

KTS Data Exchange

ATC Teacher Grade Posting Troubleshooting Guide

The teacher has tried everything they know. You have tried everything you know. Teacher Grades are not posting to the Grade Book! Principals, use this Teacher Grade Posting Troubleshooting Guide as a tool to locate and correct the issue BEFORE submitting a support request to KDE.

1. COURSE > GRADING TASKS TAB

- a. Make sure the grading tasks are set up correctly at the course level
- b. Reference the [KTS Grading Task Setup](#) document, located on the KTS Data Exchange [webpage](#)
- c. Open each Grading Task (i.e. CTE Term Grade, CTE Final Grade, CTE Final Exam (if applicable)), and check the following:
 - i. Fields that must be complete for the below Grading Task:
 1. CTE Term Grade
 - a. CTE Numeric Score Group Selected
 - b. Term Mask – A checkmark represents the term(s) in which the course met. In other words, how often does/did the course meet throughout the year? Check as many Term Masks as needed
 - c. Active Mask – Indicates the task is open for grade posting. Only ONE Active Mask should be marked at a time in order for the grade sync to be successful
 2. CTE Final Grade
 - a. CTE Numeric Score Group Selected
 - b. You MUST add a Credit value into the Credit field. If a credit value is not indicated transcript records will not post
 - c. You MUST select a Credit Type from the dropdown box. If a credit type is not indicated transcript records will not post
 - d. Term Mask – A checkmark represents the term(s) in which the course is awarding a final grade and credit for the class.
 - e. Active Mask – Indicates the task is open for grade posting. Only ONE Active Mask should be marked at a time in order for the grade sync to be successful
 3. CTE Final Exam (if applicable)
 - a. If your school does not calculate a final exam grade into the CTE Final Grade, then you do not need to use this grading task.
 - b. If your school DOES calculate a final exam grade into the CTE Final Grade, then you must make sure it is set up
 - c. CTE Numeric Score Group Selected
 - d. Term Mask – A checkmark represents the term(s) in which you would like a final exam score to calculate with the CTE Final Grade
 - e. Active Mask – Indicates the task is open for grade posting. Only ONE Active Mask should be marked at a time in order for the grade sync to be successful

- d. Do not use any other grading tasks for CTE courses besides the three that are listed above
- e. If you notice multiple of the same grading task showing for a course, contact KTS Support immediately

2. COURSE > GRADE CALC OPTIONS TAB

- a. Make sure calculation options and composites are set up correctly at the course level
- b. Reference the [KTS Grade Calc Options](#) document, located on the KTS Data Exchange [webpage](#)
- c. Click on the Fill Options button (top left corner, under the Save button)
 - i. For the dropdown under Fill Calculation Type, select "In Progress"
 - ii. For the *Grading Scale" dropdown, select CTE Grading Scale
 - iii. Click OK
- d. Locate the CTE Final Grade for your end of year term (i.e. Q4 CTE Final Grade)
 - i. Check the box under the Composite column next to the above described CTE Final Grade grading task.
 - ii. This will populate an area to select Child Tasks and indicate a Weight for those.
 - 1. Weights should always equal to 100%
 - 2. Child Task and Weight Setup Examples:
 - a. If your Q4 CTE Final Grade is compiled of a composite of Q3 CTE Term, Q4 CTE Term and Q4 CTE Final Exam, you would set the Composite up as follows:
 - i. Child Task: Q3 CTE Term Grade, Weight: 40.000
 - ii. Child Task: Q4 CTE Term Grade, Weight: 40.000
 - iii. Child Task: Q4 CTE Final Exam, Weight: 20.000
 - b. If your Q4 CTE Final Grade is compiled of a composite of Q1 CTE Term, Q2 CTE Term, Q3 CTE Term and Q4 CTE Term, you would set the Composite up as follows:
 - i. Child Task: Q1 CTE Term Grade, Weight 25.000
 - ii. Child Task: Q2 CTE Term Grade, Weight: 25.000
 - iii. Child Task: Q3 CTE Term Grade, Weight: 25.000
 - iv. Child Task: Q4 CTE Term Grade, Weight: 25.000
 - c. If your Q4 CTE Final Grade is compiled of a composite of Q3 CTE Term and Q4 CTE Term, you would set the Composite up as follows:
 - i. Child Task: Q3 CTE Term Grade, Weight: 50.000
 - ii. Child Task: Q4 CTE Term Grade, Weight: 50.000
 - d. If your Q4 CTE Final Grade is compiled of a composite of only the Q4 CTE Term Grade, you would set the Composite up as follows:
 - i. Child Task: Q4 CTE Term Grade, Weight: 100.000
 - iii. Be sure to Save the Grade Calc Options record when finished with your modifications

3. PUSH TO SECTIONS

- a. At the top of the Course tab, select the Push to Sections button
- b. A pop-up box will populate providing notification of the course data that will be pushed, and a list of the sections in which the data will be pushed. Click the Push button on this pop-up notification

4. CAMPUS INSTRUCTION > GRADE BOOK > SETTINGS

- a. When course level modifications have been made to grade calculations and composites, this sometimes calls for a “refresh” of the teacher’s Grade Book. You will know a “refresh” is needed if the teacher is not able to post grades even after verifying steps 1-3 above. You will also know a “refresh” is needed if you do not see any In Progress or Posted grades calculating and populating in those Grade Book columns.
- b. In Campus Instruction > Grade Book, select Grade Book on the left side of Campus Instruction
- c. Select the correct Term and Section from the dropdown boxes at the top of the Grade Book screen
- d. Select Settings to open the settings toggle
- e. Select the Grade Calc Options link, under the Grade Book Setup heading
- f. Click on the Fill Options button (top left corner, under the Save button)
 - i. For the dropdown under Fill Calculation Type, select “In Progress”
 - ii. For the *Grading Scale” dropdown, select CTE Grading Scale
 - iii. Click OK
- g. You should now notice grades calculating and populating in the In Progress column of the Grade Book. Click the red POST button at the top of the In Progress column, then click SAVE

5. CAMPUS INSTRUCTION > ASSIGNMENT OVERVIEW

- a. Verify that all assignments have been attached to the CTE Term Grade grading task
 - i. Select Assignment Overview on the left side of Campus Instruction
 - ii. Make sure the correct Term and Section from the dropdown boxes at the top of the Grade Book screen are selected
 1. This view gives you a visual of all categories and assignments attached to the course/section
 2. All assignments should be attached to the CTE Term Grade grading task. The only exception will be if a CTE Final Exam grade is calculated into the CTE Final Grade composite, then only in this case would one assignment be added to the CTE Final Exam grading task to house the final exam score
 3. Categories and Assignments should NEVER be attached to the CTE Final Grade grading task

6. CONTACT KTS SUPPORT AFTER FOLLOWING STEPS 1-5

- a. If the “refresh” (# 4) and verification of assignment location (# 5) still does not allow you to post grades, contact KTS Support with the following information:
 - i. Course/Section number
 - ii. Teacher Name

- iii. The grading task you are trying to post to
- b. Email requests for assistance to ktssupport@education.ky.gov

Please remember:

- It is difficult to troubleshoot without details. Please be sure to include examples if available. (i.e. course numbers, SSID numbers of specific students to assist with troubleshooting, screen shots)
- Be careful not to include a student's name, social security number or date of birth in a screen shot. This is FERPA violation.