within the Grading by Task Detail. This grading task should not be a composite grading task. Different schools in your district may use different grading tasks for term grades requiring multiples to be marked State Reported. As long as only Final Grade and one other state-reported grading task is used per course, the grades will be loaded into CIITS. [See *Configuring grades for various term structures* for examples of different grading periods.](#) See section 13C for further information about Final Grade.



For this district, Quarter Grade is the term grade. Both Quarter Grade and Final Grade should be marked State Reported.



For this district, 9 Week Grade is the elementary term grade and 12 Week Grade is the secondary term grade. Both should be marked State Reported.

Mark the checkbox for *State Reported*.

Save

Grading Task Detail

*Name
Quarter Grade

Number	Seq	Code	Posts to Transcript
<input type="text"/>	1	<input type="text"/>	<input type="checkbox"/>

State Reported

Parent Grading Task

Comments

Checking *Posts to Transcript* is a district level decision.

Repeat this process for Final Grade and any additional grading tasks that are used for term grades in your district.

13B	End of Course Grade(s)
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Campus Path:	Grading & Standards> Grading Task
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The Kentucky Board of Education has recommended that End of Course (EOC) assessments count as 20% of the final course grade. Each school’s School-Based Decision Making Council makes the decision as to how EOC will be included in the grade. You may choose to create a new grading task or use an existing one such as Final Exam

to include EOC performance in calculating Final Grade for courses requiring EOC. **Do not select Posts to Transcripts checkbox and Do not select State Reported for the EOC assessment grading task.**

Create an End of Course Assessment Grading Task

Path: Grading & Standards > Grading Task

Click New → Enter **EOC Assessment** for the name → Click Save.

Adding EOC Assessment grading task to any course which requires an end of course assessment.

Search for the course → Click on Grading Tasks tab → Click Add

Select EOC Assessment for the Grading task.

Select the Appropriate Score Group.

Check the term in which the assessment will be given.

Click Save.

13C	Final Grade
Campus Path:	<i>Grading & Standards> Grading Task</i>

If a course only has one grade, whether at the end of the term or the end of the year, that grade should be

called the **Final Grade** and have the **State Reported checkbox** selected. CIITS and the Persistence to Graduation Tool are looking for the exact name Final Grade. You may rename an existing Grading Task (such as Yearly Average) or create a new Grading Task. **Marking Posts to Transcript is a district choice.**

***Note: CIITS can pull one term grading task and Final Grade in the same term.**

Final Grade will typically be calculated using the Grade Calc Options tab to average the term grades and possibly a final exam or an End of Course (EOC) Assessment.

If a course only has a final grade and also has an End of Course (EOC) Assessment, the Grade Calc Options tab should be used to show what percent is given to the EOC.

270311 Algebra II

Course Sections Grading Tasks Standards Categories

Grade Calc Options Course Rules Fees Build Constraints Assessments

Save Copy

Any changes made to grade calculation options in the Course Master or Course after the teacher has accessed the Planner or section's Grade Book, Post Grades, or Assignment Overview will NOT be reflected in Campus Instruction. This is done so student grades are not modified.

Standards
No Standards Available

Grading Tasks

Term/Grading Tasks: Hide All Fill Calculation Type

Term	Schedule	Grading Task	Composite	Calculation																		
4TH 9 WKS	Regular	Final Grade	<input checked="" type="checkbox"/>	Type: In Progress Grade *Grading Scale: NUMERIC																		
<table border="1"> <thead> <tr> <th>*Child Task/Standard</th> <th>*Weight</th> <th>Effective %</th> </tr> </thead> <tbody> <tr> <td>X 1ST 9 WKS Term Grade</td> <td>20</td> <td>20.00</td> </tr> <tr> <td>X 2ND 9 WKS Term Grade</td> <td>20</td> <td>20.00</td> </tr> <tr> <td>X 3RD 9 WKS Term Grade</td> <td>20</td> <td>20.00</td> </tr> <tr> <td>X 4TH 9 WKS Term Grade</td> <td>20</td> <td>20.00</td> </tr> <tr> <td>X 4TH 9 WKS EOC Assessment</td> <td>20</td> <td>20.00</td> </tr> </tbody> </table>					*Child Task/Standard	*Weight	Effective %	X 1ST 9 WKS Term Grade	20	20.00	X 2ND 9 WKS Term Grade	20	20.00	X 3RD 9 WKS Term Grade	20	20.00	X 4TH 9 WKS Term Grade	20	20.00	X 4TH 9 WKS EOC Assessment	20	20.00
*Child Task/Standard	*Weight	Effective %																				
X 1ST 9 WKS Term Grade	20	20.00																				
X 2ND 9 WKS Term Grade	20	20.00																				
X 3RD 9 WKS Term Grade	20	20.00																				
X 4TH 9 WKS Term Grade	20	20.00																				
X 4TH 9 WKS EOC Assessment	20	20.00																				

Add

If final grades are the average of the term grades, Infinite Campus can compute the final grade using the Grade Calc Options tab. Enter weights for each term and for End of Course Assessment if applicable. The Child Task/Standard Effective % should total 100% when complete.

If your school has not been calculating a course average and only needs Final Grade for state reporting, you can create Final Grade as State Reported and uncheck Posts to Transcript. When Final Grade is assigned to a course, you will leave Term GPA, Credit and Credit Type blank. Checking Post-only Grading Task will prevent assignments from being added to the this grading task in the gradebook.

270311 Algebra II

Course Sections **Grading Tasks** Standards Categories Grade Calc Options Course Rules

Save Delete Add Copy

Grading Task Editor							
Grading Task	Credit Group	Credit Type	Score Group	Credit	Term GPA	Post-only	
Term Grade	HS CREDITS	MATHEMATICS	ECHS NUMERIC		1.000		
Final Exam	HS CREDITS	MATHEMATICS	ECHS NUMERIC		1.000		
EOC Assessment			ECHS NUMERIC				
Final Grade			ECHS NUMERIC				

Course Grading Task Detail

Grading Task
Final Grade

*Score Group
ECHS NUMERIC

Term GPA Credit Credit Type

Credit Overflow Override

Term Mask Term 1 Term 2 Term 3 Term 4

Active Mask Term 1 Term 2 Term 3 Term 4

Post-only Grading Task

Calculating the final grade

Path: Grading & Standards > Auto Grade

When all grades have been entered in the last term, the Auto Grade Wizard can be used to calculate the Yearly Average.

- Select Final Grade
- Select the appropriate Score group
- Click Auto Grade Students.

Data Standard - Grades

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