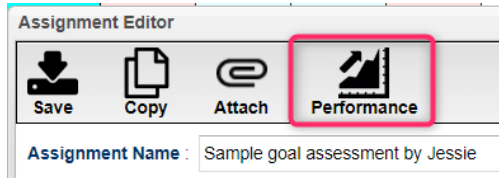
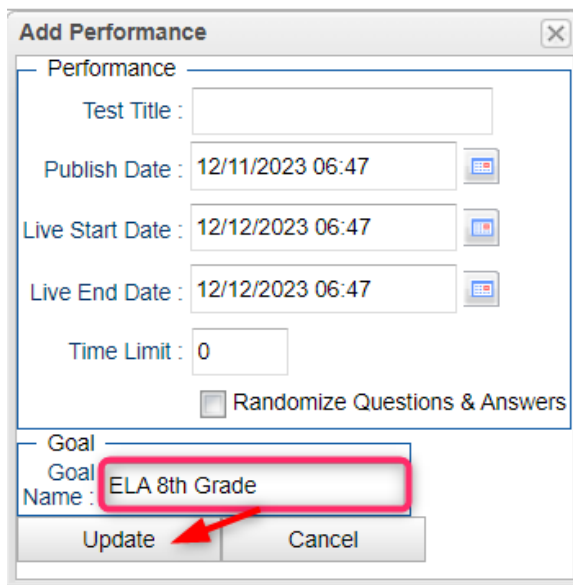


Entering Goals Related Assessments in JCampus Gradebook

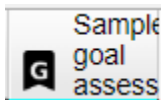
1. Go to Classroom, select a course, then a marking period as normal.
2. Click “**Assignments**”, then “**New**” as normal.
3. Enter the **Assignment Name**.
4. Click on the “**Performance**” icon.



- a. Click in the “**Goal Name**” cell.
- b. Select the **Student “Goal”** that matches the course.
- c. Click “**Add**”



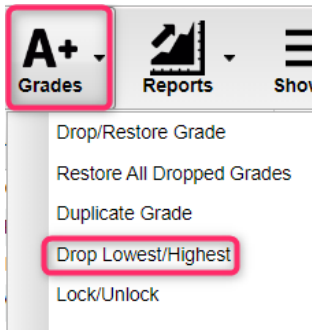
5. You are now back on the Assignment creation screen. Click “**SAVE**” to create the assignment.
6. You will notice the column created now has “**G**” (for goal) label on it.



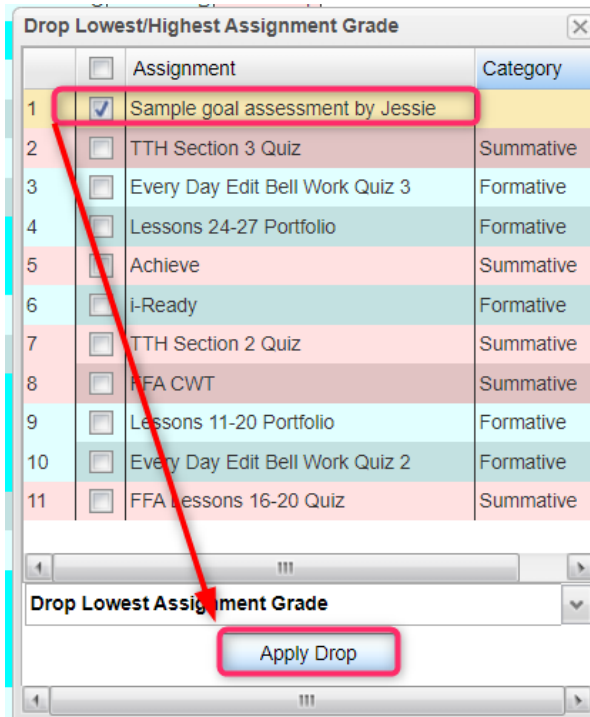
7. Enter the results as letter grades per normal, then save when done.
 - A = Advanced
 - B = Mastery
 - C = Basic
 - D = Approaching Basic
 - F = Unsatisfactory

8. Remove the assignment from grade calculations and Student Progress Center:

- a. Click **Grades** icon. Click **“Drop Lowest / Highest”**.



- b. Select the assessment assignment created, then click **“Apply Drop”**.



- c. The assignments will be “grayed” out.
- i. These will not be part of the average for the grading period.
 - ii. These will not show on the student progress center.

9. **Entering results for students after initial assignment creation:**

- a. Click in the cell of the student and enter the letter grade.
- b. Repeat steps in #8 above to drop this newly entered grade from being averaged in.

10. **Editing grades previously entered:**

- a. Click on any cell of a dropped grade in the assignment.
- b. Click Grades, then “Restore” all Dropped Grades.
- c. The grayed out grades will be regular black editable cells.
- d. Make adjustments, then put back to “dropped” by doing step #8.