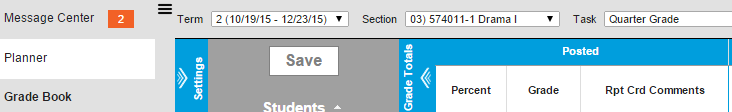
# Weighted Category Gradebook setup 2015 -16 school year

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|  | | | To open Campus Instruction,  1.) click the “***app switcher***”  &  2.) select “***Campus Instruction”*** in the menu that opens: | | |
|  | | | | |
| 3.) Click on ***Grade Book.***  4.) Choose the correct ***Section*** (class) and be sure the ***Task*** is **Q*uarter Grade***  5.) Then click on the expansion arrows entitled ***Settings***: | | | | |
|  | You will get a screen that looks like the one on the left:  6.) Click on “***Categories***” | | | |
|  | | | | 7.) Click on the ***Add*** button. |
|  | | 8.) Fill in the ***Name***,  ***Weight***  (you can use percentages or if  you want quizzes and tests to count 2 times the homework, then just use 1 for homework; 2 for quizzes and tests)  and ***Sequence*** (the order you want  the categories to appear on reports, on the spreadsheet in your gradebook, etc…)  Click the sections you wish to include. | | |
|  | | 9.) Check the box to the right of  ***Term – Quarter Grade***  10.) Click the ***Save*** button  Repeat Steps 7-10 for each of your categories for a particular class that you teach.  You will need to repeat steps 4-10 for each different course you teach. | | |

## Creating a Semester Test Category

1. Click on the “***Settings***” expansion arrows::



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|  | which gives you the dialog box on the left   1. Click on the “Categories” menu   . |
|  | This action will give you a list of the categories that you created for 1st and 2nd or 3rd and 4th quarters   1. Click the “Add” button. |
|  | 1. Create a new Category called   “Semester Test”  Leave the weight and the sequence as is  Under Category Placement   1. . choose all the sections by clicking the box next to Term (or click each box individually)   Scroll down as you need to  Under Grading Task   1. . Click Semester Test 2. . Click the “Save” button   You need to repeat steps 1-6 for each COURSE you teach. (if you want to copy from one course to another, then you should follow steps 27-33) |

# To set the grading scale for all classes, you need to go into each section to do this:

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|  | 1. click on the expansion arrows entitled   ***Settings***: | | |
|  | You will get a screen that looks like the one on the left   1. Click on “***Grade Calc Options***” | | |
|  | | 1. Click “***continue***”   Note - You may only get this screen in your first class. | |
|  | | 1. Click the down arrow below “Fill Calculation Type” 2. Select “In Progress Grade”   This will open up the “Grading Scale” option | |
|  | | | 1. Choose “***Riggs (5 Letters)***”   This action should put those two choices beside  1 Quarter Grade  2 2nd Quarter Mid term  And as you scroll  2 Quarter Grade  2 Semester Grade  2 Semester Test Grade.   1. Click the “***Save***” button. |
|  | | 25.) For a weighted grade book, you also need to check the “Weight Categories” box under the 2 quarter grades for the semester –In this case  1 Quarter Grade &  2 Quarter Grade  2nd semester would be 3 Quarter Grade & 4 Quarter Grade)  REPEAT steps 11-18 for each class / each section both 1st and 2nd semester.  25.) Click the “Save” button | |

If you would like to Copy your categories from the 1st class you set up to a different class, then follow the steps #27 -33

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|  | 27.) click on the expansion arrows entitled  ***Settings***: | | |
|  | You will get a screen that looks like the one on the left:  28.) Click on “***Category Copier***” | | |
|  | | | 29.) On the left find the section that you wish to copy “FROM”  Below the selection you should find the categories listed (Daily Participation, Quizzes / Test, Performances / Readings).  30.) Then find the section you would like to copy “to”….  31.) And click “Next” button |
|  | | 32.) Check that you are copying the categories you would like to the “Quarter Grade”  33.) Click “Copy” Button | |