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

Alternative Grading Methods

Selected Student in Campus Instruction
Grading by Student
Grading by Task



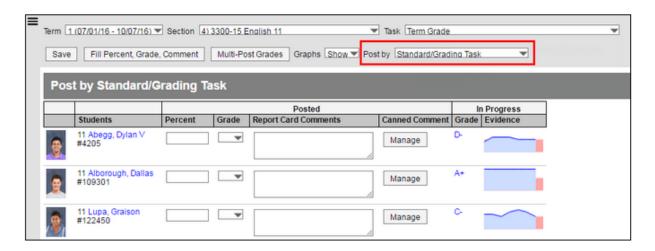
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June 2019

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

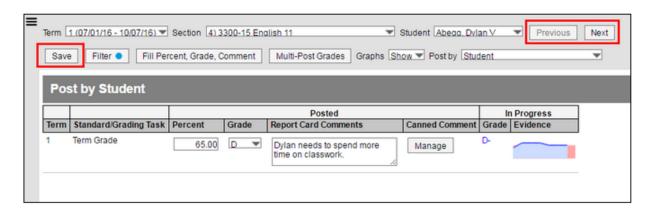
The Post Grades tool is used to enter or update scores and percentages for Grading Tasks, with comments, and post those grades to students' official documents. <u>Teachers should use this feature if a student drops a course or moves, but they still earned a grade for the course.</u>



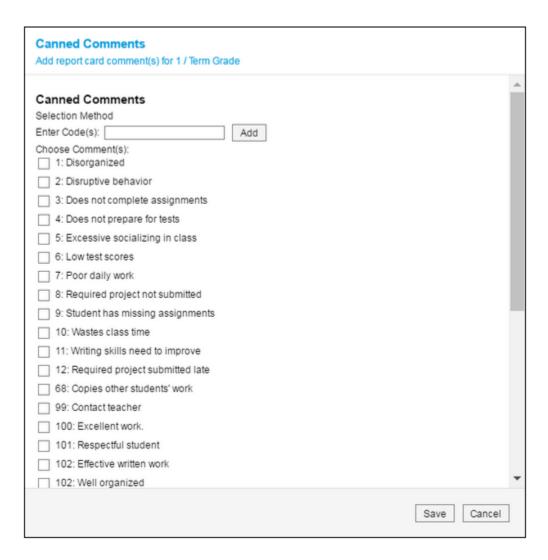
- 1. Select the term for which the grade needs to be posted.
- 2. Select the section for which the student is on the roster.
- 3. Select Student in the Post by dropdown list
- 4. Select the student that needs grades entered/edited in the Student dropdown list.
- 5. To assign the same percent and/or comment(s) to multiple tasks and/or standards, select Fill Percent, Grade, Comment.



- 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.
- 7. Enter the appropriate score/percent/grade.

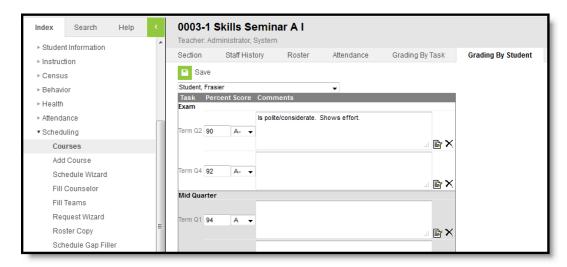


- 8. Enter any applicable comments pertaining to the entered score/percent/grade. Comments will be displayed on the student's report card.
 - Enter the code(s) for the comments to be selected in the field and click ADD.
 - Comments may also be selected by marking the checkbox in front of the applicable 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 <u>and</u> percentages for a student in the selected course section.



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 <u>and</u> 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.

