



MT 3000 Grading Setup

August 2009

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GRADING SET UP

OVERVIEW

The Grading & Standards area of Campus provides one point of entry for the grading and curriculum used in a district. Campus supports both traditional grading systems (such as quarter and semester grades) and standards-based grading. This lesson will provide an overview of the setup needed for a traditional grading system using a set of marks given for a generic grading task.

OBJECTIVES

At the conclusion of this lesson, learners will be able to:

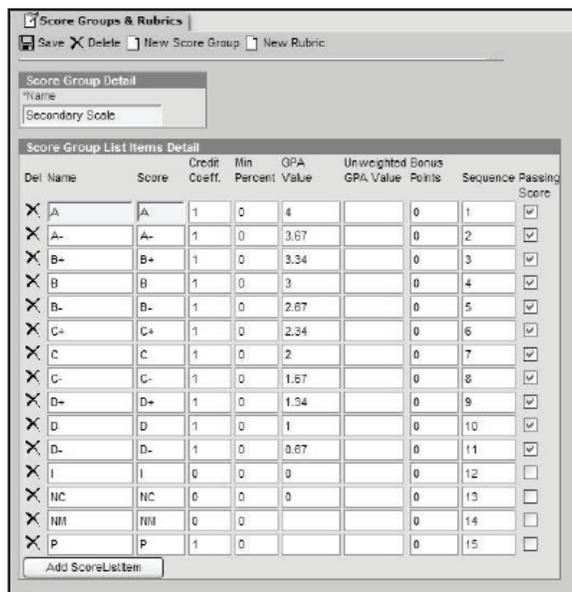
- Create score groups to be used in traditional grading.
- Create grading tasks as needed.
- Create Credit Groups.
- Link Credit Groups to a school.

SCORE GROUPS

A score group may be thought of as the set of marks that parents would encounter for a particular grading task on a report card. As an example, a high school that uses A-F +/- system will have a score group that lists each step (including steps for A- and B+ if such grades are used) of a grading scale, plus any marks that the teacher may use in place of an A through F, such as a NC (no credit) I (incomplete) WF (Withdrawal Fail), etc. Score groups are used to calculate credit(s) earned and GPA.

Creating a Score Group

1. Select Score Groups & Rubrics from the Grading & Standards module.
2. Select New.
3. Enter a meaningful name for the Score Group such as Secondary Scale, AP Scores or pass/fail.
4. In the Score List Items Detail box, type in a score. A score is the grade that a student may receive, such as A, B, C, D or F.
5. The name is a place for a description of the score.
6. The Credit Coefficient column serves as a multiplier for the number of credits a student receives for passing a course. A "1" placed in this column indicates the student will receive one times the number of credits that course is worth. A zero in this column would multiply 0 times the number of credits the student should receive for passing



Del Name	Score	Credit Coeff.	Min	GPA Percent	Value	Unweighted Bonus GPA Value	Points	Sequence	Passing Score
X A	A	1	0	4		0	1		<input checked="" type="checkbox"/>
X A-	A-	1	0	3.67		0	2		<input checked="" type="checkbox"/>
X B+	B+	1	0	3.34		0	3		<input checked="" type="checkbox"/>
X B	B	1	0	3		0	4		<input checked="" type="checkbox"/>
X B-	B-	1	0	2.67		0	5		<input checked="" type="checkbox"/>
X C+	C+	1	0	2.34		0	6		<input checked="" type="checkbox"/>
X C	C	1	0	2		0	7		<input checked="" type="checkbox"/>
X C-	C-	1	0	1.67		0	8		<input checked="" type="checkbox"/>
X D+	D+	1	0	1.34		0	9		<input checked="" type="checkbox"/>
X D	D	1	0	1		0	10		<input checked="" type="checkbox"/>
X D-	D-	1	0	0.67		0	11		<input checked="" type="checkbox"/>
X I	I	0	0	0		0	12		<input type="checkbox"/>
X NC	NC	0	0	0		0	13		<input type="checkbox"/>
X NI	NI	0	0			0	14		<input type="checkbox"/>
X P	P	1	0			0	15		<input type="checkbox"/>

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a course, resulting in no credit being given.

7. The Minimum Percentage column is used in conjunction with an automatic composite grading tool called Auto Grade, which averages two posted grading tasks to calculate a third grading task. If this tool will not be used, the minimum percent may be left blank.
8. The next two columns serve to correlate a GPA value to a specific score. If a student earns an A, the GPA value might be 4.0, 4.5 or 5.0. Enter the GPA that corresponds to each score in your score group.
9. If your school utilizes a weighted GPA scale such as a 5.0 scale, enter the corresponding "unweighted GPA" next to the weighted GPA in the "unweighted GPA" column. If your school does not operate on a weighted scale, leave the Unweighted GPA value column blank.
10. If your school awards GPA Bonus Points for certain scores, enter the bonus point amount in the bonus point column which corresponds to each score. If no bonus points are awarded, leave this column blank.



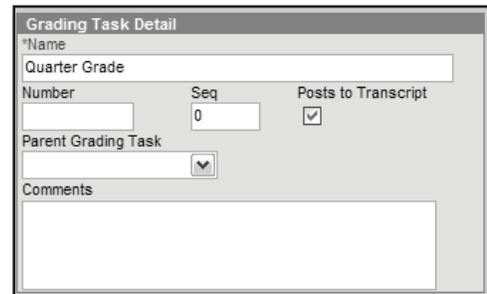
The Score Group will contain a list of possible scores and GPA values that can be awarded to students in a particular course, so it may be necessary to create several score groups for your school.

GRADING TASKS

Grading Tasks are items to which instructors will post grades to for report cards, transcripts, midterms, and/or eligibility reports. Examples of grading task include quarter grade, mid-term progress grade and semester grade. If your school is on trimester terms, your grading tasks might be trimester grade or final grade.

Creating Grading Tasks

1. Select the Grading Tasks tool under the grading and standards module.
2. Click New.
3. Type in the name of the grading task, such as Quarter Grade or Trimester Grade.
4. If this grading task is to post to a transcript, check the Post to Transcript box. An example of a task that might post to transcript would be a semester grade or a final grade. If quarter grades post to transcript in your school, select Posts to Transcript on the quarter grade. An elementary school might not have transcripts, and may therefore leave this checkbox blank.
5. Click Save when finished.



GPA Formula in Campus

$$\frac{\text{Sum}(\text{GPA Values} * \text{GPA Weights})}{\text{Sum}(\text{GPA Weights})} = \text{GPA}$$

The GPA calculation in Campus uses the value defined on the Score Group and multiplies it by the GPA weight defined for the course. In the case of a Cumulative GPA, the sum of all courses on the transcripts is then divided by the sum of the weights to calculate the GPA. Term GPA uses the Term GPA weight defined on a grading task in a course in the same formula.

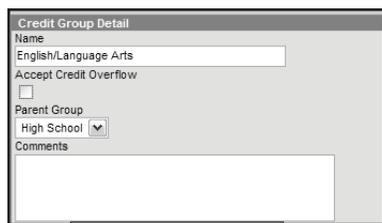
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CREDIT GROUPS

Credit Groups define how credits earned by students are counted on the transcripts. Credits on the transcript will display chronologically, but a summary of their work is available on the transcript showing the number of credits in each category defined in the Credit Group.

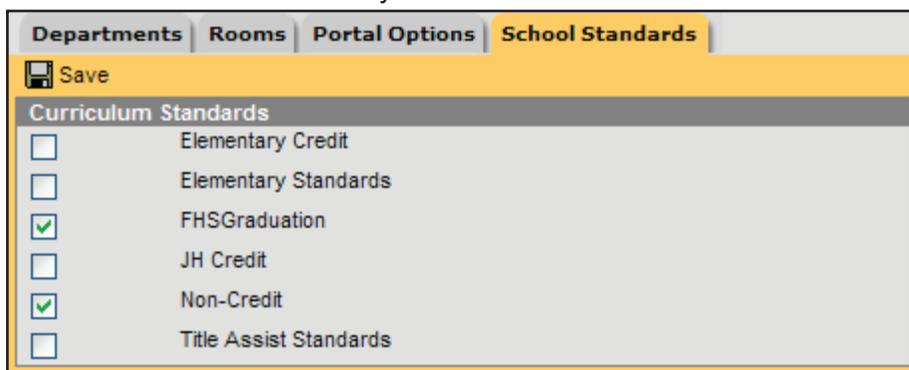
Creating a Credit Group

1. Click New Group.
2. Create the parent group first.
This group will be used to house the actual types of credit. As an example, the parent group may be called "High School Credits."
3. Click Save.
4. Click New Group.
5. Enter the name of the credit area in the name field.
6. Select the parent group in the Parent Group dropdown list.
7. Click Save when finished.
8. Repeat steps 4 through 7 for each credit group.



Attaching Credit Groups to a School

Once the credit group has been created, the next step is to link it to schools that will be awarding credits according to that system, so that the courses at the school may have credits attached to them.



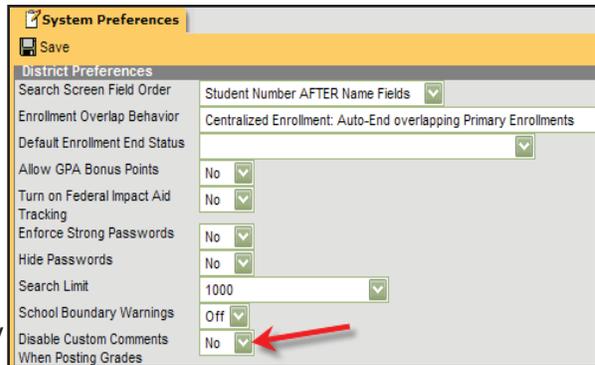
 The standards banks as used in standards-based grading are also selected on the School Standards tab. It is allowable to have multiple items selected on the School Standards tab.

1. Expand System Administration.
2. Expand Resources.
3. Select the school in the school dropdown on the gray header bar.
4. Select Resources > Resources and click the School Standards tab.
5. Select the Standards Banks that will be used at the school.
6. Click Save when finished.
7. Repeat steps 4 through 6 for all schools that offer credits according to that credit organization system.

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Grading Comments

In System Administration > Preferences > System Preferences the system administrator can limit the ability for teachers to enter their own custom comments and only use canned grading comments provided by the district. To turn this ability on select Yes from the



System Preferences	
District Preferences	
Search Screen Field Order	Student Number AFTER Name Fields
Enrollment Overlap Behavior	Centralized Enrollment: Auto-End overlapping Primary Enrollments
Default Enrollment End Status	
Allow GPA Bonus Points	No
Turn on Federal Impact Aid Tracking	No
Enforce Strong Passwords	No
Hide Passwords	No
Search Limit	1000
School Boundary Warnings	Off
Disable Custom Comments When Posting Grades	No

Disable Custom Comments When Posting Grades dropdown list.

In System Administration > Grading & Standards > Grading Comments the system administrator is able to set up canned comments for posting grades for all schools or one school at a time. To do this for all schools select All Schools from the Campus header; otherwise select a specific school.



Grading Comment Detail	
School	Code
District Wide	
Comment	
<div style="border: 1px solid gray; height: 40px;"></div>	

1. Click New.
2. Enter a Code (Teachers will be able to enter the codes instead of select from the comment check boxes if you set this up correctly).
3. Enter the Comment (e.g. Low Test Scores).
4. Click Save.

COURSE SETUP FOR GRADING

OVERVIEW

This lesson will cover the process of defining how a course is graded or scored in terms of traditional grades and standards-based grading.

OBJECTIVES

By the conclusion of this lesson, learners will be able to:

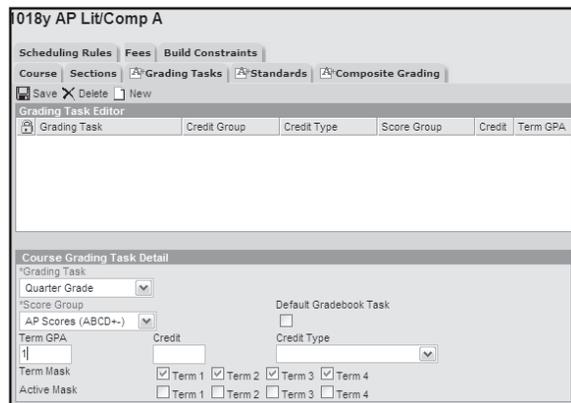
- Define terms associated with course grading.
- Associate grading tasks with a course.
- Align standards with a course for standards-based instruction.
- Create a composite grading task for Auto Grading.

Navigating to a Course

1. Search tab.
2. Search for a course.
3. Enter part of the name or the course number.
4. Select course from Search Results.

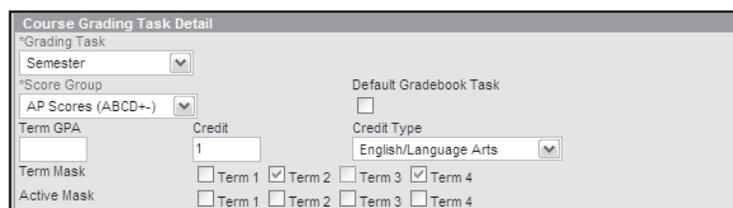
Assigning Grading Tasks to a Course

1. Select the Grading Tasks Tab.
2. Click New.
3. Select the task in the Grading Task dropdown.
4. Select the score group that will be used when teachers submit marks.
5. If the grade will be used in calculating a Term GPA, enter the Term GPA weight.
6. If the grade should be transcribed, enter a credit amount and credit type.
7. Check the term mask boxes for when the grade should be collected from teachers.
8. Select Save.
9. Repeat steps 2 through 8 until the course has all grading tasks it needs.



Three things must be set correctly for a course to appear on a student's transcript.

1. The grading task must be set to "Post to Transcript". This is done in Grading & Standards> Grading Tasks.
2. The course must be marked as transcribed on the course tab.
3. A credit amount and type must be chosen on the grading task detail.



Grading Task-an item that the school is expecting teachers to submit student marks for, such as term grade, semester exam, or weekly eligibility.

Score Group- a list of scores and the GPA values associated with each score. Determines the set of possible values when teachers submit grades.

Default Gradebook Task-this checkbox will cause the teacher gradebook to open to assignments linked to this task automatically.

Term GPA- the grade point average earned by student in a given term. On a course, the Term GPA field is a weight for how much the grade a student earns is worth in the Term GPA calculation.

Term Mask-sets when a grade is to be collected. Terms are based upon the setup of the school's calendar. For example, if a school is a 4-term school, a semester grade would be collected for term 2 and 4, so the term mask would be set to 2 and 4.

Active Mask-when active mask is checked, it allows the teachers to submit grades. If unchecked, the grades cannot be submitted at this time.

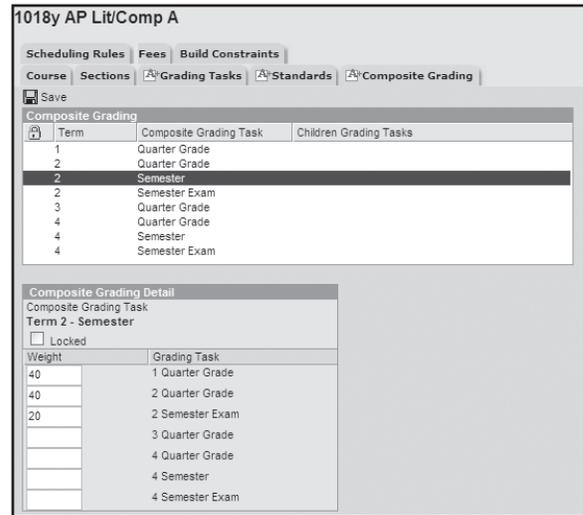
Creating a Composite Grading Relationship

Composite Grading- a way to create a mathematical relationship between grading tasks so a tool called Auto Grade may be used to calculate grades. As an example, a semester grade could be composited from two term grades and a semester exam.



Standards will not be viewable when using the Composite Grading Editor.

1. Select the Composite Grading Tab.
2. Select the composite task (the task that will be the product of other grading tasks calculated together).
3. Enter the weight on the tasks you wish to have added to create the composite task.
4. An identical tool for defining a composite grade exists in the Instruction modules for teachers to define the composite grading setup for their sections. If the composite formula set on the course is district policy, it may be locked by checking the locked box.
5. Select Save when finished.



Term	Composite Grading Task	Children Grading Tasks
1	Quarter Grade	
2	Quarter Grade	
2	Semester	
2	Semester Exam	
3	Quarter Grade	
4	Quarter Grade	
4	Semester	
4	Semester Exam	

Composite Grading Detail	
Composite Grading Task	
Term 2 - Semester	
<input type="checkbox"/> Locked	
Weight	Grading Task
40	1 Quarter Grade
40	2 Quarter Grade
20	2 Semester Exam
	3 Quarter Grade
	4 Quarter Grade
	4 Semester
	4 Semester Exam