
Period Attendance and Grade Book for High School Teachers Agenda:

By the end of today's session, you will receive hands-on practice in:

- ☐ **Adjust Account Settings** (Stepper page # 1)
 - ☐ **Activity 1: Account Settings**
Index > Account Settings
 - ☐ Set up how you would like to see things in Campus Instruction

- ☐ **View Roster and Print Report** (Stepper page # 2 - 5)
 - ☐ **Activity 2: Roster**
Index > Roster
 - ☐ Do any of your student's have a Flag/Health Condition?
 - ☐ Look for a student's emergency contact?
 - ☐ "Print" your class Roster

- ☐ **Take Attendance** (Stepper page # 6 - 7)
 - ☐ **Activity 3: Attendance**
 - ☐ Watch video

- ☐ **Excuse Period Attendance** (Stepper page # 8 - 9)
 - ☐ **Activity 4: Excuse Period Attendance**
 - ☐ Watch video

- ☐ **Create Student Groups** (Stepper page # 10)
 - ☐ **Activity 5: Student Groups**
Index > Student Groups
 - ☐ Create a Student Group for your class

- ☐ **Use features in Grade Book to:**
 - ☐ **Activity 6: Grade Book** (Stepper page # 11)
Index > Grade Book > Settings

☐ Set your Preferences

☐ **Activity 7: Grade Book** (Stepper page # 13 - 14)
Index > Grade Book > +Add
☐ Create an Assignment

☐ **Activity 8: Grade Book** (Stepper page # 15 - 16)
Index > Grade Book
☐ Grade the Assignment
☐ Use the Fill Scores/Comments feature
☐ Use the assignment tags

☐ **Create Section Groups** (Stepper page # 17 - 18)
☐ **Activity 9: Section Groups**
Index > Grade Book > Setting > Section Groups
☐ Create a Section Group

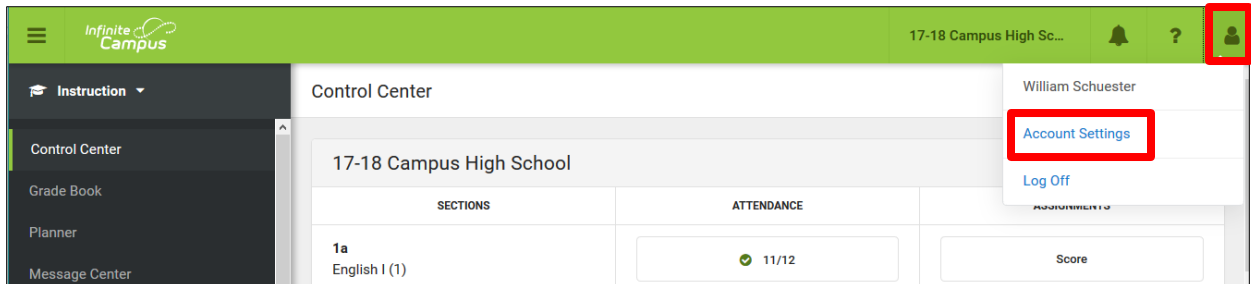
☐ **Planner**
☐ No Activity

☐ **Print Reports**
☐ **Activity 10: Reports**
Index > Reports (Grade Book)
☐ Run a Student Summary Report (Interim Report)
Index > Reports (Roster)
☐ Run a Blank Spreadsheet Report
Index > Reports (Roster)
☐ Run a Roster Label Report

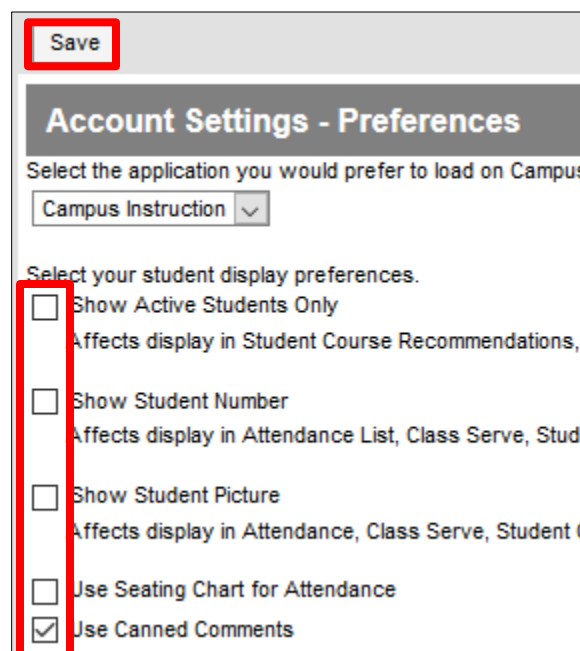
Philadelphia SIS Project – Campus Instruction (HS)

Adjusting Account Settings - Activity 1

1. On the top right-hand side of the screen, click on the person icon, click on **Account Settings**.



2. Once in Account Settings, check the appropriate boxes. Then, click on **Save**.

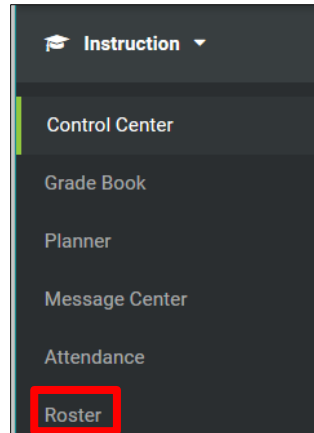


Set Campus Instruction as default if it's not done in your live site

- ☒ Show active students only – otherwise, it defaults to all students including dropped students
- ☒ Show Student Number – otherwise, the student number will not be displayed
- ☒ Show Student Picture – when pictures are available they will display
- ☒ Use Seating Chart for Attendance – only if you want to use this feature
- ☒ Use Canned Comments – Defaulted, otherwise you won't be able to use Canned Comments when Posting is available

Roster - Student Contact Information - Activity 2

1. On the left-hand side of the screen, click on **Roster**.



2. Select the appropriate **Term** and **Section** for the student.

A screenshot of a form with two dropdown menus. The first dropdown is labeled 'Term' and shows '1 (07/03/17 - 10/27/17)'. The second dropdown is labeled 'Section' and shows '1a) 0100G.1Y-1-1 English I'. Below these are four buttons: 'All', 'Active', 'Incoming', and 'Dropped'. The 'Active' button is highlighted with a red box. To the right of these buttons is a 'Report Options' button.

3. Click on the student's name. The contact information will display in a pop-up box.

A screenshot showing a table of 'Active Students (13)'. The table has columns for Name, Gender, Grade, and DOB. The first row is highlighted with a red box. To the right of the table, a pop-up box displays the contact information for the selected student, Ken B. Abbate. The pop-up box is also highlighted with a red box.

Name ▲	Gender	Grade	DOB
Abbate, Ken B	M	09	08/11/2003
Adler, Kyle A	M	09	11/27/2003
Alloway III, Charlie A	M	09	07/28/2003
Amabile, Braylen M	M	09	05/27/2003

Abbate, Ken B

[Student Details - To Student Information](#)

Gender: M

Birth Date: 08/11/2003

Student Number: 681

Nickname:

Grade: 09

Enrollment: 17-18 Campus High School

Contact Information

Email: KAbbate@Kitson.org

Cell Phone: (555)555-1234

Primary Household: Ralls

Note: This can be done anywhere the student's name is a blue hyperlink.

Roster - Accessing Student Information - Activity 2

1. On the left side of the screen, click on **Roster**. Select the appropriate **Term** and **Section** for the student.

The screenshot shows the 'Roster' interface. On the left sidebar, the 'Roster' option is highlighted with a red box. The main area displays filters for 'Term' (1 (07/03/17 - 10/27/17)) and 'Section' (1a) 0100G.1Y-1-1 English I, both highlighted with a red box. Below these filters are buttons for 'All', 'Active', 'Incoming', 'Dropped', and 'Report Options'.

2. Click on the student's name.

Active Students (13)			
	Males: 9	Grade 09: 13	
	Females: 4		
Name ▲	Gender	Grade	DOB
Abbate, Ken B	M	09	08/11/2002
Adler, Kyle A	M	09	11/27/2002
Alloway III, Charlie A	M	09	07/28/2001
Amabile, Braylen M	M	09	05/27/2001

3. On the pop-up box, click **To Student Information**. This will take you to a **Campus Tools** view

Student Details	
Gender:	M
Birth Date:	08/11/2003
Student Number:	681
Nickname:	
Grade:	09
Enrollment:	17-18 Campus High School

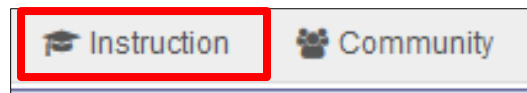
The screenshot shows the 'To Student Information' pop-up box. It displays student details for 'Abbate, Ken B'. The 'Summary' tab is selected, showing 'Person Information' with fields for Name, Nickname, Gender, Race Ethnicity, and State Race/Ethnicity. The 'Print Mailing Label' button is highlighted with a red box. The 'No Image Available' message is also visible.

Getting back to Campus Instruction from Campus Tools

1. On the top right side of the screen, click on the **App Switcher**.

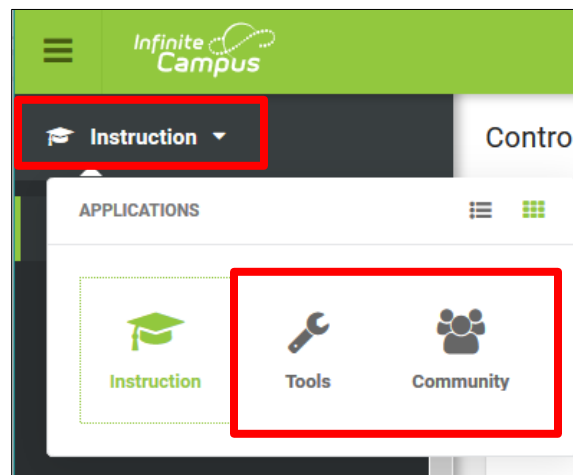


2. Click on Campus Instruction.



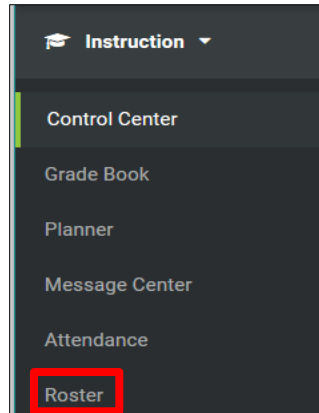
Getting to Campus Tools or Campus Community from Campus Instruction

1. On the left side of the screen, click on the arrow next to **Campus Instruction**. A pop up opens and you can choose which application you want.

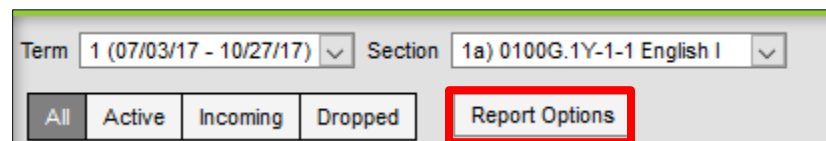


Roster - Printing a Roster Report - Activity 2

1. On the left-hand side of the screen, click on **Roster**.



2. Select **Report Options**.

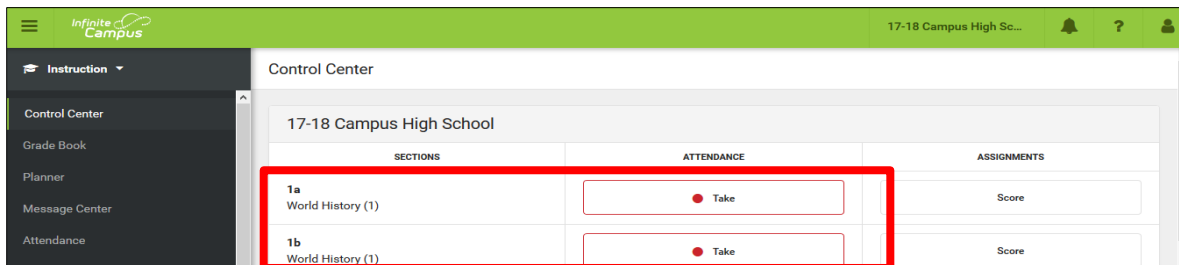


3. Click **Show Guardians**, **Show Flags**, and **Show Health Conditions** as appropriate for an “emergency folder”. Click on **Generate Report**.



Taking Attendance - Activity 3

1. When you log in to Infinite Campus, your middle work area displays the **Control Center**. You will see Attendance for each period you teach, and a red button on **Take**, click on **Take**. Attendance should be taken for each Period you teach.

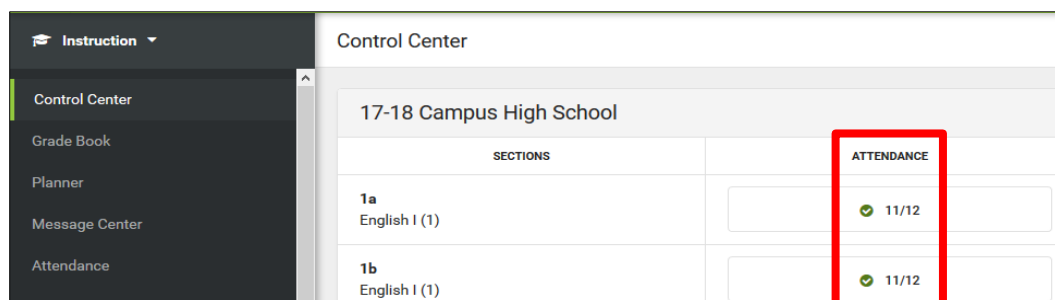


2. A new window opens allowing you to take Attendance. Students attendance will show based on if they swipe in in the morning using ScholarChip, **P** for **Present**, **A** for **Absent** or **T** for **Tardy**. Select the appropriate option during each period. Once Absent or Tardy are selected, the Comments box opens. Click **Save**.

The screenshot shows a form titled 'English I' for taking attendance. It has a table with two columns: STUDENT and STATUS. The STUDENT column lists: Abbate, Elise E (Ellie), Abbate, Ken B, Alloway III, Charlie A, Amabile, Braylen M, Amabile, Daniel F, and Ament, Elke S. The STATUS column has three buttons: P (Present), A (Absent), and T (Tardy). The 'P' button for the first student is highlighted with a red rectangle. At the bottom are 'Save' and 'Close' buttons.

Note: Even if **ALL** students are present a teacher will need to open attendance and click Save. Comments are part of a student's attendance record (not just for the teacher's eyes – only write appropriate comments).

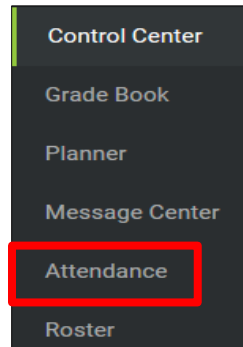
3. Once Attendance is taken, you will see a green check box with the total number present/absent.



Taking Attendance - Activity 3

(2nd option. You would use if you are using a Seating Chart to take attendance or can take as a list.)

1. On the left-hand side of the screen, click on **Attendance**.



2. Students attendance will show based on if they swipe in in the morning using ScholarChip, **P** for **Present**, **A** for **Absent** or **T** for **Tardy**. Select the appropriate option during each period. Once Absent or Tardy are selected, the Comments box opens. Click **Save**.

The screenshot shows the attendance interface for '0100G.1Y-1-1 English I'. It includes a top bar with period tabs (Period 1a - 1b, Period 2 - 2/3, Period 3 - 3/4), a 'Save' button, and an 'Attendance List' link. Below this is a grid of student names and attendance options (P, A, T) for different periods. The 'Save' button and the 'Period 1a' tab are highlighted with red boxes. The grid shows the following data:

Students: 12	Present: 11	Absent: 1	Tardy: 0
Abbate, Ken B	P	A	T
Atkins Jr., Grier A	P	A	T
Ament, Elke S	P	A	T
Amabile, Braylen M	P	A	T

Below the grid is a '1-1 Homeroom' section with a table showing student attendance for Period 1a, Period 2, Period 2/3, and Period 5. The 'Save' button and the 'Period 1a' tab are highlighted with red boxes. The table shows the following data:

Students: 12 ▲	9	1	2	Excuse	Comments
09 Abbate, Ken B	P	A	T		
09 Alloway III, Charlie A	P	A	T		
09 Amabile, Braylen M	P	A	T		
09 Amabile, Daniel F	P	A	T		

Note: Comments are part of a student's attendance record (not just for the teacher's eyes – only write appropriate comments).

Excuse Period Attendance - Activity 4

1. If a student is absent due to an excused reason such as extra-curricular activities or counselor appointments, you will need to excuse the absence. Click on your student's name in either **Attendance** or **Roster**. Click on **To Student Information**.

Name ▲

- Abbate, Ken B
- Adler, Kyle A
- Alloway III, Charlie A
- Amabile, Braylen M

Abbate, Ken B

Student Details **To Student Information**

Gender: M
Birth Date: 08/11/2003
Student Number: 681
Nickname:
Grade: 09
Enrollment: 17-18 Campus High School

2. You are re-directed to Campus Tools, click on the **Attendance** Tab.

Abbate, Ken B

Grade: 09 #681 DOB: 08/11/2003 Gender: M

Summary Schedule **Attendance** Grades Transcript

3. Find the date of the Absence that you are excusing and click on the **A**.

Unknown	Excused	Unexcused	Exempt								
Date	Period										
	1a	1b	2	2/3	3	3/4	4	4/5	5	?	
07/24/2017 Mon B	A	A									
07/20/2017 Thu B	A	A									

4. Mark the Code in the drop down, **12: Authorized School Activities**, Status **Absent**.

Save Documents

Attendance Information

Date: 07/20/2017

Period	Code	Status
1a	12: Authorized School Activities	Absent
1b	12: Authorized School Activities	Absent
2		
2/3		
3		

5. If a student is absent due to illness. You will need to excuse the absence. You will do the same steps as above but you will mark the code in the dropdown, **05: Illness** and you will use the **Fill down** button if the student was absent all day.

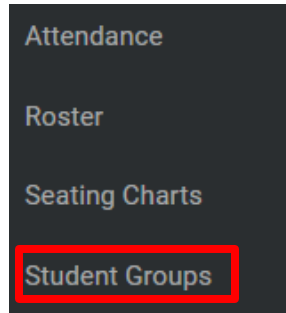
The screenshot shows a web-based form titled "Attendance Information". At the top, there are two buttons: "Save" (with a floppy disk icon) and "Documents" (with a document icon). Below these is a "Date:" field with the value "07/20/2017". The main part of the form is a table with three columns: "Period", "Code", and "Status". There are two rows visible: "1a" and "1b". Both rows have "05: Illness" in the "Code" column and "Absent" in the "Status" column. A red rectangle highlights the "Code" column for both rows. Below the table, there are two buttons: "Fill Down" and "Clear". The "Fill Down" button is highlighted with a red rectangle.

Period	Code	Status
1a	05: Illness	Absent
1b	05: Illness	Absent

Fill Down Clear

Creating Student Groups - Activity 5

4. On the left side of the screen, click on **Student Groups**.



5. Select **New**.

The form shows 'Term' as 'MP4 (03/24/17 - 06/30/17)' and 'Section' as '1a) 1-1 Homeroom'. Below these is a dropdown menu labeled '--- Select a Group ---'. A red box highlights the 'New' button. Below the button is a table with two columns: 'Name' and 'Membership(s)'. The table lists seven students with their IDs and names.

Name	Membership(s)
09 Abbate, Ken B	
09 Adler, Kyle A	
09 Alloway III, Charlie A	
09 Amabile, Braylen M	
09 Amabile, Daniel F	
09 Ament, Elke S	
09 Arnold, Kenneth L	

6. Enter a **Student Group Name**. *This is a required field.* Select the appropriate student name(s) for the group by clicking **Add**. Click **Save**. * Repeat steps for each student group needed.

The form shows 'Term' as 'MP4 (03/24/17 - 06/30/17)' and 'Section' as '1a) 1-1 Homeroom'. Below these are 'Save' and 'Back' buttons. A red box highlights the 'Save' button. Below the buttons is a text input field labeled '*Student Group Name' with the text 'Test Group' entered. To the right of the input field is a checkbox labeled 'Active' which is checked. Below the input field are two tables. The first table is titled 'Student Roster (10 of 13)' and lists four students with 'Add' buttons. The second table is titled 'Student Group Members (3)' and lists three students with 'Remove' buttons.

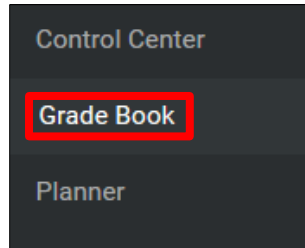
*Student Group Name	
Test Group	<input checked="" type="checkbox"/> Active

Student Roster (10 of 13)	
09 Adler, Kyle A	Add
09 Alloway III, Charlie A	Add
09 Amabile, Braylen M	Add
09 Ament, Elke S	Add
09 Arter, Virgil N	Add

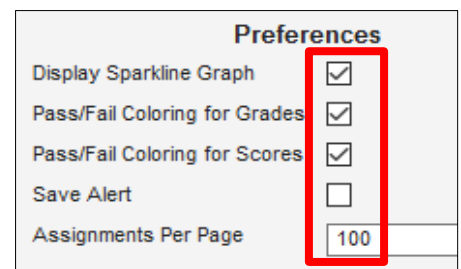
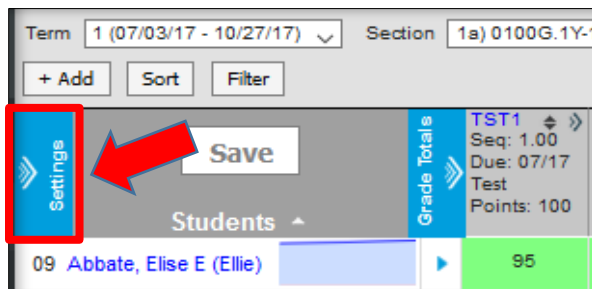
Student Group Members (3)	
09 Arnold, Kenneth L	Remove
09 Amabile, Daniel F	Remove
09 Abbate, Ken B	Remove

Features in Grade Book - Setting Preferences - Activity 6

1. On the left-hand side of the screen, click on **Grade Book**.



2. Once in Grade Book, click on **Settings** to open the Setting tools. Then, choose the **Preferences** you would like to use. This sets what you see in Grade Book. . Options are saved as soon as they are selected.



Features in Grade Book - Other Settings

1. More information about the other options is Setting.

The screenshot shows a web interface for Grade Book settings. It is organized into four main sections: 'Grade Book Setup', 'Grade Book Tools', 'Other', and 'Preferences'. The 'Grade Book Setup' section contains links for Categories, Curriculum List, Filter Defaults, Grade Calc Options, and Section Groups. The 'Grade Book Tools' section contains links for Curriculum Copier, Category Copier, and Multi-Post Grades. The 'Other' section contains links for Help and Web Site Address. The 'Preferences' section contains four settings: 'Display Sparkline Graph' (checked), 'Pass/Fail Coloring for Grades' (checked), 'Pass/Fail Coloring for Scores' (checked), 'Save Alert' (unchecked), and 'Assignments Per Page' (set to 100).

Grade Book Setup	
Categories	
Curriculum List	
Filter Defaults	
Grade Calc Options	
Section Groups	

Grade Book Tools	
Curriculum Copier	
Category Copier	
Multi-Post Grades	

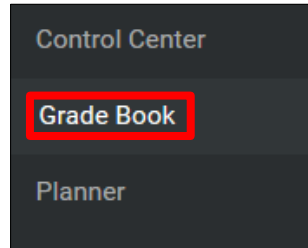
Other	
Help	
Web Site Address	

Preferences	
Display Sparkline Graph	<input checked="" type="checkbox"/>
Pass/Fail Coloring for Grades	<input checked="" type="checkbox"/>
Pass/Fail Coloring for Scores	<input checked="" type="checkbox"/>
Save Alert	<input type="checkbox"/>
Assignments Per Page	100

- **Grade Book Setup**
 - Categories – defined by SDP. Read Only. (e.g. Test/Quiz, Homework, etc.)
 - Curriculum List – list of assignments.
 - Filter Defaults – can filter to show last week, this week, or next week's assignments
 - Grade Calc. Options – defined by SDP. Read Only.
 - Section Groups – can group similar sections together in single Grade Book view.
- **Grade Book Tools**
 - Curriculum Copier – can be used to copy a single assignment or group of assignments from section-to-section
 - Category Copier – can copy existing categories to other sections
 - Multi-Post Grades – can post grades for multiple tasks or standards at the same time. Will only be available when the posting window is open.
- **Other**
 - Help – quick reference for Grade Book
 - Web Site Address – can add a website and it will display in the portal. (e.g. Google Classroom)
- **Preferences**
 - Display Sparkline Graph – displays next to each student's name.
 - Pass/Fail Coloring for Grades – display color for In-Progress Grades and Posted Grades.
 - Pass/Fail Coloring for Scores – display color for individual assignment scores
 - Save Alert – notification after clicking <Save> button
 - Assignments for Page – can set the number of assignments that display

Creating an Assignment - Activity 7

1. On the left-hand side of the screen, click on **Grade Book**.



2. Choose the proper **Term**, **Section**, and **Task** for the Assignment. Then, click on the **+Add** button.

A form with three dropdown menus: 'Term' (MP4 (04/17/17 - 06/16/17)), 'Section' (Class) X0100.1Y-101 Reading 1, and 'Task' (Term Grade). Below these are buttons for '+ Add', 'Sort', and 'Filter'. The '+ Add' button is highlighted with a red rectangle.

3. Fill in the information in red, **Assignment Name**, **Abbreviation** (5 characters), **Assigned**, **Due**, **GB Seq**. The abbreviation will show in your Grade Book. Choose the section that will use this assignment. Choose the **Category** with which the assignment is aligned. Choose the **Grading Task**, enter **Total Points** and **Multiplier**. **Save**.

A form titled 'Assignment Detail' with the following sections:

- *Assignment Name**: A text input field.
- *Abbreviation**: A text input field.
- Delivery View**: A button.
- Scheduling/Grading Alignment**: A table with columns: Section, Portal, *Assigned, *Due, *GB Seq, Student Group. A row is selected for 'Class) X0100.1Y-101 Reading 1' with dates 07/21/2017 and a multiplier of 1.00.
- Add/Remove**: A button.
- *Category**: A dropdown menu set to 'Class Work / Participa'.
- Include in Grade Calculation**: A checked checkbox.
- *Standard/Grading Task**: A dropdown menu set to 'Term Grade'.
- Scoring Type**: A dropdown menu set to 'Points'.
- *Total Points**: A text input field.
- *Multiplier**: A text input field set to 1.
- Add**: A button.
- Buttons at the bottom**: Delete, Print, Copy, New Assignment, Score, Save, Close.

4. If you would like to put an assignment on the Portal. Scroll down and click on the “For Students” arrow to open the options. You can add instructions that will show on the Student Portal. Click **Save**.

The screenshot shows the 'Scheduling/Grading Alignment' form. The 'Section' table lists 'Class) X0100.1Y-101 Reading 1' with terms MP1, MP2, MP3, MP4. The 'Portal' checkbox is checked. The 'Assigned' date is 07/24/2017, and the 'Due' date is 07/24/2017. The 'GB Seq' is 1.00, and the 'Student Group' is 'No Groups'. The 'Category' is 'Class Work / Participat'. The 'Include in Grade Calculation' checkbox is checked. The 'Standard/Grading Task' is 'Term Grade', and the 'Scoring Type' is 'Points'. The 'Total Points' is 1, and the 'Multiplier' is 1. The 'For Students' panel is open, showing a text area for 'Student Instructions' and a toolbar. The 'Save' button is highlighted in red.

Section	Portal	*Assigned	*Due	*GB Seq	Student Group
Class) X0100.1Y-101 Reading 1 Terms: MP1, MP2, MP3, MP4	<input checked="" type="checkbox"/>	07/24/2017	07/24/2017	1.00	No Groups

*Category: Class Work / Participat

Include in Grade Calculation: ☒

*Standard/Grading Task	Scoring Type	*Total Points	*Multiplier
Term Grade	Points	1	1

For Students

Student Instructions

Insert Template

Delete Print Copy New Assignment Score **Save** Close

5. If you would like to put in notes for yourself. Scroll down and click on the Teacher arrow to open the options. Click **Save**.

The screenshot shows the 'Scheduling/Grading Alignment' form. The 'Section' table lists 'Class) X0100.1Y-101 Reading 1' with terms MP1, MP2, MP3, MP4. The 'Portal' checkbox is checked. The 'Assigned' date is 07/24/2017, and the 'Due' date is 07/24/2017. The 'GB Seq' is 1.00, and the 'Student Group' is 'No Groups'. The 'Category' is 'Class Work / Participat'. The 'Include in Grade Calculation' checkbox is checked. The 'Standard/Grading Task' is 'Term Grade', and the 'Scoring Type' is 'Points'. The 'Total Points' is 1, and the 'Multiplier' is 1. The 'For Teachers' panel is open, showing a text area for 'Teacher Notes' and a toolbar. The 'Save' button is highlighted in red.

Section	Portal	*Assigned	*Due	*GB Seq	Student Group
Class) X0100.1Y-101 Reading 1 Terms: MP1, MP2, MP3, MP4	<input checked="" type="checkbox"/>	07/24/2017	07/24/2017	1.00	No Groups

*Category: Class Work / Participat

Include in Grade Calculation: ☒

*Standard/Grading Task	Scoring Type	*Total Points	*Multiplier
Term Grade	Points	1	1

For Teachers

This information is not available to students or parents

Teacher Notes

Insert Template

Delete Print Copy New Assignment Score **Save** Close

Grading an Assignment - Activity 8

1. Grade the Assignment. You can grade straight down like a spreadsheet.

Term: 1 (07/03/17 - 10/27/17) Section: 1a) 0100G.1Y-

+ Add Sort Filter

Settings Save Students Grade Totals

Student	Score
09 Abbate, Elise E (Ellie)	95
09 Abbate, Ken B	75
09 Alloway, Charlie A	85
09 Amabile, Braylen M	
09 Amabile, Daniel F	

2. You can click on the name of the assignment to make changes to the assignment. You can click on the arrows to get more grading options. Such as, **Assignment Tagging** and **Fill Scores/Comments**.

Term: 1 (07/03/17 - 10/27/17) Section: 1a) 0100G.1Y-

+ Add Sort Filter

Settings Save Students Grade Totals

Student	Score	Options
09 Abbate, Elise E (Ellie)	95	T M L I Ch X Dr
09 Abbate, Ken B	75	T M L I Ch X Dr
09 Alloway, Charlie A		T M L I Ch X Dr
09 Amabile, Braylen M		T M L I Ch X Dr
09 Amabile, Daniel F		T M L I Ch X Dr

Assignment Tagging:

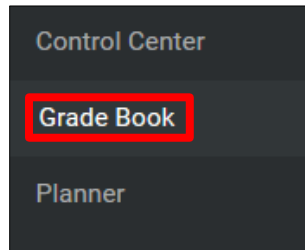
- a. **T** = Turned In acknowledges that the assignment has been received by the teacher but no score has been entered
- b. **M** = Missing indicates that the assignment was not received by the teacher and will calculate as a zero
- c. **L** = Late indicates that the assignment was received after the due date/time and the score may or may not be reflective of this
- d. **I** = Incomplete indicates that the assignment was received but not complete
- e. **Ch** = Cheated indicates that the assignment score will be calculated as a zero
- f. **X** = Exempt indicates that the assignment's score will not affect the student's score calculations
- g. **Dr** = Dropped identifies this assignment as being able to be dropped from the student's grade calculation. Campus will drop the lowest score of all assignments marked as "dropped" within an assignment category
- h. **Comments** can be entered in the empty field; Displays in parent and student portals

The screenshot shows a 'Fill Comments' dialog box. At the top, it says 'Fill Comments' in blue. Below that, it says 'TST1: Test 1'. Under 'Select items to fill:', there are two checkboxes: 'GT1: HS Term Grade' and 'Comment'. The 'Comment' checkbox is selected. Below the checkboxes is a large text area for entering comments. At the bottom, under 'Select students:', there is a dropdown menu with 'Empty' selected. To the right of the dropdown are 'Fill' and 'Cancel' buttons. The 'Fill' button is highlighted with a red box.

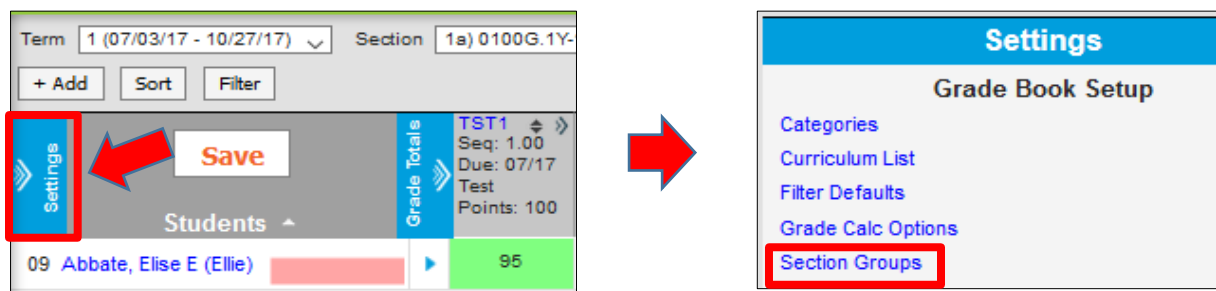
Fill Scores/Comments: If you wanted to add the same score or comments for multiple students. Use this feature.

Creating Section Groups - Activity 9

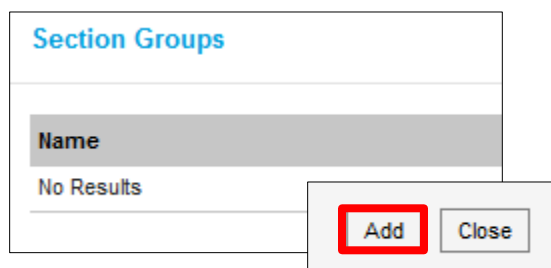
1. On the left-hand side of the screen, click on **Grade Book**.



2. Once in Grade Book, Click on **Settings** to open the Setting tools. Then, click on **Section Groups**.



3. On the screen click **Add**.



4. **Name** the Section Group, Check the Sections you would like to group and color code each section. Click **Save**.

Section Group Detail

*Name

History

The section with the lowest sequence number will be used to set the preferences for the section group.

Active	Name	Terms	Color	Seq
<input type="checkbox"/>	1a) 1-1 Homeroom	MP1, MP2, MP3, MP4		0
<input type="checkbox"/>	2) 2-1 Algebra (A)	MP1, MP2, MP3, MP4		0
<input checked="" type="checkbox"/>	2) 3-1 World History (B)	MP1, MP2, MP3, MP4		0
<input checked="" type="checkbox"/>	2/3) 4-1 American History (A)	MP1, MP2, MP3, MP4		0

Save

Delete

Close

5. To grade by Section Group. Click on the **Section** drop down. Under **Group**, you will see the Section Group you created.

Term MP4 (03/24/17 - 06/30/17)

Section

2) 2-1 Algebra (A)

Task Term Grade

Group

History

Section

1a) 1-1 Homeroom

2) 2-1 Algebra (A)

2) 3-1 World History (B)

2/3) 4-1 American History (A)

2/3) 5-1 American Literature (B)

5) 6-1 Poetry

6. Students will be listed in one view with color coding to differentiate between classes.

09	Aulthouse, Jean E
09	Aushman, Luc...
09	Avant, Ken G
09	Abbate, Ken B
09	Adler, Kyle A
09	Alloway, Charlie A

Addendum – Grading an Assignment

1. To grade an Assignment, you can get to an already created assignment from the **Control Center** by clicking on **Score**.

Control Center		
17-18 Campus Elementary School		
SECTIONS	ATTENDANCE	ASSIGNMENTS
AM Homeroom01	<input type="radio"/> Take	Score
PM Homeroom01	<input type="radio"/> Take	Score
Class Mathematics 1, Reading 1, Social Studies 1		Score (1)

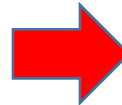
2. A pop up box appears with a list of assignments to score. Click on the Assignment you would like to score. Another pop up box appears with your students and you can score. You cannot fill in comments but you can use Assignment Tagging and Fill Scores. Click **Save**.

Assignments
Term MP1

All Unscored Missing

Reading 1

Test 2 Due: 07/20/2017
13 unscored



Test 2
Reading 1

All Unscored Missing

Fill Scores

☐ Turned In

Score
/100

Asencio, Abram

☐ Turned In

Score
/100

Bacon, Tony R

☐ Turned In

Score
/100

Cantu, Domenica L

☐ Turned In

Score
/100

Save Close