# 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*** buttonRepeat 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 left1. 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 isUnder Category Placement 1. . choose all the sections by clicking the box next to Term (or click each box individually)

Scroll down as you need toUnder Grading Task1. . 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 left1. 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 beside1 Quarter Grade2 2nd Quarter Mid termAnd as you scroll2 Quarter Grade2 Semester Grade2 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 case1 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 |