

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.

Curriculum Search

Course #
Course Name
Section #
Teacher Last Name
Room #
Term
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**

JC131B-1 JC-Eng 9 (Virtual)
Teacher: COMPUTER

Roster **Grading By Task** Grading By Student

QTR1 - Quarter

Fill Grades

| Task | Percent | Score | Comments |
|--|----------------------|----------------------|----------------------|
| QTR1 - Quarter <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Select items to fill: Percent Score Comments

| Name | Percent | Score | Comments |
|----------------------------|----------------------|----------------------|----------------------|
| 1) COMPUTER | | | |
| 2) Hamill, Lynne J | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 3) Bolton, Barry J | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| JC141A JC-Eng 10 (Virtual) | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| JC141B JC-Eng 10 (Virtual) | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| JC151A JC-Eng 11 (Virtual) | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| JC151B JC-Eng 11 (Virtual) | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| JC161A JC-Eng 12 (Virtual) | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| JC161B JC-Eng 12 (Virtual) | <input type="text"/> | <input type="text"/> | <input type="text"/> |