



## JCampus – Processing 2<sup>nd</sup> Nine Weeks Grades

2019-20

Teacher Edition

**Consult with your school principal on your deadline to complete entering all second nine weeks marking period student assignment grades and comments in your Grades.**

You must be in compliance with JPS policies as it relates to the minimum number of grades required for each course you teach.

At 9:00 a.m. on Wednesday, January 8, Data Management will lock access to your Grades for the second nine weeks marking period to preserve the integrity of the assignment records. After 9:00 a.m. on Wednesday, January 8, you will no longer have the ability to enter grades and comments in your Grades for the second nine weeks marking period.

Students must have a grade for each assignment. Do not leave blanks in your Grades. Use an "I" for missed work (averaged as a 50) or an "E" for exempt or excused work (not averaged).

Comments you selected for the second nine weeks interim reports remain in your Grades and must be updated to reflect the current nine weeks grading averages.

- To change an old comment, click on the old comment and select the replacement comment on the right.
- To delete an old comment, click on the old comment and click on the blank space above comment number 101.
- To make a new comment, click on an empty box to the right of the student's name and click on the appropriate comment on the right.

Between Saturday, December 21 and 9:00 a.m. on Wednesday, January 8, you will have Grades access to both your second and third nine weeks courses. During this time, use caution in entering your nine weeks assignments and grades into the *correct nine weeks marking period*.

## Middle School Exams

Exams count as 25% of the second of nine weeks grade.

Exam Grades must be entered as follows:

1. In Grades, select the appropriate "Course" and "Marking Period: 2<sup>nd</sup> Nine Weeks."
2. Click "New."
3. For the "Assignment Title" type "Nine Weeks Exam."
4. For the "Category" select "Exams."
5. Complete the remaining fields as you normally would for an assignment.
6. Click "Save."
7. Enter student grades.
8. Click "Save."

EXCEPTION:

- High school courses (English I, Algebra I) will not have a separate exam category until the fourth nine weeks marking period. Enter exam grades as a "Major Assessment" and title "Exam." Your exam will carry the same weight as your other major assessments.

## High School Exams

Exams count as 25% of the final grade. The final grade will average as 37.5% of the first nine weeks grade (letter grade), 37.5% of the second nine weeks grade (letter grade), and 25% of the exam grade (letter grade) for semester schools. The exam grade will appear on the report cards.

Exam grades must be entered as follows:

1. In Gradebook, select the appropriate "Course."
2. Select the "Marking Period" titled "**2nd Sem Exam.**"
3. Click "Assignment."
4. Click "New."
5. For the "Assignment Title" type "Semester Exam."
6. Note: There is no need to select "Category."
7. Complete the remaining information as you normally would for an assignment.
8. Click "Save."
9. Enter student grades.
10. Click "Save."

EXCEPTIONS:

- Riverdale High will enter exam grades as a "Major Assessment." Exam grades will not appear on report cards.
- All Schools: ½ unit courses will enter exam grades as a "Major Assessment." Exam grades will not appear on report cards.