Campus Instruction Grade Book and Post Grades (Texas)

Last Modified on 10/22/2022 10:38 am CDT

Grade Book | Post Grades

Grade Book

PATH: *Campus Instruction > Grade Book*

Classic View: Campus Instruction > Grade Book

Grade Book fields that are specific to the state of Texas are described below. For all other inquiries, please visit the Grade Book Articles section below.

			Posted				In Progress	
Settings Save Students ▲	**Grade Totals**	Percent	Grade	Fill Rpt Crd Comments	Pass/Fail Indicator Code		Percent ⇕	Post Grade
09 Anderson, V	▶		96		CC	01:Course was passed and credit was received		
09 Bach, L	▶		74		CC	01:Course was passed and credit was received		
09 Benjamin, M	▶		40		CC	02:Course failed no credit received/first occurrence		
09 Booth, JM	▶		94		CC	01:Course was passed and credit was received		
09 Charles, C	▶		86		CC	01:Course was passed and credit was received		

Grade Book Editor

Grade Book Articles

See the following articles to for more information on how to use the Grade Book.

- Creating Assignments
- Scoring Assignments in the Grade Book
- Posting Grades through the Grade Book

Pass/Fail Indicator Code

The Pass/Fail Indicator Code is used to indicate the outcome for a course taken by a particular student.

Pass/Fail Indicator Code Default Settings

Students enrolled in courses that are marked as Pass/Fail are assigned a default Pass/Fail Indicator Code depending on the score received. While this field defaults to a preset value, teachers may edit the field if necessary. The Score Group aligned to the grading task indicates which grades are passing or failing. This is most often district-defined. Once a grade is posted, or entered, for a student, the Pass/Fail Indicator code is automatically populated with the appropriate default code.

While this field defaults to a preset value, teachers may edit the field if necessary.

Default Codes

1. A Pass/Fail Indicator Code of **01: Course was passed and credit was received** is assigned if:
   - The Course is marked as Pass/Fail
   - The Score Group aligned to the grading task for the grade is marked as a passing score
2. A Pass/Fail Indicator **Code of 02: Course failed and no credit received/first occurrence** is assigned if:
   - The Course is marked as Pass/Fail
   - The Score Group aligned to the grading task for the grade is NOT marked as a passing score

Editing the Pass/Fail Indicator Code

If a Pass/Fail Code other than the default value is needed, teachers may manually edit the code value.

1. To edit the **Pass/Fail Indicator Code** value, select the appropriate Pass/Fail Code, and use the drop-list to select the desired code value. Please see the Pass/Fail Indicator Codes.
2. Once finished, be sure to **Save** the changes.

Pass/Fail Indicator Codes

Code	Description	Definition
01	Course was passed and credit was received	Course was passed and credit was received
02	Course failed no credit received/first occurrence	Course was failed and no credit was received - first occurrence this school year
03	Course failed no credit received/2nd occurrence	Course was failed and no credit was received - second occurrence this school year
04	No credit excessive absences/1st occurrence	Course was passed, but credit was not received due to excessive absences - first occurrence this school year
05	No credit excessive absences/2nd occurrence	Course was passed, but credit was not received due to excessive absences - second occurrence this school year
06	Course passed no credit/other parts not taken	Course was passed, but credit was not received (other parts of the course have not been taken)

Code	Description	Definition
07	Course passed no credit/parts taken, not passed	Course was passed, but credit was not received (other parts of the course have been taken but not passed)
08	Course failed credit received/other parts passed	Course was failed, but credit was received (other parts of the course have been passed and credit was awarded based on the grades in those parts)
09	Course incomplete no credit awarded	Course work is incomplete and no credit has been awarded
10	Course passed no credit/repeated for mastery	Course was passed, but credit was not received (course had previously been passed, and was repeated for better mastery)
11	Course failed no credit/3rd occurrence	Course was failed and no credit was received - third occurrence this school year
12	No credit excessive absences/3rd occurrence	Course was passed, but credit was not received due to excessive absences - third occurrence this school year
13	Non-High School Course Passed	Non-high school course passed
14	Non-High School Course Failed	Non-high school course failed
00	Not Applicable	Not Applicable

Post Grades

Classic View: Campus Instruction > Post Grades

Post Grades fields that are specific to the state of Texas are described below. For all other inquiries, please visit the Post Grades article.

Post Grades Editor

Pass/Fail Indicator Code

Students enrolled in courses that are marked as Pass/Fail are assigned a default Pass/Fail Indicator Code depending on the score received. While this field defaults to a preset value, teachers may edit the field if necessary. The Score Group aligned to the grading task indicates which grades are passing or failing. This is most often district-defined. Once a grade is posted, or entered, for a student, the Pass/Fail Indicator code is automatically populated with the appropriate default code. While this field defaults to a preset value, teachers may edit the field if necessary.

Default Codes

1. A Pass/Fail Indicator Code of **01: Course was passed and credit was received** is assigned if:
   - The Course is marked as Pass/Fail
   - The Score Group aligned to the grading task for the grade is marked as a passing score
2. A Pass/Fail Indicator **Code of 02: Course failed and no credit received/first occurrence** is assigned if:
   - The Course is marked as Pass/Fail
   - The Score Group aligned to the grading task for the grade is NOT marked as a passing score

Editing the Pass/Fail Indicator Code

If a Pass/Fail Code other than the default value is needed, teachers may manually edit the code value.

1. To edit the **Pass/Fail Indicator Code** value, select the appropriate Pass/Fail Code, and use the drop-list to select the desired code value. Please see the Pass/Fail Indicator Codes.
2. Once finished, be sure to **Save** the changes.

Fill Pass/Fail Indicator

The Fill Percent, Grade, Comment, Pass/Fail Indicator option allows teachers to apply the same field value to multiple students at once. The Pass/Fail Indicator is specific to Texas and is described below.

1. To apply the same Pass/Fail Indicator Code value to multiple students, click **Fill Percent, Grade, Comment, Pass/Fail Indicator**. The *Fill: Percent, Grade, Comment, Pass/Fail Indicator* screen displays.

2. Check the Pass/Fail Indicator checkbox and use the drop-list to select the desired value. Once the desired value is selected, press **Fill**. The selected value is applied to all students in the section. For Pass/Fail Indicator Codes and definitions, see the table above.