



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 [KTS Grading Tasks Setup Guide](#).

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

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

Save
Copy

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 Term All Task All

Term	Schedule	Standard/Grading Task	Composite	Rollup	Calculation									
Q1	Main	CTE Term Grade	<input type="checkbox"/>	<input type="checkbox"/>	Type In Progress Grade									
					*Grading Scale CTE Grading Scale ⓘ									
					<input type="checkbox"/> Weight Categories <input type="checkbox"/> Use Score's % Value <input type="checkbox"/> Limit Assignments to Last <input type="checkbox"/> Cumulative Grading Starting in 									
Q1	Main	CTE Final Grade	<input type="checkbox"/>	<input type="checkbox"/>	Type In Progress Grade									
					*Grading Scale CTE Grading Scale ⓘ									
					<input type="checkbox"/> Weight Categories <input type="checkbox"/> Use Score's % Value <input type="checkbox"/> Limit Assignments to Last <input type="checkbox"/> Cumulative Grading Starting in 									
Q2	Main	CTE Term Grade	<input type="checkbox"/>	<input type="checkbox"/>	Type In Progress Grade									
					*Grading Scale CTE Grading Scale ⓘ									
					<input type="checkbox"/> Weight Categories <input type="checkbox"/> Use Score's % Value <input type="checkbox"/> Limit Assignments to Last <input type="checkbox"/> Cumulative Grading Starting in 									
Q2	Main	CTE Final Grade	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Type In Progress Grade									
					*Grading Scale CTE Grading Scale ⓘ									
					<table border="1" style="width: 100%; border-collapse: collapse; font-size: 0.7em;"> <thead> <tr style="background-color: #f2f2f2;"> <th>*Child Task/Standard</th> <th>*Weight</th> <th>Effective %</th> </tr> </thead> <tbody> <tr> <td>✕ Q1 CTE Term Grade</td> <td>50.0000</td> <td>50.00</td> </tr> <tr> <td>✕ Q2 CTE Term Grade</td> <td>50.0000</td> <td>50.00</td> </tr> </tbody> </table>	*Child Task/Standard	*Weight	Effective %	✕ Q1 CTE Term Grade	50.0000	50.00	✕ Q2 CTE Term Grade	50.0000	50.00
*Child Task/Standard	*Weight	Effective %												
✕ Q1 CTE Term Grade	50.0000	50.00												
✕ Q2 CTE Term Grade	50.0000	50.00												
					Add <input type="checkbox"/> Lock Section Composites									

➤ 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 Term Task

Fill Calculation Type

*Grading Scale
 ⓘ

Weight Categories

Use Score's % Value

Limit Assignments to Last

Cumulative Grading Starting in

➤ 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.

Q2 Main CTE Final Grade Type

*Grading Scale
 ⓘ

*Child Task/Standard	*Weight	Effective %
✕ <input type="text" value="Q1 CTE Term Grade"/>	<input type="text" value="50.0000"/>	50.00
✕ <input type="text" value="Q2 CTE Term Grade"/>	<input type="text" value="50.0000"/>	50.00

Lock Section Composites

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

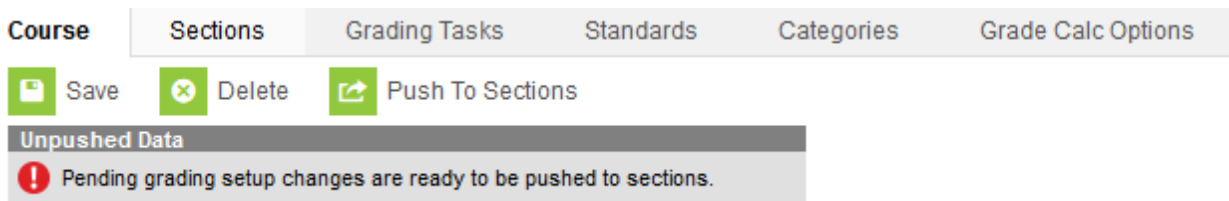
This feature is not utilized in the Kentucky Tech Systems Infinite Campus database.

➤ 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.

Unpushed Data
! Pending grading setup changes are ready to be pushed to sections.

Course Information
CourseID 25048 Course Master Linked

*Number 060112 *Name Digital L

Subject
State Code 060112 Departm
Schedule Load Priority Max Stu 25
GPA Weight 1 Bonus P
Type
Difficulty Level

Home room Allow student requests Allow teacher requests/recommendations Hide Standards On Portal Repeatable Attenda

Course data to be pushed:

- Categories
- Composite Grades
- Grade Calc Options

Selected course data will be pushed to the following sections:

060112 Digital Literacy

14) Childress, Shelia Kaye

This process may take several minutes.

Push Cancel