

# MCMS Gradebook Setup

At the beginning of the year complete these tasks in the following order:

[1 - Edit Teacher Preferences](#)

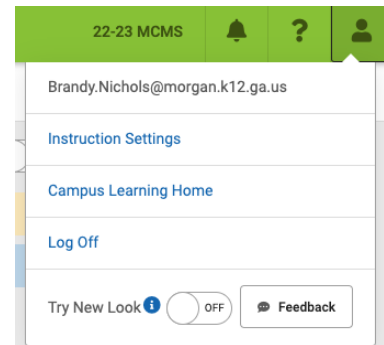
[2 -Grade Calculation Options](#)

[3 - Edit Categories](#)

[4 - Enter Assignments](#)

## 1-Edit Teacher Preferences

- Enter into the **Campus Instruction** section
- In the top right, click on person icon followed by **Instruction Settings**
- Make your preferred selections



Preferences

Password Reset

Save

**Account Settings**

Select the application you would prefer to load on Campus log in.

Campus Tools

Select your student display preferences.

☐ Show Active Students Only  
Affects display in Student Course Recommendations, Course Requests, Grade Book, Lockers, Post Grades, Standardized Test, Student Groups

☐ Show Student Number  
Affects display in Attendance, Class Serve, Student Course Recommendations, Course Requests, Lockers, Post Grades, Roster, Standardized Test, Student Summary, Student Groups

☐ Show Student Picture  
Affects display in Attendance, Class Serve, Student Course Recommendations, Course Requests, Grade Book, Lockers, Post Grades, Roster, Seating Charts, Standardized Test, Student Summary, Student Groups

☐ Use Seating Chart for Attendance

## 2-Grade Calc Options

All Grading Calc Options have been set to the following at the Master level. If you have any questions, please put in a Helpdesk Ticket.

Type

In Progress Grade

\*Grading Scale

Numeric

☒ Weight Categories

☐ Use Score's % Value

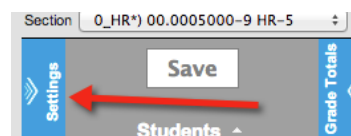
☐ Limit Assignments to Last

☐ Cumulative Grading Starting in

## 3-Edit Categories

Categories (Groups) are the headers that assignments are organized under in the gradebook.

- Under Campus Tools click on the **Gradebook**.
- Click on the Blue **Settings** tab to expand it.
- Click on **Categories**.
- Click on the Add button at the bottom right.



- Select All Sections, Name your Category, and apply a weight.
- Select **Save**
- **Repeat** these steps to include the categories you wish. (See below for example)
- **Close**

Sections

2) 27.9210002-1 6th Math Collab ▼

Name	Weight	Sequence	Exclude From Calculation	Drop Lowest (%)
Summative Assessments	45.000	1	<input type="checkbox"/>	<input type="checkbox"/>
Formative Assessments	35.000	2	<input type="checkbox"/>	<input type="checkbox"/>
Daily Grades	20.000	3	<input type="checkbox"/>	<input type="checkbox"/>

# Your Gradebook is Ready!

Once you have set GradeCalc Options and created categories, your Gradebook is ready to use. Follow directions below to create assignments.

**4-Create Assignment** This may differ slightly for ELT and Connections Courses that will create in all Terms depending on grade level. Reach out to Instructional Tech if you would like a one-on-one tutorial.

- Under Campus Tools click on the Gradebook.
- Select your Section
- Click on the **+ Add** button in the top right next to the Task drop down.

Items in red are required.

**Name** – The assignment name may include up to 50 characters and is seen on reports and in Portal.

**Abbreviation** – may include up to 5 characters and is seen in the gradebook.

**Section** – Assignments can be placed in more than one section. Click the **Add/Remove** to add the assignment to multiple sections

**Category**-Where the assignment will be placed. (ex. Test, Quiz, Formative...)

**Assigned Date**- Current date is entered by default, but can be changed.

**Due** – Current date is entered by default, but can be changed.

**Seq** – assignment sequence in gradebook

**Total Pts** – enter total points for assignment.

**Multiplier** – assignments can be counted more than once.













- Click on Save.
- Close

## Edit Assignments

- Under Campus Tools click on the Gradebook.
- Click on the Blue Settings tab to expand it.
- Click on Curriculum List

### Curriculum List: 26.0120044-1 Acc. Biology 1

Drafts (0)  Term  Filter

Name	Draft	Score	Portal <input checked="" type="checkbox"/>	*Assigned ▲	*Due	*GB Seq
 <a href="#">LSC: Lab Safety Contract</a>		<a href="#">Score</a>	✓	08/02/2017	08/08/2017	1.00
 <a href="#">MML: Metric Measurement Lab</a>		<a href="#">Score</a>	✓	08/04/2017	08/07/2017	1.00
 <a href="#">ISLRG: 1-3 Studying Life Reading Guide</a>		<a href="#">Score</a>	✓	08/08/2017	08/10/2017	1.00
 <a href="#">MCD: Microscope Coloring Diagram</a>		<a href="#">Score</a>	✓	08/09/2017	08/11/2017	1.00
 <a href="#">MLCQ: Microscope Lab Conclusion Questions in GC</a>		<a href="#">Score</a>	✓	08/11/2017	08/14/2017	1.00
 <a href="#">ML: Microscope Lab</a>		<a href="#">Score</a>	✓	08/11/2017	08/14/2017	1.00
 <a href="#">C15.1: Chapter 15 Section 1 Reading Guide - GC</a>		<a href="#">Score</a>	✓	08/16/2017	08/18/2017	1.00
 <a href="#">15-3: 15-3 Darwin Presents His Case</a>		<a href="#">Score</a>	✓	08/22/2017	08/23/2017	1.00
 <a href="#">C1T: Chapter 1 &amp; 15 &amp; Lab Safety TEST</a>		<a href="#">Score</a>	✓	08/25/2017	08/25/2017	1.00
 <a href="#">18.2R: 18-2 &amp; 18-3 Reading Guide</a>		<a href="#">Score</a>	✓	08/29/2017	09/01/2017	1.00
 <a href="#">CCL: Classification/Cladogram Lab</a>		<a href="#">Score</a>	✓	08/30/2017	08/31/2017	1.00
 <a href="#">C18Q: Chapter 18 Quiz - Classification</a>		<a href="#">Score</a>	✓	09/01/2017	09/01/2017	1.00

New Assignment

Save

Close

The main screen allows to view the following information for assignments:

- **Active** or **Hidden** in Portal

- **Assigned Date**

- **Due Date**

- **Sequence**

Click the blue assignment link name to edit other details of the assignment.