

Grade Level Definitions

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Definitions

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The Grade Level Definitions editor displays the Code, Name, Description, NCES Grade, PESC Grade and Sequence mapped to each grade level. By mapping these values to each grade level, Campus is able to ensure grade levels are correctly and consistently reported and calculated throughout the product.

Grade level definitions are not added by users; instead, the grade levels are imported as part of the original creation of a district's or state's site.

District Edition: Modifications can be made to the PESC Grade selection for any grade. PESC Grade levels are controlled by a locked attribute in the attribute/dictionary. This also applies to state-linked district edition installations.

State Edition: Modifications can be made to the PESC Grade selection for any grade. PESC Grade levels are controlled by a locked attribute in the attribute/dictionary. State Edition users may edit the **Description**, **NCES Grade**, **PESC Grade** and **Sequence** values of each grade level definition. Anytime edits are made to grade level definitions, updated values should be published down to districts to ensure they are reporting grade levels accurately.

Product Information > Grade Level Definitions > NW GradeLvIDefinitions.png

Grade Level Definitions

Grade Level Definitions Editor

The following table defines each available field:

Field	Description
Code <i>Required</i>	A unique identifying code assigned to each grade level.
Name Required	The name of the grade. Often this is a two alphanumeric character name which appears in reports and other relevant areas.
Description	A description of the grade.



Field	Description
NCES Grade	The National Center for Education Statistics (NCES) grade level mapped to the grade. This value is used for properly reporting grade levels within state and federal reports and calculations.
PESC Grade	Maps the grade to the PESC grade value needed when submitting PESC XML files for eTranscripts.
Sequence	Determines the order in which the grade appears within dropdown lists and other editors throughout Campus.
Active	Indicates whether the State Grade Level is active.

Update a PESC Grade

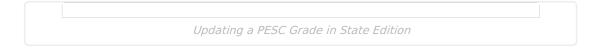
District Edition

- 1. Select the grade level to update from the **Grade Level Definitions** editor.
- 2. Select the desired grade level from the **PESC Grade** dropdown.
- 3. Click the **Update PESC Grade** icon when finished to save the modification.



State Edition

- 1. Select the grade level to update from the **Grade Level Definitions** editor.
- 2. Update the **Description** field.
- 3. Select the **NCES Grade** from the dropdown list.
- 4. Select the desired grade level from the **PESC Grade** dropdown.
- 5. Enter a **Sequence** value for the grade level.
- 6. Click the **Save** icon when finished to save the modification.
- 7. Use the **Publish All** icon to push the grade level changes to the districts. See the Publish Grade Level Definitions from State to District for more information.



Publish Grade Level Definitions from State to District

Any time grade level definition values are edited and saved at the State level, updated values should be pushed down to DIS-linked districts. To publish updated grade level definitions values, select the **Publish All** button. When doing this, grade levels cannot be selected from the Grade Levels Definitions editor.



