

## Logging onto Campus:

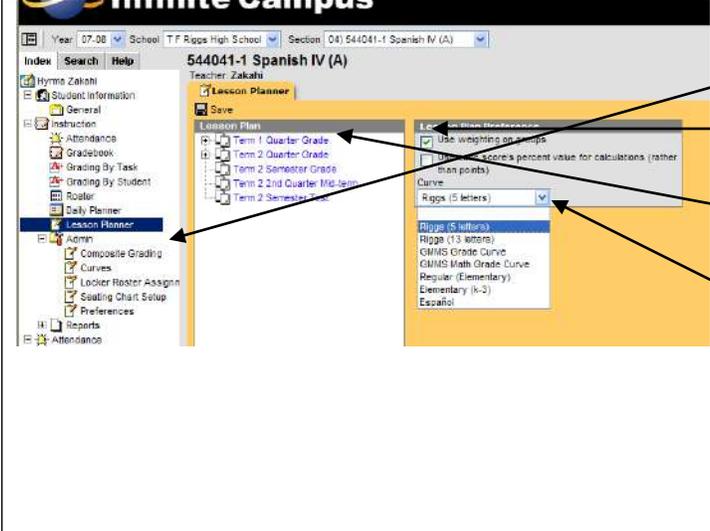
	<p>Logon to campus at: <a href="https://sis.ddncampus.net:8081/campus/pierre.jsp">https://sis.ddncampus.net:8081/campus/pierre.jsp</a></p> <p>(new teachers – this is probably the logon and the password you use to get onto the computer)</p>
---	---

## Gradebooks:

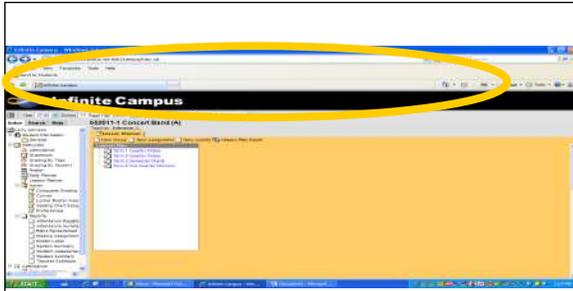
if you would just like to copy the groups PLUS ALL the assignments that you used last year to your classes for this coming school year. teachers skip to the section that says [copying from a previous years' gradebook](#)

New staff or Riggs staff that wish to change their groups or NOT Copy ALL the ASSIGNMENTS should follow the directions starting with this section:

## Setting the Curve:

	<p>This is so that the letter grades will show on the spreadsheets when you click on the gradebook tab in your gradebook (in the yellow column)</p>
	<p>Click on <b>Lesson Planner</b></p> <p>If you weight your grades (1<sup>st</sup> quarter and 2<sup>nd</sup> quarter), you need to click the box by “<b>Use weighting on grades</b>”</p> <p>Click on <b>Term1 Quarter Grade</b></p> <p>Click on the drop down arrow underneath “<b>Curve,</b>” select “<b>Riggs (5 letters)</b>”</p> <p>You must also set the curve for</p> <ul style="list-style-type: none"><li>• <b>Term 2 Quarter Grade</b></li><li>• <b>Term 2 Semester Grade</b></li><li>• <b>Term2 2<sup>nd</sup> Quarter Midterm</b></li><li>• <b>Term 2 Semester Test</b></li></ul>

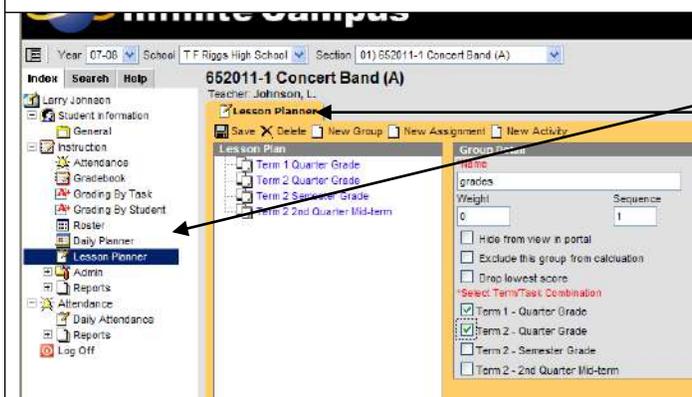
## Creating Groups:



Open the

- year
- school
- class

that you want to set up first



Click on the *Lesson Planner*

Click on “*New Group*” (You may have to click on a Term first)

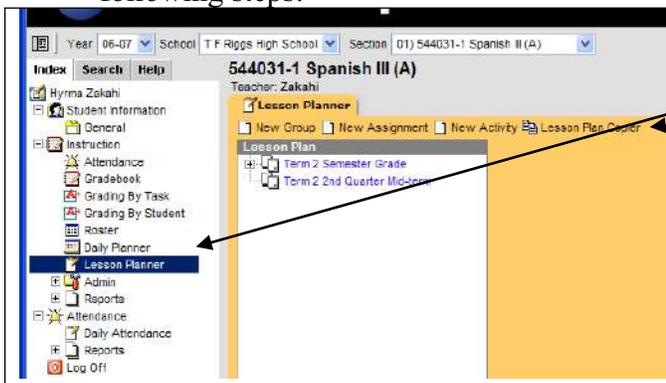
- Fill Out the Required Information:
- Name
- Term / Task  
(You want to select BOTH Term 1 Quarter Grade & Term 2 Quarter Grade for 1<sup>st</sup> semester Classes & Term 3 Quarter Grade & Term 4 Quarter Grade for 2<sup>nd</sup> semester classes.)

Weight is the percentage if you use weighted groups (for example: 20 homework, 30 quizzes, 30 test, 10 WebCT)

Sequence is the order in which the groups appear in your gradebook (if you don't type a number in the default is to alphabetize) so if you wanted to have your tests first, followed by quizzes, homework and webCT you would put a 1 in the sequence box for quizzes, #2 in the sequence box for homework, etc... Repeat the process for each class OR you can copy the groups from one to the other if you use the same groups in all of your classes.

## Copying Groups

Once you have set the curve and created groups, you can copy those groups by using the following steps:



Click on the *Lesson Planner*

Click on *Lesson Plan Copier*

<p>07.08 T F Riggs High School</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 544021-1 Spanish II (A)</li> <li><input type="checkbox"/> 544022-1 Spanish II (B)</li> <li><input checked="" type="checkbox"/> 544031-1 Spanish III (A)</li> <li><input type="checkbox"/> 544032-1 Spanish III (B)</li> <li><input type="checkbox"/> 544041-1 Spanish IV (A)</li> <li><input type="checkbox"/> 544042-1 Spanish IV (B)</li> <li><input type="checkbox"/> 574011-1 Drama I</li> <li><input type="checkbox"/> 574011-2 Drama I</li> <li><input type="checkbox"/> 574011-3 Drama I</li> <li><input type="checkbox"/> 574011-4 Drama I</li> <li><input type="checkbox"/> 574012-1 Drama II</li> <li><input type="checkbox"/> 574012-2 Drama II</li> <li><input type="checkbox"/> 992400-46 Homeroom</li> </ul> <p><input type="button" value="Copy Lesson Plan"/></p>	<p>Click the little box in front of the sections that you wish to copy the lesson plan <b>TO</b></p> <p>Then click the <b>Copy Lesson Plan</b> button</p>
--	---

### Composite Scoring (Semester Averaging)

Click on the + sign by the Admin Tab

Click on Composite Grading  
Find 2 Semester Grade

In the boxes – fill in

- **40** in the box in front of 1 Quarter Grade
- **40** in the box in front of 2 Quarter Grade
- **20** in the box in front of 2 Semester Test

You must do the above process for each class each semester. 2<sup>nd</sup> semester classes would be 3 Quarter, 4<sup>th</sup> quarter & 4 Semester

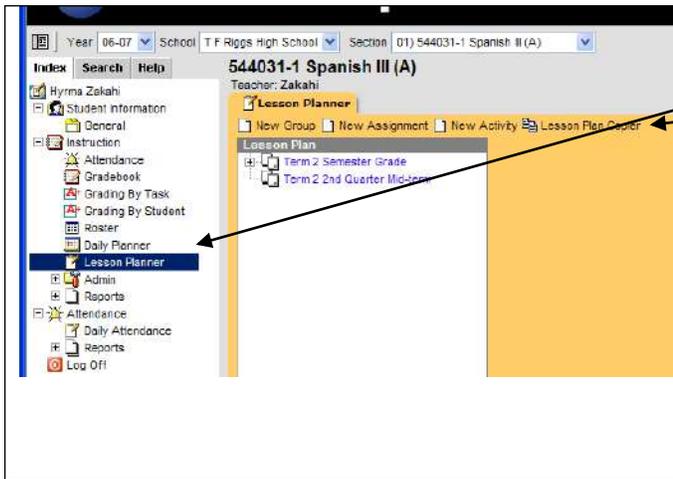
If you use different groups for different classes, you will have to repeat the process starting with [setting the curve](#)

### copying from a previous years' gradebook

Open the

- 2006-7 year
- school
- class

that you want to copy FROM



Click on the *Lesson Planner*

Click on *Lesson Plan Copier*

You will get a screen that has this information:

If you want to copy different groups to a different class (you didn't just copy to all of your classes, you will have to repeat the above steps for EACH class EACH semester.

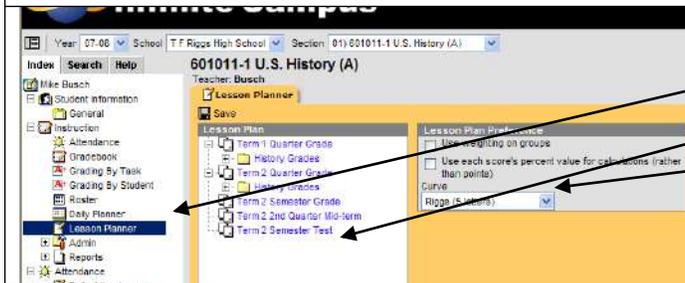
**Setting the Curve:**

You will have to do this for the new Semester Test portion and probably want to do it BEFORE the composite grading, because it is easier to find now.



This is so that the letter grades will show on the spreadsheets when you click on the gradebook tab in your gradebook (in the yellow column)

Go to your first class in the 07-08 year calendar by using the drop down menu by *Year & Section*



Click on *Lesson Planner*

Click on *Term 2 Semester Test*

Click on the drop down arrow underneath "*Curve,*" select "*Riggs (5 letters)*"