How to enter grades for Virtual Classes

Make sure you are using **CAMPUS TOOLS** Click on the **SEARCH** tab Select **COURSE/SECTION** Click **ADVANCED SEARCH** In the DEPARTMENT drop down box select **VIRTUALS** Click **SEARCH**

	Campus Search
	Search for a record being tracked in Campus by using You may search school-wide.
Course/Section	Curriculum Search
Search Course/Section Go Advanced Search	Course #
	Department VIRTUALS

Select the **appropriate class** Click on the section taught by **COMPUTER** Click on the GRADING BY TASK TAB Select the correct **Task (QTR2 for the second nine weeks)** The roster will appear for that class

Enter the appropriate Percent/Score and comments if needed

Click SAVE

Index Search Help < JC131B-1 JC-Eng 9 (Virtual) Teacher: COMPUTER		
Course/Section V	Roster Grading By Task Grading By Student	
Search Course/Section Go	Save	
Advanced Search	QTR1 - Quarter	
Search Results: 83 Courses	Fill Grades Task Percent Score Comments	
JC101A JC-Eng 6 Part 1	QTR1 - Quarter V	
► JC131A JC-Eng 9 (Virtual)	Select items to fill: Percent Score Comments Fill Empty Fill All	
▼ JC131B JC-Eng 9 (Virtual) 1) COMPUTER	Name Percent Score Comments	
2) Hamill, Lynne J 2) Rolton, Barry J	10 Celico, Giana R // // // // // // // // // // // // /	() } ×
► JC141A JC-Eng 10 (Virtual)	11 Claytor Jr, Dwayne A #145632	
▶ JC141B JC-Eng 10 (Virtual) ▶ JC151A JC-Eng 11 (Virtual)	09 Frank, Dana M // // // // // // // // // // // // /	() ₽×
► JC151B JC-Eng 11 (Virtual) ► JC161A JC-Eng 12 (Virtual)	10 Rainey, Ayub Y #148226	 () ⊵ ×
► JC161B JC-Eng 12 (Virtual)		× _