



JCampus – Processing 1st Nine Weeks Interim Reports

2020-21

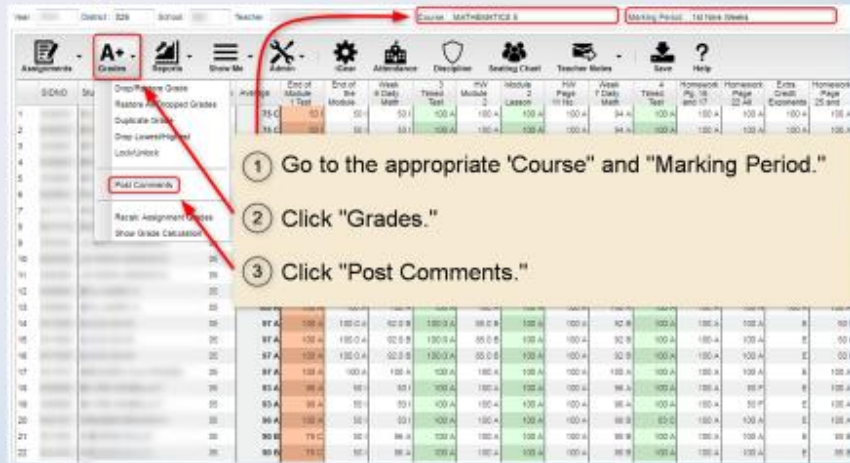
Teacher Edition

All assignment grades and comments must be up to date in JCampus by 9:00 a.m. on Wednesday, September 30. Interim grades will be captured by the school's office at that time. You must be in compliance with JPS policies as it relates to the minimum number of grades required for each course you teach.

Students must have a grade in JCampus for every assignment. Do not leave assignment grades blank in your JCampus gradebook. Use an "I" for missed work (averaged as a 50) or an "E" for exempt or excused work (not averaged).

All students with a "D" or "F" average must have a comment(s) explaining the reason the student's grades are low. Instructions on entering comments in JCampus are on pages 11-14 of the JCampus Classroom PowerPoint Presentation 2020-2021. For your convenience, the screenshots are included in this document. In addition, your principal may require you to make additional comments for classroom behavior.

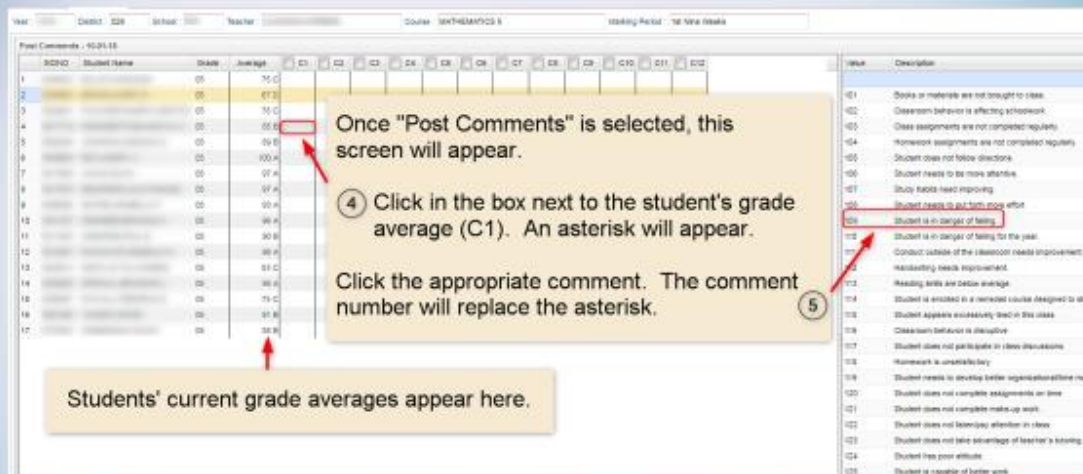
Adding Comments for Interim Reports and Report Cards



1 Go to the appropriate 'Course' and 'Marking Period.'

2 Click 'Grades.'

3 Click 'Post Comments.'

Once "Post Comments" is selected, this screen will appear.

4 Click in the box next to the student's grade average (C1). An asterisk will appear.

Click the appropriate comment. The comment number will replace the asterisk.

5

Students' current grade averages appear here.



Tip 1 - If several students need the same comment, click in their cells (C1) before selecting the comment code.

Tip 2 - To add a second comment, use cell C2.

Tip 3 - To remove comments:
 (A) Click on the comments.
 Click on the blank space above comment number 101.
 (B)

Year	Class	DOB	Student Name	Grade	Average	C1	C2	C3	C4	C5	C6	C7	C8	C9	C10	C11	C12
1					73.0												
2					87.0												
3					79.0												
4					88.0												
5					89.0												
6					100.0												
7					97.4												
8					89.2												
9					90.2												
10					90.2												
11					90.9	100											
12					90.2												
13					83.0												
14					96.4												
15					75.0	108											
16					91.9												
17					88.0	124											



Click the "X" to close this window. Comments will automatically be saved.

Year	Class	DOB	Student Name	Grade	Average	C1	C2	C3	C4	C5	C6	C7	C8	C9	C10	C11	C12
1					79.0												
2					87.0												
3					79.0												
4					88.0												
5					89.0												
6					100.0												
7					97.4												
8					89.2												
9					90.2												
10					90.2												
11					90.9												
12					90.2												
13					83.0												
14					96.4												
15					75.0												
16					91.9												
17					88.0												

Note: Comments entered for Interim Reports MUST be updated for Report Cards. If not, the same comments made for Interim Reports will appear on Report Cards.

Note: Comments are also available in Spanish. All Spanish comments start with the number 1. The remaining three numbers reference the English version. Example – Comment 1212 is the Spanish version of comment 212.

