

Enter Student Grades for a Grading Task and or Standard

Path: *Campus Instruction > Post Grades*

When the grading window has been opened, the Post Grade tool is used to enter or update scores and percentages for grading tasks, with comments, and post those grades to students' official documents. The tool will display the students' current in progress grade found in the Grade Book in the In Progress Grade column and the sparkline or bar graph representing scores (if selected to be displayed in the Grade Book) in the In Progress Evidence column.

- Select the section for which grades need to be entered.
- Select the appropriate term.
- Select the task to be graded from the Task dropdown list. Students enrolled in the course section will appear - inactive students will be displayed in red. Scores that have already been posted via the Grade Book will appear.

Students	Posted				In Progress	
	Percent	Grade	Report Card Comments	Canned Comment	Grade	Evidence
01 Attig, Niall	<input type="text"/>	<input type="text"/>	<input type="text"/>	Manage	4	
Sub-Standards for Key Ideas and Details						
RL.1.1: Ask and answer questions about key details in literature	<input type="text"/>	<input type="text"/>	<input type="text"/>	Manage	4	
RL.1.2: Retell stories including key details and central message	<input type="text"/>	<input type="text"/>	<input type="text"/>	Manage	3	

When a district uses standards-based grading, the Task editors will automatically display standards in a hierarchical manner. If roll up calculations have been established, the calculation will display on the Parent Standard in the Grade column within the In Progress area. The proficiency estimate will display as a bold link. Clicking this link will identify which child standards contribute to the roll up grade calculation.

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Rollup Detail

The In Progress Grade for **RL.1: Key Ideas and Details** uses the **Mean** of the following standards:

- RL.1.1: Ask and answer questions about key details in literature
- RL.1.2: Retell stories including key details and central message

The above calculation uses the standard's Posted Grade. If none exists, the In Progress Grade will be used instead.

Close







Mass Entering Student Score Information Using Fill Options

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Term 1 (07/01/16 - 10/07/16) Section 4) 3300-15 English 11 Task Term Grade

Save **Fill Percent, Grade, Comment** Multi-Post Grades Graphs Show Post by Standard/Grading Task

Post by Standard/Grading Task

Students	Percent	Grade	Posted			In Progress	
			Report Card Comments	Canned Comment	Grade	Evidence	
 11 Abegg, Dylan V #4205	<input type="text"/>	C+ ▾	<input type="text"/>	Manage	D-		
 11 Alborough, Dallas #109301	<input type="text"/>	A ▾	<input type="text"/>	Manage	A+		
 11 Lupa, Graison #122450	<input type="text"/>	C- ▾	<input type="text"/>	Manage	C-		

1. Select Fill Percent, Grade, Comment.

Fill: Percent, Grade, Comment

Applies the same value to multiple students

Percentage

Grade
B+ ▾

Comment

Students
All ▾

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
- 8: Required project not submitted

2. Enter the data to be mass filled in the appropriate fields - Percent, Grade and/or Comment.
3. Select which students should receive data in the Students dropdown list.
 - All - This will fill the percentage, grade and/or comment fields for all students.
 - Empty - This will fill the percentage, grade and/or comment fields for those students who do not have the selected fields populated.
4. If applicable, select the appropriate school/district wide comment(s) in the Canned Comments list by marking the checkbox or entering the code(s) in the field and clicking Add. Selected comments will be displayed in the Comment field.
5. When finished, click Fill. The student fields will be populated appropriately. Individual student fields may be edited, as needed.



Entering Individual Student Score Information

[Click here to expand...](#)

Term Section Task

Graphs Post by

Post by Standard/Grading Task

Students	Percent	Grade	Posted		In Progress	
			Report Card Comments	Canned Comment	Grade	Evidence
 11 Abegg, Dylan V #4205	<input type="text" value="54.00"/>	<input type="text" value="D"/>	Dylan has appeared distracted and disinterested in class	<input type="button" value="Manage"/>	<input type="text" value="D-"/>	

1. Enter the applicable percent in the Percent Field.
2. Select the score to assign by clicking in the Grade dropdown list.
3. Enter any comments to attach to this score in the Report Card Comments field.