

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

Alternative Grading Methods

**Selected Student in Campus Instruction
Grading by Student
Grading by Task**



Tanya Fluke
Division of Technical Schools & Federal Programs
Office of Career and Technical Education
Tanya.Fluke@education.ky.gov
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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.

6. All grading tasks/standards will be displayed by default. Grading tasks/standards displayed may be filtered as needed by selecting Filter.

Term Section Student

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"/>	<input type="text" value="D-"/>

7. Enter the appropriate score/percent/grade.
8. Enter any applicable comments pertaining to the entered score/percent/grade. Comments will be displayed on the student's report card.

The screenshot shows a web-based interface for selecting canned comments. At the top, it says 'Canned Comments' and 'Add report card comment(s) for 1 / Term Grade'. Below this, there is a section titled 'Canned Comments' with a 'Selection Method' label. Under 'Selection Method', there is a text input field labeled 'Enter Code(s):' followed by an 'Add' button. Below the input field, there is a list of 18 comment options, each with a checkbox and a description. The comments are: 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, and 102: Well organized. At the bottom right of the interface, there are 'Save' and 'Cancel' buttons.

- 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 percentages for a student in the selected course section.

The screenshot shows the 'Grading By Student' interface for the course '0003-1 Skills Seminar A I'. The left sidebar contains a navigation menu with categories like Student Information, Instruction, Census, Behavior, Health, Attendance, and Scheduling. Under Scheduling, the 'Courses' section is expanded, showing options like Add Course, Schedule Wizard, Fill Counselor, Fill Teams, Request Wizard, Roster Copy, and Schedule Gap Filler. The main content area shows the course title and teacher information. Below this, there are tabs for Section, Staff History, Roster, Attendance, Grading By Task, and Grading By Student. The 'Grading By Student' tab is active, displaying a 'Save' button and a dropdown menu for 'Student, Frasier'. A table with columns 'Task', 'Percent Score', and 'Comments' is shown. The 'Exam' task is selected, with a score of 90 and a grade of A- for Term Q2. A comment 'Is polite/considerate. Shows effort.' is entered. Below this, there are sections for 'Mid Quarter' and 'Term Q4' with scores and grades.

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 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 the course '0003-1 Skills Seminar A I'. The left sidebar is the same as in the previous screenshot. The main content area shows the course title and teacher information. Below this, there are tabs for Section, Staff History, Roster, Attendance, Grading By Task, Grading By Student, and Roster. The 'Grading By Task' tab is active, displaying a 'Save' button and a dropdown menu for 'Q4 - Quarter'. A table with columns 'Task', 'Percent', 'Score', and 'Comments' is shown. The 'Q4 - Quarter' task is selected, with a score of 90 and a grade of A- for Term Q4. A comment 'Is polite/considerate. Shows effort.' is entered. Below this, there are sections for 'Mid Quarter' and 'Term Q1' with scores and grades. At the bottom, there is a section for 'Fill Grades' with a table showing student names, drop dates, and IDs, along with input fields for Percent, Score, and Comments. The table lists three students: Cody (Drop: 09/13/2013, #123456), Maren (Drop: 08/29/2013, #234567), and Dean (Drop: 08/29/2013, #345678).