

Scoring Assignments

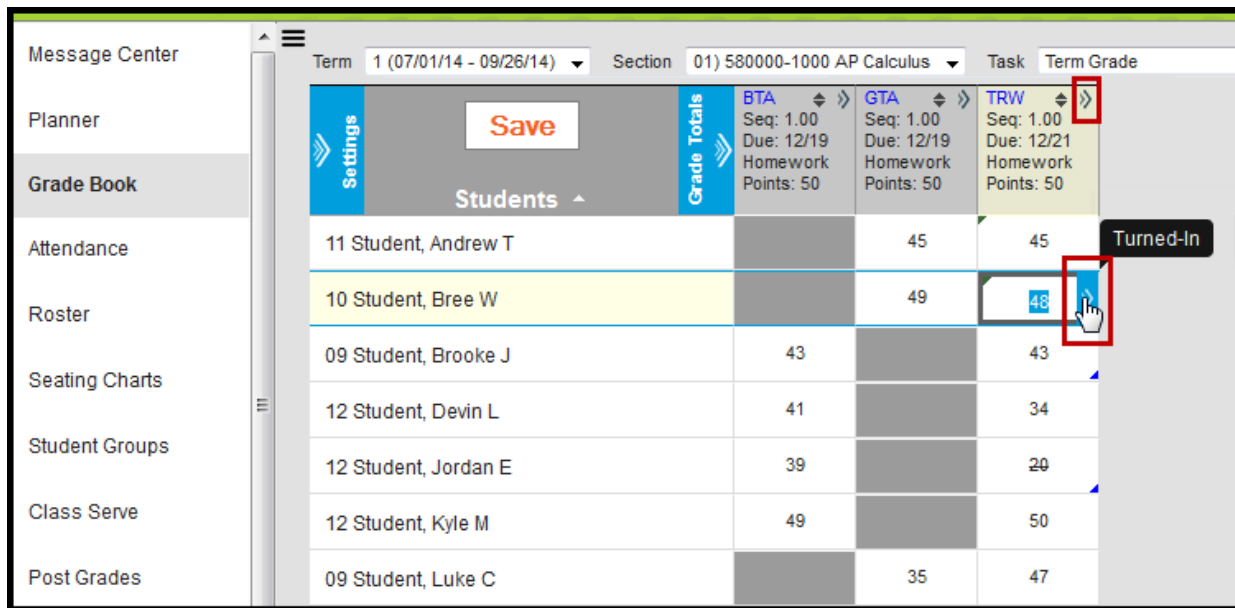
[Score Flags](#) | [Fill Options](#) | [Scoring Multiple Alignments \(Score Editor\)](#)

PATH: *Campus Instruction > Grade Book*

[Assignments](#) are scored in the Grade Book. The view of the Grade Book is based on the Section, Term and Task you've selected in the Campus toolbar.

- The Term you select determines which assignments display in the Grade Book based on the dates of the assignment.
- The Task you select determines which assignments display based on the [Scoring Alignment](#) of the assignment.

Assignments are sorted based on the **Sort By** and **Sort Order** fields in the [Settings](#).



Settings	Save	Grade Totals	BTA Seq: 1.00 Due: 12/19 Homework Points: 50	GTA Seq: 1.00 Due: 12/19 Homework Points: 50	TRW Seq: 1.00 Due: 12/21 Homework Points: 50	Turned-In
Students ^						
11 Student, Andrew T				45	45	
10 Student, Bree W				49	48	
09 Student, Brooke J			43		43	
12 Student, Devin L			41		34	
12 Student, Jordan E			39		20	
12 Student, Kyle M			49		50	
09 Student, Luke C				35	47	

Scoring in the Grade Book

Enter scores for an assignment in the appropriate column, based on the scoring options selected for that assignment, such as points or rubrics. For example, in the image above, the highlighted assignment is aligned to a Grading Task and scored with Points, with 50 points possible. Use the Arrow Keys, Tab and Enter to navigate among the score cells.

The column header includes the abbreviation of the assignment, the Sequence, the Due Date, the Category and the Points Possible. Clicking the abbreviation or **ALT E** opens the assignment editor where you can edit the assignment.

Inactive assignments display with an asterisk. Scores entered for these assignments are not included in grade calculation.

To access additional scoring options, expand the assignment by clicking either the chevron in the top right of the header or in the score grid, or by using the **ALT A** key command.

TRW: Trigonometric Functions Worksheet									Fill Scores/Comments
Seq: 1.00		8	1	0	0	1	0	0	Multi Score
Due: 12/21		T	M	L	I	Ch	X	Dr	Student Submission
Homework									
Points: 50									
45		T	M	L	I	Ch	X	Dr	12/23/2013 13:22
48		T	M	L	I	Ch	X	Dr	
43	Turned-In	T	M	L	I	Ch	X	Dr	
34		T	M	L	I	Ch	X	Dr	
20		T	M	L	I	Ch	X	Dr	
50		T	M	L	I	Ch	X	Dr	

Expanded View of an Assignment

Within this expanded view, you can enter comments for scores, add flags to scores, and apply different scoring options, like filling and multi score.

For information about scoring student submissions, see the [Scoring Student Submissions](#) article.

Score Flags

The following table describes the effect of marking a flag for an assignment:

Abbreviation	Description	Grid Indicator	Additional Logic
T	Turned In	Top left of grid	If you mark an assignment as Turned In and then as Missing, the Turned In flag is removed. Assignments which are enabled for Submission through the Portal are closed for submission when the Turned In flag is marked.
M	Missing	Bottom right of grid	Score appears stricken-through. If you enter score for an assignment marked as Missing, a dialog box appears asking you if the Missing flag should remain. Missing assignments automatically calculate as zero. If you mark an assignment as Missing and then as Turned In, the Missing flag is removed. When calculating a Proficiency Estimate via Mode of 3 or Mode of 5, if any of the 3 or 5 scores are marked as Missing, the Proficiency Estimate will not calculate.

L	Late	Bottom right of grid	N/A
I	Incomplete	Bottom right of grid	When calculating a Proficiency Estimate via Mode of 3 or Mode of 5, if any of the 3 or 5 scores are marked as Incomplete, the Proficiency Estimate will not calculate.
Ch	Cheated	Bottom right of grid	Score appears stricken-through. Scores with the cheated flag automatically calculate as zero. When calculating a Proficiency Estimate via Mode of 3 or Mode of 5, if any of the 3 or 5 scores are marked as Cheated, the Proficiency Estimate will not calculate.
X	Exempt	Grey grid color	Score appears stricken-through. The grid of scores flagged as Exempt appear in grey. When calculating a Proficiency Estimate via Mode of 3 or Mode of 5, if any of the 3 or 5 scores are marked as Exempt, the Proficiency Estimate will not calculate.
Dr	Dropped	Bottom right of grid	Dropped scores are not included in In Progress grade calculations.

If you enter a comment on a score, a red indicator displays in the top right corner of the score grid. Hovering over the score displays the comment.

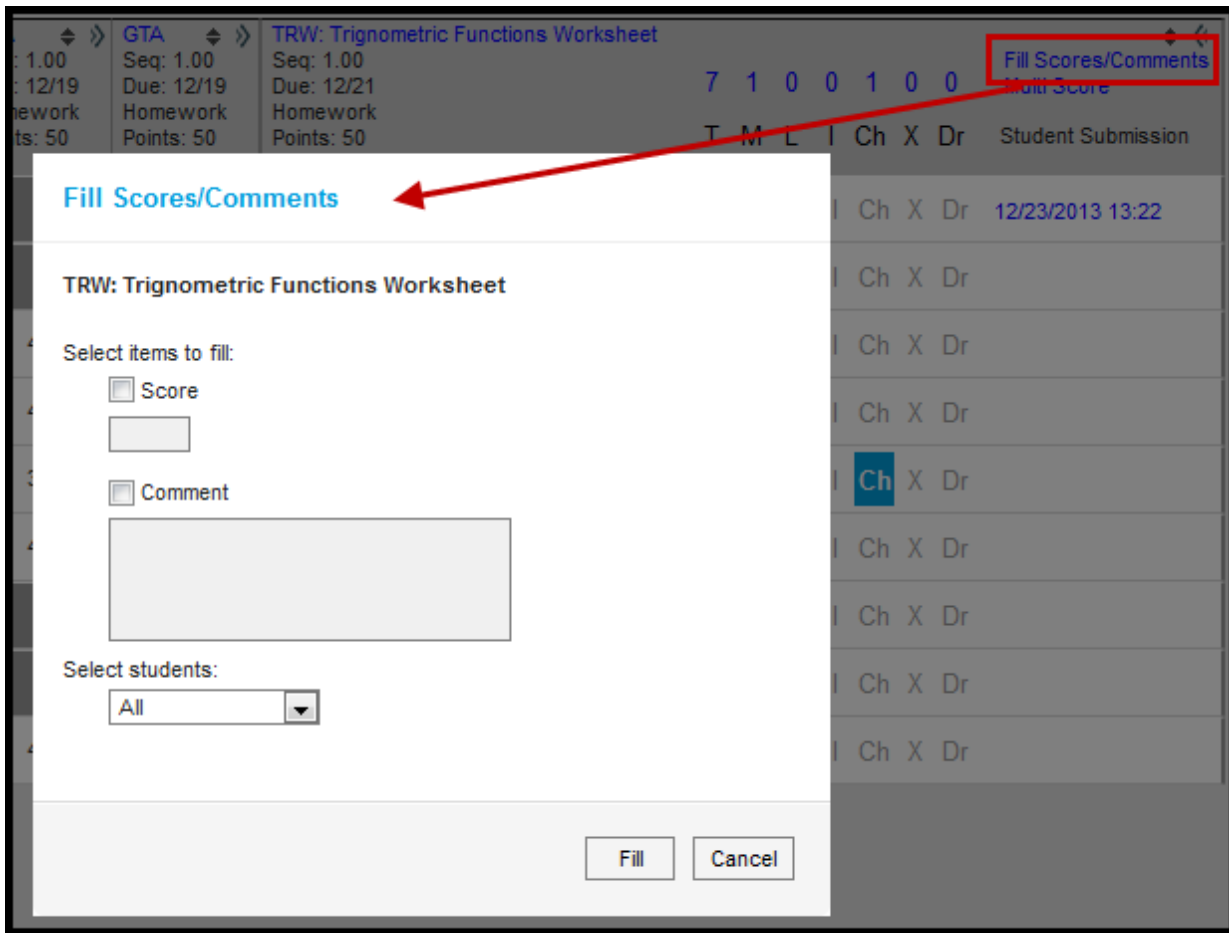
Typing the flag Abbreviation into the score grid sets that flag, unless the abbreviation is a valid Assignment Mark or Rubric score. If you clear the abbreviation and move to a different cell, a message appears asking if you want to clear any flags on the score. However, replacing the abbreviation with a score does not remove the flag.

Hovering over the score or selecting a score grid displays any flags on that score, as in the example above where the assignment is marked as Turned In for the student.

Click a flag in the assignment header to mark all assignments with that flag.

Fill Options

Use the fill options for an assignment to save time entering scores or proficiency levels.



Fill Options

Indicate whether you want to fill **Scores** or **Comments** or both using the checkboxes. Enter the score and/or comment to add. Then select which students should be given the score and/or comment. Options are:

- All - adds the score and/or comment to all students for the assignment.
- Empty - adds the score and/or comment to all student who do not already have a score and/or comment.
- Present & Empty - adds the score and/or comment to all students who do not already have a score and/or comment and who are not marked as absent on the assignment due date.

Click **Fill** to fill scores and/or comments.

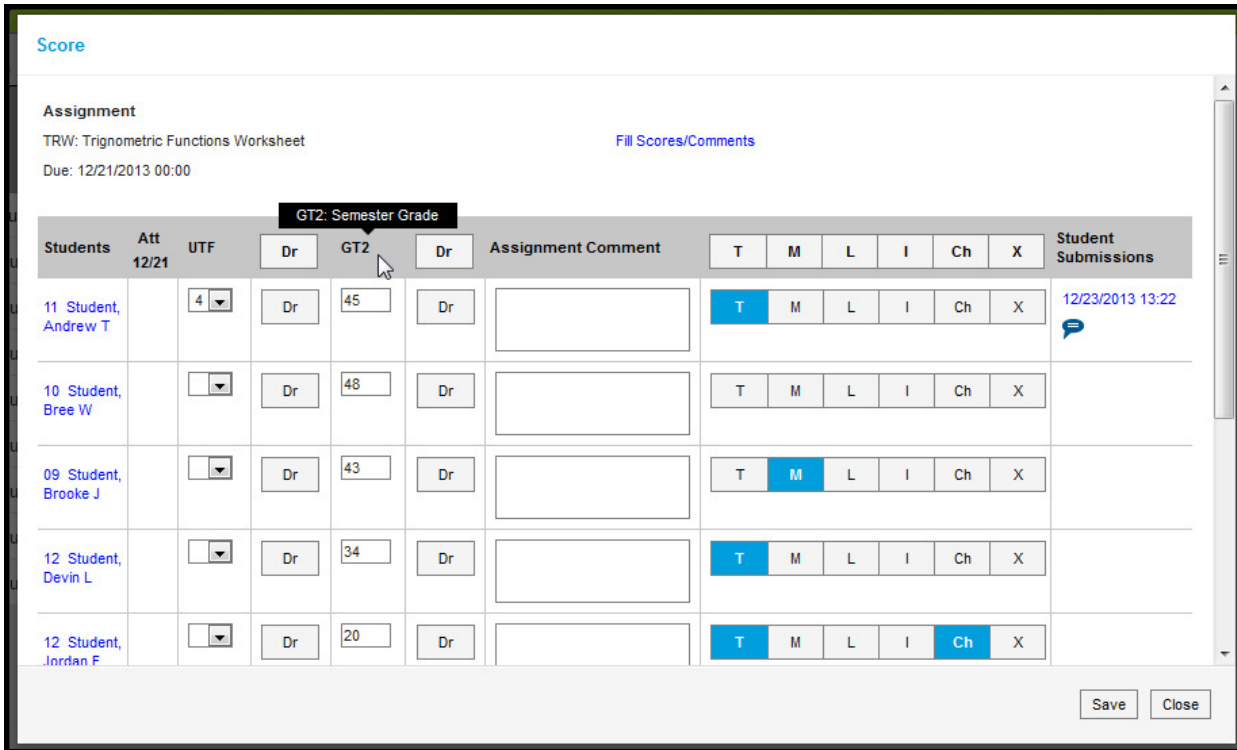
Scoring Multiple Alignments (Score Editor)

Depending on how a district has set up their grading tasks and standards, an assignment may have multiple scoring alignments. In the example below, the assignment is aligned to the Semester grading task (GT2) and the standard Understands Trigonometric Functions (UFT).

Use the **Score** link in the expanded assignment header, or the score button at the bottom of an assignment to score multiple alignments at once.

This scoring option also works for assignments that are not aligned to the Grade Book (and have no scoring

alignments). In this instance, you can enter comments, mark a Status for the assignment (such as missing or turned in) and view student submissions.



Scoring Multiple Alignments at once using Multi Score

Click the student's name to view demographic and contact information. Attendance for the due date reports in the **Att** column.

Hover over the alignments to see the full name.






In the example above, the standard UTF is scored using a Rubric, To score, select the score from the dropdown list of options. In comparison, the grading task GT2 is scored using Points. To score that alignment, enter the points earned.

Enter comments and select [flags](#) for the score. Dropping a score applies to the individual score, while the rest of the flags apply to the assignment as a whole. The same [fill options](#) also appear.

Click **Save** when finished to add scores.

You can also access this screen using the **Score** link in the **Assignment List** accessed through the Grade Book Settings.

Assignment List: 580511-1000 AP Calculus (A)

*GB Seq	Assignment Name	Score	*Assigned
1.00	TRW: Trigonometric Functions Worksheet	Score	11/26/2013 
1.00	TRW2: Trigonometric Functions Worksheet - Try 2	Score	12/03/2013 
1.00	Q1: Quiz 1	Score	12/17/2013 
1.00	CD1: CD Test 1	Score	12/18/2013 
1.00	T1: Test 1	Score	12/18/2013 

Scoring Assignments through the Assignment List