Grade Book Setup – Secondary Teachers
Campus Instruction

1. Make sure you have the "Year" drop-down set to the coming school year
2. Use the app switcher ("rubic's cube") in the upper-right to go to Campus Instruction
3. Go to Grade Book
4. Select the first term from the "Term" drop-down at the top
5. Select your first course from the "Section" drop-down at the top
6. Click on Settings in blue on the left
7. Click Grade Calc Options
    a. Click Continue if prompted
    b. From the "Type" drop-down, select "In Progress Grade"
    c. From the "Grading Scale" drop-down, select the "Pleasant Valley Standard" scale
        i. JH/HS required to use "Pleasant Valley Standard" scale
        (Except for HS Wellness classes, which can use "PVHS Wellness Only")
    d. If you want to weight your categories (e.g. Homework is 80%, Tests are 20% of the grade), check the "Weight categories" box
    e. **DO NOT** USE the "Use score's % value" box
    f. Click the "Show All" button next to Term/Grading Tasks to setup Composite Grading
        i. Scroll down to the Semester task and check the "Composite" check box
        ii. Click the "Add" button, select the Quarter task, and give it a weight
        iii. Click the "Add" button, select the next Quarter task, and give it a weight
        iv. (If applicable) Click the "Add" button and select the Semester Exam task and give it a weight
    g. Save
    h. Repeat for each of your sections (Q1 and Q3)
8. Click on Category Copier if you wish to copy your categories from last year to this year or from one section to another (does not copy individual assignments)
    a. Choose a school year and section to copy from
    b. Choose a section in the current year to copy to
    c. Click Next
    d. Verify that the categories are assigned to the tasks that you want them under (Quarter, Semester Exam, etc)
    e. Click Copy
9. Click on Categories to create new categories or edit existing ones
    a. Click the Add button to create a new Category
        i. Enter a Name
        ii. Enter a Weight
            1. If you chose to weight categories in step 7 above, make sure the weights add up to 100.
        iii. Select from the other optional settings (sequence, exclude from calc, drop lowest score)
        iv. Choose a section(s) to put the category in.
        v. Select the Quarter grading task (unless you are a total points grader at the HS, then choose the Semester grading task).
        vi. Save
        vii. Repeat for each category needed.
            1. Be sure to create a category for your Semester Exam, if you give one, and select the Semester Exam grading task for it.
    b. Repeat for each different course and semester.

10. Use the checkboxes to set your desired Preferences for Grade Book appearance
    a. These auto-save as soon as you check/uncheck them
11. Add Assignments by clicking the "+Add" button at the top of the Grade Book
    (You can also copy assignments forward from a previous year or different section by going through the Grade Book Settings area and clicking on Assignment Copier.)
    a. Give the assignment a Name and Abbreviation
    b. Select the appropriate course(s) to assign it to
    c. Add Assigned/Due Dates
    d. Select a Grading Task to assign it to (Composite Graders will choose Quarter; Total Points Graders will choose Semester)
        i. Choose a Category to place the assignment in
        ii. Enter the Total Points possible for the assignment
    e. Add any desired Information for Students or Enable Student Submission
    f. Click Save
12. When entering scores on an assignment, click the arrows to the right of the assignment name to see scoring options (fill scores, add comments, flags).
13. In the Grade Book, click on the blue arrow next to a student's name to see more demographic information, to enter a student-level comment, and to see a box and whisker chart
14. Click on the blue "Grade Totals" box to hide the In Progress and Posted Grades columns to have more room to enter scores.

Posting Grades

1. Go to Campus Instruction > Grade Book
2. Use the "Task" drop-down to pull up the in-progress grades you want to post
3. Click the orange "Post" button under the In Progress section
4. Select the Term/Task to post to
5. Click OK
6. Click OK
7. The system will automatically take you to the task that you just posted so you can see the grades in the Posted columns
8. Save
9. Repeat for each section

You can still manually change any grades in the Posted columns by clicking on them.
You can add a comment to the report card by typing in the "Rpt Crd Comments" section.