Overview of the College Grading System
A standardized grading system for college is necessary if it is to be made part of the university’s information system (CAMPUS++). This guide will describe the grading system used by the College Class Record Application found in CAMPUS++. It will identify the terms and formulas used in computing the weighted averages of students, which in turn are used to determine the corresponding grade of the student.

Definition of Terms

Performance Item
A Performance Item is defined as a graded student performance activity. There are two categories of Performance Item: (1) Class Standing Performance Item, and (2) Major Exam Performance Item.

Class Standing Performance Item
There are many types of Class Standing Performance Item. These include quizzes, recitations, long tests, experiments, and many other graded activities.

Major Exam Performance Item
There are three distinct Major Exam Performance Items: (1) Prelim Exam, (2) Midterm Exam, and (3) Final Exam. As expected, these correspond to the three periods in a semester: Prelim, Midterm, and Final.

Highest Possible Score (HPS)
For each performance item (whether Class Standing or Major Examination), this is the perfect score set by the faculty. It represents the highest number of points that the student can attain for that item.

Sum of Raw Scores (SRC)
This is the total of raw scores obtained by a student in all Class Standing Performance Items.

Sum of Perfect Scores (SPC)
This is the total of the HPS in all Class Standing Performance Items.

Class Standing Average (CSA)
The Class Standing Average (CSA) is the weighted average of all Class Standing Performance Items given by the faculty. $$\text{CSA} = \frac{\text{SRC}}{\text{SPC}} \times 100.$$ 

Prelim Examination Score (P)
The Prelim Examination Score (P) is the ratio of the student’s raw score and the HPS of the Prelim Examination. It is expressed in percent form.

Midterm Examination Score (M)
The Midterm Examination Score (M) is the ratio of the student’s raw score and the HPS of the Midterm Examination. It is expressed in percent form.

Final Examination Score (F)
The Final Examination Score (F) is the ratio of the student’s raw score and the HPS of the Final Examination. It is expressed in percent form.

Prelim Examination Weight (PEW)
This is the value, expressed in percent form, representing the weight of the Prelim Examination when the Major Examination Average (MEA) is computed.
Midterm Examination Weight (MEW)
This is the value, expressed in percent form, representing the weight of the Midterm Examination when the Major Examination Average (MEA) is computed.

Final Examination Weight (FEW)
This is the value, expressed in percent form, representing the weight of the Final Examination when the Major Examination Average (MEA) is computed.

Major Examination Average (MEA)
The Major Examination Average (MEA) is the average of the Major Exam Performance Items, taking into account the weight of each major examination.

$$\text{MEA} = (\text{PEW})(P) + (\text{MEW})(M) + (\text{FEW})(F)$$

For most subjects, PEW = MEW = FEW = 33.33%
For certain subjects under CBA, PEW = 30%, MEW = 30%, and FEW = 40%

Passing Average (PA)
Every subject, and all classes under that subject, has an assigned Passing Average (PA). This average is the minimum percent value that a student must achieve in order to get a passing grade. The value is set at the subject code level and at the class code level. Normally, all class codes under the same subject code should have the same Passing Average. However, the Passing Average can be set at the class code level different from that set for the subject code level, provided that it is done with the approval of the dean. In CAMPUS++, only system administrators at the ITS Office can change PA values of subject codes.

Class Standing Percent Share (CSPS)
This is the value, in percent form, representing the share from the Class Standing Average (CSA) in computing for the student’s Computed Average (CA).

Major Examination Percent Share (MEPS)
This is the value, in percent form, representing the share from the Major Exam Average (MEA) in computing for the student’s Computed Average (CA).

Computed Average (CA)
The overall student performance indicator is represented by the student’s Computed Average (CA). This average is also expressed in percent form. If the CA is greater than or equal to the PA, the student’s grade will be 3.00 or higher. If the CA is less than the PA, the student’s grade will be 5.00. This number obviously changes throughout the semester depending on what scores the student obtains in graded performance activities. The CA is derived from two components: (1) the Class Standing Average and (2) the Major Examination Average.

$$\text{CA} = (\text{CSPS})(\text{CSA}) + (\text{MEPS})(\text{MEA})$$

Transmuted Value
The Transmuted Value is a whole number that is computed using a formula that includes the Computed Average (CA) of the student and the Passing Average (PA) of the subject being taken. Using the Standard Transmutation Table, the Transmuted Value is converted to the corresponding grade of the student.
**Current Grade**
The university uses numeric grades in its grading system. These are shown in the Standard Transmutation Table on page 4. The Current Grade is always determined by the College Class Record Application based on raw scores currently inputted in the system.

**Computing the Computed Average**
Here are the formulas for computing the Computed Average (CA) at the end of the Prelim, Midterm, and Final periods.

**Computation of Prelim Computed Average**

\[
CSA = \frac{\text{Sum of Raw Scores (SRS)}}{\text{Sum of Perfect Scores (SPS)}} \times 100
\]

This is for all Class Standing Performance Items under the Prelim Period.

\[
MEA = P
\]

\[
CA = (CSPS)(CSA) + (MEPS)(MEA)
\]

**Computation of Midterm Computed Average**

\[
CSA = \frac{\text{Sum of Raw Scores (SRS)}}{\text{Sum of Perfect Scores (SPS)}} \times 100
\]

This is for all Class Standing Performance Items under the Prelim and Midterm Periods.

\[
MEA = \frac{P + M}{2}
\]

\[
CA = (CSPS)(CSA) + (MEPS)(MEA)
\]

**Computation of Final Computed Average**

\[
CSA = \frac{\text{Sum of Raw Scores (SRS)}}{\text{Sum of Perfect Scores (SPS)}} \times 100
\]

This is for all Class Standing Performance Items under the Prelim, Midterm and Final Periods.

\[
MEA = \frac{P + M + F}{3}
\]

\[
CA = (CSPS)(CSA) + (MEPS)(MEA)
\]
For most subjects, the major examinations are of equal weight (PEW = MEW = FEW = 33.33%). This is shown by the computation of MEA as a simple average. However, for some subjects under the College of Business and Accountancy, a different weight distribution is applied when MEA is computed when the Final Examination score is present. In this case the weights are PEW = 30%, MEW = 30%, and FEW = 40%.

\[
MEA = (0.3)(P) + (0.3)(M) + (0.4)(F)
\]

Obviously, the complete formula will only apply when the Final Examination Score (F) has been computed.

**Computing the Transmuted Value from the Computed Average**

The student’s Transmuted Value depends on his Computed Average (CA) and the Passing Average (PA) of the subject he is taking. The formula is as follows:

\[
\text{Transmuted Value} = \frac{(\text{Computed Average} - \text{Passing Average})}{(100 - \text{Passing Average})} \times 25 + 75 \quad \text{With decimal part truncated.}
\]

The Transmuted Value is always a whole number. This is the reason why the use of the formula requires a truncation of the decimal part of the result.

From the Transmuted Value, the corresponding grade is determined using the transmutation table, depending on what range of values is applicable.

**The Standard Transmutation Table**

Below is the university’s standard transmutation table for college. This table appears in the student’s official transcript of records.

<table>
<thead>
<tr>
<th>Transmuted Value</th>
<th>Grade</th>
<th>General Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>97 and over</td>
<td>1.00</td>
<td>Outstanding</td>
</tr>
<tr>
<td>94 to 96</td>
<td>1.25</td>
<td>Excellent</td>
</tr>
<tr>
<td>91 to 93</td>
<td>1.50</td>
<td>Superior</td>
</tr>
<tr>
<td>88 to 90</td>
<td>1.75</td>
<td>Very Good</td>
</tr>
<tr>
<td>85 to 87</td>
<td>2.00</td>
<td>Good</td>
</tr>
<tr>
<td>82 to 84</td>
<td>2.25</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>79 to 81</td>
<td>2.50</td>
<td>Fairly Satisfactory</td>
</tr>
<tr>
<td>76 to 78</td>
<td>2.75</td>
<td>Fair</td>
</tr>
<tr>
<td>75</td>
<td>3.00</td>
<td>Passed</td>
</tr>
<tr>
<td>Below 75</td>
<td>5.00</td>
<td>Failed</td>
</tr>
</tbody>
</table>

6.00 Failure due to absences

8.00 Unauthorized withdrawal

9.00 Dropped with permission

Notes: Grades of “6.00” and “8.00” are not determined by the **College Class Record Application** but are inputted manually by the faculty. The faculty are not authorized to input a grade of “9.00”.


Range of Computed Averages and Corresponding Grades
In the following tables you will see ranges of Computed Averages and the corresponding Grade for each range, even without using the formula for computing the Transmuted Value. Take note, however, that these ranges depend on the Passing Average (PA) of the subject. A table is displayed for each PA of 40, 50, 60, 65, 70 and 75.

**RANGE EQUIVALENTS (COMPUTED AVERAGES & TRANSMUTED VALUES)**

Minimum Passing Percent Average of Subject: 40

<table>
<thead>
<tr>
<th>Range of Computed Averages</th>
<th>Range of Transmuted Values</th>
<th>Grade</th>
<th>General Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>92.8000</td>
<td>100.0000</td>
<td>97</td>
<td>100</td>
</tr>
<tr>
<td>85.6000</td>
<td>92.7999</td>
<td>94</td>
<td>96</td>
</tr>
<tr>
<td>78.4000</td>
<td>85.5999</td>
<td>91</td>
<td>93</td>
</tr>
<tr>
<td>71.2000</td>
<td>78.3999</td>
<td>88</td>
<td>90</td>
</tr>
<tr>
<td>64.0000</td>
<td>71.1999</td>
<td>85</td>
<td>87</td>
</tr>
<tr>
<td>56.8000</td>
<td>63.9999</td>
<td>82</td>
<td>84</td>
</tr>
<tr>
<td>49.6000</td>
<td>56.7999</td>
<td>79</td>
<td>81</td>
</tr>
<tr>
<td>42.4000</td>
<td>49.5999</td>
<td>76</td>
<td>78</td>
</tr>
<tr>
<td>40.0000</td>
<td>42.3999</td>
<td>75</td>
<td></td>
</tr>
</tbody>
</table>

Below Passing Average 5.00 Failed

**RANGE EQUIVALENTS (COMPUTED AVERAGES & TRANSMUTED VALUES)**

Minimum Passing Percent Average of Subject: 50

<table>
<thead>
<tr>
<th>Range of Computed Averages</th>
<th>Range of Transmuted Values</th>
<th>Grade</th>
<th>General Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>94.0000</td>
<td>100.0000</td>
<td>97</td>
<td>100</td>
</tr>
<tr>
<td>88.0000</td>
<td>93.9999</td>
<td>94</td>
<td>96</td>
</tr>
<tr>
<td>82.0000</td>
<td>87.9999</td>
<td>91</td>
<td>93</td>
</tr>
<tr>
<td>76.0000</td>
<td>81.9999</td>
<td>88</td>
<td>90</td>
</tr>
<tr>
<td>70.0000</td>
<td>75.9999</td>
<td>85</td>
<td>87</td>
</tr>
<tr>
<td>64.0000</td>
<td>69.9999</td>
<td>82</td>
<td>84</td>
</tr>
<tr>
<td>58.0000</td>
<td>63.9999</td>
<td>79</td>
<td>81</td>
</tr>
<tr>
<td>52.0000</td>
<td>57.9999</td>
<td>76</td>
<td>78</td>
</tr>
<tr>
<td>50.0000</td>
<td>51.9999</td>
<td>75</td>
<td></td>
</tr>
</tbody>
</table>

Below Passing Average 5.00 Failed
## RANGE EQUIVALENTS (COMPUTED AVERAGES & TRANSMUTED VALUES)

**Minimum Passing Percent Average of Subject:** 60

<table>
<thead>
<tr>
<th>Range of Computed Averages</th>
<th>Range of Transmuted Values</th>
<th>Grade</th>
<th>General Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>95.2000</td>
<td>100.0000</td>
<td>97</td>
<td>100</td>
</tr>
<tr>
<td>90.4000</td>
<td>95.1999</td>
<td>94</td>
<td>96</td>
</tr>
<tr>
<td>85.6000</td>
<td>90.3999</td>
<td>91</td>
<td>93</td>
</tr>
<tr>
<td>80.8000</td>
<td>85.5999</td>
<td>88</td>
<td>90</td>
</tr>
<tr>
<td>76.0000</td>
<td>80.7999</td>
<td>85</td>
<td>87</td>
</tr>
<tr>
<td>71.2000</td>
<td>75.9999</td>
<td>82</td>
<td>84</td>
</tr>
<tr>
<td>66.4000</td>
<td>71.1999</td>
<td>79</td>
<td>81</td>
</tr>
<tr>
<td>61.6000</td>
<td>66.3999</td>
<td>76</td>
<td>78</td>
</tr>
<tr>
<td>60.0000</td>
<td>61.5999</td>
<td>75</td>
<td>75</td>
</tr>
</tbody>
</table>

**Below Passing Average** 5.00 Failed

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## RANGE EQUIVALENTS (COMPUTED AVERAGES & TRANSMUTED VALUES)

**Minimum Passing Percent Average of Subject:** 65

<table>
<thead>
<tr>
<th>Range of Computed Averages</th>
<th>Range of Transmuted Values</th>
<th>Grade</th>
<th>General Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>95.8000</td>
<td>100.0000</td>
<td>97</td>
<td>100</td>
</tr>
<tr>
<td>91.6000</td>
<td>95.7999</td>
<td>94</td>
<td>96</td>
</tr>
<tr>
<td>87.4000</td>
<td>91.5999</td>
<td>91</td>
<td>93</td>
</tr>
<tr>
<td>83.2000</td>
<td>87.3999</td>
<td>88</td>
<td>90</td>
</tr>
<tr>
<td>79.0000</td>
<td>83.1999</td>
<td>85</td>
<td>87</td>
</tr>
<tr>
<td>74.8000</td>
<td>78.9999</td>
<td>82</td>
<td>84</td>
</tr>
<tr>
<td>70.6000</td>
<td>74.7999</td>
<td>79</td>
<td>81</td>
</tr>
<tr>
<td>66.4000</td>
<td>70.5999</td>
<td>76</td>
<td>78</td>
</tr>
<tr>
<td>65.0000</td>
<td>66.3999</td>
<td>75</td>
<td>75</td>
</tr>
</tbody>
</table>

**Below Passing Average** 5.00 Failed

---
### RANGE EQUIVALENTS (COMPUTED AVERAGES & TRANSMUTED VALUES)

#### Minimum Passing Percent Average of Subject: 70

<table>
<thead>
<tr>
<th>Range of Computed Averages</th>
<th>Range of Transmuted Values</th>
<th>Grade</th>
<th>General Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>96.4000</td>
<td>100.0000</td>
<td>97</td>
<td>100</td>
</tr>
<tr>
<td>92.8000</td>
<td>96.3999</td>
<td>94</td>
<td>96</td>
</tr>
<tr>
<td>89.2000</td>
<td>92.7999</td>
<td>91</td>
<td>93</td>
</tr>
<tr>
<td>85.6000</td>
<td>89.1999</td>
<td>88</td>
<td>90</td>
</tr>
<tr>
<td>82.0000</td>
<td>85.5999</td>
<td>85</td>
<td>87</td>
</tr>
<tr>
<td>78.4000</td>
<td>81.9999</td>
<td>82</td>
<td>84</td>
</tr>
<tr>
<td>74.8000</td>
<td>78.3999</td>
<td>79</td>
<td>81</td>
</tr>
<tr>
<td>71.2000</td>
<td>74.7999</td>
<td>76</td>
<td>78</td>
</tr>
<tr>
<td>70.0000</td>
<td>71.1999</td>
<td>75</td>
<td>75</td>
</tr>
</tbody>
</table>

Below Passing Average 5.00 Failed

#### Minimum Passing Percent Average of Subject: 75

<table>
<thead>
<tr>
<th>Range of Computed Averages</th>
<th>Range of Transmuted Values</th>
<th>Grade</th>
<th>General Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>97.0000</td>
<td>100.0000</td>
<td>97</td>
<td>100</td>
</tr>
<tr>
<td>94.0000</td>
<td>96.9999</td>
<td>94</td>
<td>96</td>
</tr>
<tr>
<td>91.0000</td>
<td>93.9999</td>
<td>91</td>
<td>93</td>
</tr>
<tr>
<td>88.0000</td>
<td>90.9999</td>
<td>88</td>
<td>90</td>
</tr>
<tr>
<td>85.0000</td>
<td>87.9999</td>
<td>85</td>
<td>87</td>
</tr>
<tr>
<td>82.0000</td>
<td>84.9999</td>
<td>82</td>
<td>84</td>
</tr>
<tr>
<td>79.0000</td>
<td>81.9999</td>
<td>79</td>
<td>81</td>
</tr>
<tr>
<td>76.0000</td>
<td>78.9999</td>
<td>76</td>
<td>78</td>
</tr>
<tr>
<td>75.0000</td>
<td>75.9999</td>
<td>75</td>
<td>75</td>
</tr>
</tbody>
</table>

Below Passing Average 5.00 Failed

Take note that these tables are presented here for reference use only. It is a quick way for a student to know the corresponding Current Grade based on what range his Computed Average falls into. The College Class Record Application does not use these tables. Instead, it relies on the formula for computing the Transmuted Value and applies the Transmutation Table to arrive at the Current Grade.
Examples of Computations for Computed Average and Current Grade
In these examples, it is assumed that the subject has a Passing Average of 50% (PA = 50), the Class Standing Average is shared 60% (CSPS) with Major Exam Average shared 40% (MEPS), and the weights among major examination scores is the same for each major examination (33.33%).

Let’s assume that these are the scores of a student after three Class Standing Performance Items have been recorded:

<table>
<thead>
<tr>
<th>PRELIM PERIOD (CLASS STANDING PERFORMANCE ITEMS)</th>
<th>Q1</th>
<th>SW1</th>
<th>T1</th>
<th>Sum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performance Items</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Perfect Scores (HPS)</td>
<td>30</td>
<td>10</td>
<td>45</td>
<td>85</td>
</tr>
<tr>
<td>Student Raw Scores</td>
<td>20</td>
<td>9</td>
<td>35</td>
<td>64</td>
</tr>
</tbody>
</table>

As indicated in the table, the student obtained 20 points out of a maximum of 30 points for Q1, 9 points out of a maximum of 10 points for SW1, and 35 points out of a maximum of 45 points for T1.

At this point in time, the Class Standing Average of the student is as follows:

Class Standing Average = \[ \frac{64}{85} = 0.752941176 = 75.2941176 \text{%} \]

Since there’s no major examination score yet, the student’s Computed Average is

\[ \text{CA = 75.2941} \] (as displayed by the system)

In reality, the system uses more than 4 decimal places when it uses CA as input to another computation.

Next, the system computes the Transmuted Value corresponding to this Computed Average.

Transmuted Value = \[ \frac{(\text{Computed Average} - \text{Passing Average})}{(100 - \text{Passing Average})} \times 25 + 75 \]

With decimal part truncated.

\[ \text{Transmuted Value} = \frac{(75.2941176 - 50)}{(100 - 50)} \times 25 + 75 \]

\[ \text{Transmuted Value} = 87.6470588 \] (Before truncation)

\[ \text{Transmuted Value} = 87 \] (After truncation)

Because the Transmuted Value must always be a whole number the decimal part of the result has to be removed.
Why not round off to a whole number? The answer to this question lies in the impact of the Passing Average (in this example, 50) on the resulting Transmuted Value. If you take the case of a student with a CA of 49.5, he fails at this point because 49.5 is below 50. If you compute the Transmuted Value for 49.5, the result (without truncation) is 74.75. If a round off is made, the whole number is 75, which in turn will result in a grade of 3.00. This is a result that is not acceptable because it is unfair.

Continuing with the example, a Transmuted Value of 87 translates to a Current Grade of 2.00 after applying the Standard Transmutation Table. This is the student’s Current Grade after the entry of T1 scores.

If the Prelim Examination is now given and scores inputted, the result for the student is as follows:

<table>
<thead>
<tr>
<th>Prelim Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Perfect Score (HPS)</td>
</tr>
<tr>
<td>Student Raw Score</td>
</tr>
</tbody>
</table>

In this case, the faculty set the perfect score for the Prelim Exam to 80 with the student obtaining a raw score of 65.

Therefore, in percent form,

\[
P = \frac{65}{80} = 0.8125 = 81.25\%
\]

Since only the Prelim Exam is present, \(MEA = P = 81.25\)

At this point, there’s now at least one Class Standing Performance Item and at least one Major Examination Performance Item. Therefore, the sharing percentages should now be applied in order to get the student’s updated Computed Average.

For our example,

\[
CSPS = 60\%
\]
\[
MEPS = 40\%
\]
\[
CSA = 75.2941176
\]
\[
MEA = P = 81.25
\]

\[
\text{Computed Average} = (CSPS)(CSA) + (MEPS)(MEA)
\]
\[
= (0.60)(75.2941176) + (0.40)(81.25)
\]
\[
= 45.17646 + 32.5
\]
\[
= 77.6764706
\]
The Transmuted Value is computed as follows:

\[
\text{Transmuted Value} = \frac{(\text{Computed Average} - \text{Passing Average})}{(100 - \text{Passing Average})} \times 25 + 75
\]

\[
\text{Transmuted Value} = \frac{(77.6764706 - 50)}{(100 - 50)} \times 25 + 75
\]

\[
\text{Transmuted Value} = 88.8382353 \quad \text{(Before truncation)}
\]

\[
\text{Transmuted Value} = 88 \quad \text{(After truncation)}
\]

For a Transmuted Value of 88 the corresponding Current Grade is 1.75. Thus, after the Prelim Examination, the student’s Current Grade improved to 1.75.

If we now pass forward to the Midterm Period, we see these additional results:

<table>
<thead>
<tr>
<th>Performance Items</th>
<th>Q2</th>
<th>SW2</th>
<th>T2</th>
<th>Sum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Perfect Scores (HPS)</td>
<td>20</td>
<td>15</td>
<td>40</td>
<td>75</td>
</tr>
<tr>
<td>Student Raw Scores</td>
<td>20</td>
<td>13</td>
<td>36</td>
<td>69</td>
</tr>
</tbody>
</table>

Since the computation of Class Standing Average is always based on accumulated scores, it has to take into account all the student’s scores from the beginning of the semester.

Therefore, we need the sum of raw scores and the sum of perfect scores.

\[
\text{Class Standing Average} = \frac{64 + 69}{85 + 75} = 0.83125 = 83.125 \%
\]

These sums are from both the Prelim and Midterm Periods.

At this point,

\[
\text{CSA} = 83.125
\]

\[
\text{MEA} = P = 81.2500
\]

\[
\text{Computed Average} = (\text{CSPS})(\text{CSA}) + (\text{MEPS})(\text{MEA})
\]

\[
= (0.60)(83.125) + (0.40)(81.2500)
\]
Transmuted Value = \frac{(\text{Computed Average} - \text{Passing Average})}{(100 - \text{Passing Average})} \times 25 + 75

Transmuted Value = \frac{(82.375 - 50)}{(100 - 50)} \times 25 + 75

Transmuted Value = 91.1875 \quad \text{(Before truncation)}

Transmuted Value = 91 \quad \text{(After truncation)}

Therefore, after T2 scores have been inputted, the student has a Transmuted Value of 91 which corresponds to a Current Grade of 1.50.

When the Midterm Examination is now included:

<table>
<thead>
<tr>
<th>Midterm Exam</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Perfect Score (HPS)</td>
<td>90</td>
</tr>
<tr>
<td>Student Raw Score</td>
<td>81</td>
</tr>
</tbody>
</table>

In percentage form:

\[ M = \frac{81}{90} = 0.9 = 90\% \]

\[ M = 90 \]

\[ P = 81.25 \]

MEA is the average of P and M:

\[ \text{MEA} = \frac{(81.25 + 90)}{2} = 85.625 \]

CSA = 83.125

\[ \text{Computed Average} = (\text{CSPS})(\text{CSA}) + (\text{MEPS})(\text{MEA}) \]

\[ = (0.60)(83.125) + (0.40)(85.625) \]

\[ = 49.875 + 34.25 \]

\[ = 84.125 \]
Transmuted Value = \frac{(84.125 - 50)}{(100 - 50)} * 25 + 75

Transmuted Value = 92.0625 \ (\text{Before truncation})

Transmuted Value = 92 \ (\text{After truncation})

Current Grade = 1.50 \ (\text{After Midterm Examination})

Next, for the Final Period:

<table>
<thead>
<tr>
<th>Performance Items</th>
<th>Q3</th>
<th>SW3</th>
<th>T3</th>
<th>Sum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Perfect Scores (HPS)</td>
<td>25</td>
<td>20</td>
<td>60</td>
<td>105</td>
</tr>
<tr>
<td>Student Raw Scores</td>
<td>24</td>
<td>19</td>
<td>55</td>
<td>98</td>
</tr>
</tbody>
</table>

Class Standing Average = \frac{64 + 69 + 98}{85 + 75 + 105} = 0.87169811 = 87.169811 \%

CSA = 87.169811

MEA = \frac{(81.25 + 90)}{2} = 85.625

Computed Average = (CSPS)(CSA) + (MEPS)(MEA)

\begin{align*}
&= (0.60)(87.169811) + (0.40)(85.625) \\
&= 52.3018866 + 34.25 \\
&= 86.5518866
\end{align*}

Transmuted Value = \frac{(86.5518866 - 50)}{(100 - 50)} * 25 + 75

Transmuted Value = 93.2759433 \ (\text{Before truncation})
Transmuted Value = 93  (After truncation)

Current Grade = 1.50  (After T3)

After the Final Examination:

<table>
<thead>
<tr>
<th>Final Exam</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Perfect Score (HPS)</td>
<td>100</td>
</tr>
<tr>
<td>Student Raw Score</td>
<td>98</td>
</tr>
</tbody>
</table>

\[
F = \frac{98}{100} = 0.98 = 98\%
\]

\[
F = 98
\]

CSA = 87.169811
MEA = \frac{(81.25 + 90 + 98)}{3} = 89.75

Computed Average = \frac{(CSPS)(CSA) + (MEPS)(MEA)}{
\begin{align*}
&= (0.60)(87.169811) + (0.40)(89.75) \\
&= 52.3018866 + 35.9 \\
&= 88.2018866
\end{align*}

Transmuted Value = \frac{(88.2018866 - 50)}{(100 - 50)} \times 25 + 75

Transmuted Value = 94.1009433  (Before truncation)

Transmuted Value = 94  (After truncation)

Current Grade = 1.25  (After Final Examination)
To summarize:

<table>
<thead>
<tr>
<th>Point in Time</th>
<th>CSA</th>
<th>MEA</th>
<th>CA</th>
<th>Transmuted Value</th>
<th>Current Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>After T1</td>
<td>75.2941</td>
<td>none</td>
<td>75.2941</td>
<td>87</td>
<td>2.00</td>
</tr>
<tr>
<td>After P</td>
<td>75.2941</td>
<td>81.2500</td>
<td>77.765</td>
<td>88</td>
<td>1.75</td>
</tr>
<tr>
<td>After T2</td>
<td>83.1250</td>
<td>81.2500</td>
<td>82.3750</td>
<td>91</td>
<td>1.50</td>
</tr>
<tr>
<td>After M</td>
<td>83.1250</td>
<td>85.6250</td>
<td>84.1250</td>
<td>92</td>
<td>1.50</td>
</tr>
<tr>
<td>After T3</td>
<td>87.1698</td>
<td>85.6250</td>
<td>86.5519</td>
<td>93</td>
<td>1.50</td>
</tr>
<tr>
<td>After F</td>
<td>87.1698</td>
<td>89.7500</td>
<td>88.2019</td>
<td>94</td>
<td>1.25</td>
</tr>
</tbody>
</table>

**Real-time Computation of Current Grade**

Because of the real-time nature of CAMPUS++, a student’s Computed Average (and the corresponding Transmutation Value and Current Grade) is always recomputed whenever one of the following occurs:

1. A performance item is activated (with all students having an initial score of zero)
2. A student score is inputted
3. A student score is changed
4. A student score is disregarded
5. A performance item’s Highest Possible Score is changed
6. A performance item is deleted
7. Any of the subject’s grading parameters are changed

**Submission of Grades**

Submission of grades will be done using the College Class Record Application. The faculty are required to submit three grades: (1) Prelim Grade, (2) Midterm Grade and (3) Final Grade. For each of these grades, what the faculty submits is the Current Grade of the student at the time that the submission was made. Since the Current Grade is based on a running (and cumulative) computation of a student’s Computed Average, the timing of submission is very important.

A detailed description of the College Class Record Application is presented in the next pages.

Guide Prepared by:

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THE COLLEGE CLASS RECORD
APPLICATION IN CAMPUS++

Version 4
November 8, 2014

Engr. Renato M. Santiago
2nd Semester, School Year 2014-2015
What is the College Class Record Application?

The College Class Record Application in CAMPUS++ is intended to create and maintain student performance records in all active college classes. Aside from allowing the input of raw performance scores, the application provides for the automatic computation of student grades and the submission of periodic grades by the faculty.

*Note: The application is currently not designed to keep track of student attendance.*
CAMPUS++ Access

Web Browser to Use: Mozilla Firefox

URL for On-Campus Access: 192.168.20.21/HAU/Login.php

URL for Off-Campus Access: 202.69.186.131/FacPortal/Login.php
Access to Assigned Classes

Faculty access is through the use of User Name and Password for CAMPUS++.

Only class codes assigned to a faculty (through the employee number) can be accessed.
Example of CAMPUS++ Opening Page:
Access to Assigned Classes

Clicking on the button “Display Assigned Class Codes” will display the class codes assigned to the faculty. There is no need to input an Employee Number. Other parameters are optional.

Each Class Code provides a link to its corresponding class record.
### Example of Class Code List

<table>
<thead>
<tr>
<th>CLASS CODE</th>
<th>CODE</th>
<th>DESCRIPTION / TITLE</th>
<th>YEAR/SEM</th>
<th>SECTION</th>
<th>EMP No.</th>
<th>FACULTY NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>4191</td>
<td>CHEMISTRY</td>
<td>GENERAL CHEMISTRY LABORATORY</td>
<td>2014,1S</td>
<td>R-131</td>
<td>1473</td>
<td>ARCILLA, ABIGAIL PARAS</td>
</tr>
<tr>
<td>4193</td>
<td>CHEMISTRY</td>
<td>GENERAL CHEMISTRY LABORATORY</td>
<td>2014,1S</td>
<td>R-133</td>
<td>1473</td>
<td>ARCILLA, ABIGAIL PARAS</td>
</tr>
<tr>
<td>4195</td>
<td>CHEMISTRY</td>
<td>GENERAL CHEMISTRY LABORATORY</td>
<td>2014,1S</td>
<td>R-134</td>
<td>1473</td>
<td>ARCILLA, ABIGAIL PARAS</td>
</tr>
<tr>
<td>4282</td>
<td>DIFFCAL</td>
<td>DIFFERENTIAL CALCULUS</td>
<td>2014,1S</td>
<td>R-214</td>
<td>1473</td>
<td>ARCILLA, ABIGAIL PARAS</td>
</tr>
<tr>
<td>4327</td>
<td>DIFFCAL</td>
<td>DIFFERENTIAL CALCULUS</td>
<td>2014,1S</td>
<td>R-221</td>
<td>1473</td>
<td>ARCILLA, ABIGAIL PARAS</td>
</tr>
<tr>
<td>4329</td>
<td>DIFFCAL</td>
<td>DIFFERENTIAL CALCULUS</td>
<td>2014,1S</td>
<td>R-223</td>
<td>1473</td>
<td>ARCILLA, ABIGAIL PARAS</td>
</tr>
<tr>
<td>4331</td>
<td>DIFFCAL</td>
<td>DIFFERENTIAL CALCULUS</td>
<td>2014,1S</td>
<td>R-225</td>
<td>1473</td>
<td>ARCILLA, ABIGAIL PARAS</td>
</tr>
<tr>
<td>4380</td>
<td>DIFFCAL</td>
<td>DIFFERENTIAL CALCULUS</td>
<td>2014,1S</td>
<td>R-236</td>
<td>1473</td>
<td>ARCILLA, ABIGAIL PARAS</td>
</tr>
</tbody>
</table>
## Basic Information

<table>
<thead>
<tr>
<th>Class Code:</th>
<th>4282</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject Code:</td>
<td>DIFFCAL</td>
</tr>
<tr>
<td>Description / Title:</td>
<td>DIFFERENTIAL CALCULUS</td>
</tr>
<tr>
<td>Offered on:</td>
<td>2014/1S</td>
</tr>
<tr>
<td>Section / Time / Days / Room:</td>
<td>R-214 08:35a-10:05a, TTH, SJH-305</td>
</tr>
<tr>
<td>Number of Students Enrolled:</td>
<td>49</td>
</tr>
<tr>
<td>Faculty / Employee Name:</td>
<td>1473 / ARCILLA, ABIGAIL PARAS</td>
</tr>
<tr>
<td>Subject Department:</td>
<td>Department of General Engineering</td>
</tr>
<tr>
<td>Subject Type:</td>
<td>Lecture</td>
</tr>
<tr>
<td>Number of Units:</td>
<td>4.00 units</td>
</tr>
<tr>
<td>Passing Percent Average:</td>
<td>50</td>
</tr>
</tbody>
</table>

### Share in Grade Computation:
- Class Standing: 60%
- Major Examination: 40%

### Weights among Major Exams:
- Prelim Exam: 33%
- Midterm Exam: 33%
- Final Exam: 33%
# Web Page for Class Code 4282 (bottom screen)

## Display Filtering

- **Show Only Grading Period:** <select>
- **Show Only Topic Number:** 
- **Show Only Type of Exam:** <select>

[Show / Reload]

## Raw Scoring Detail

<table>
<thead>
<tr>
<th>Stat</th>
<th>PERIOD</th>
<th>PERFORMANCE ITEM</th>
<th>CLASSIFICATION</th>
<th>TOPIC No.</th>
<th>TOPIC DESCRIPTION / TITLE</th>
<th>HPS</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Select icon]</td>
<td>![Select icon]</td>
<td>![Select icon]</td>
<td>![Select icon]</td>
<td>![Select icon]</td>
<td>![Select icon]</td>
<td>![Select icon]</td>
</tr>
</tbody>
</table>

[Open Grade Book] [Delete all checked items]
Performance Item

A Performance Item is a graded student performance activity like a quiz, a recitation, long test, experiment or major examination.

There are two categories of Performance Item:

1. Class Standing Performance Item
2. Major Exam Performance Item
Class Standing Performance Items

The following are examples of Class Standing Performance Items:

1. Activity
2. Adviser’s Grade
3. Assignment
4. Exercise
5. Experiment
6. Field Observation
7. Fieldwork
8. Group Oral Presentation
9. Individual Oral Presentation
10. Logbook/Diary
11. Long Test
12. Manuscript
13. Mock Interview
14. Participation
15. Peer Evaluation
16. Performance Evaluation
17. Practicum Report
18. Project
19. Quiz
20. Recitation
21. Research
22. Seatwork
23. Thesis

*Note: The complete list is found in the application itself.*
Class Standing Performance Item
The Highest Possible Score (HPS) of an item under Class Standing reflects the weight of that item.

The faculty can create any number of Class Standing Performance Items under any Grading Period.

Major Exam Performance Item
Only the following are defined as Major Exam Performance Items:

1. Prelim Exam
2. Midterm Exam
3. Final Exam

Only one Major Exam is allowed for each Grading Period.
Grading Periods

- A semester is divided into three (3) Grading Periods of six (6) weeks each:
  1. Prelim
  2. Midterm
  3. Final

- A Performance Item must be set under a specific Grading Period when it is created.

- Each Major Exam Performance Item is associated with its corresponding Grading Period (Prelim, Midterm, Final).
Creating and Activating Performance Items

**Display Filtering**
- **Show Only Grading Period:** <All> ▼
- **Show Only Topic Number:**
- **Show Only Type of Exam:** <All> ▼

**Raw Scoring Detail**

<table>
<thead>
<tr>
<th>Stat</th>
<th>PERIOD</th>
<th>PERFORMANCE ITEM</th>
<th>CLASSIFICATION</th>
<th>TOPIC No.</th>
<th>TOPIC DESCRIPTION / TITLE</th>
<th>HPS</th>
<th>Add</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Open Grade Book**
- **Delete all checked items**
Creating and Activating Performance Items

A Performance Item is created by specifying the following:

- Grading Period
- Type of Performance Item
- Classification (set automatically by the application)*
- Topic No. (optional label)
- Topic Description / Title (optional label)
- HPS (Highest Possible Score: from 1 up to 999)

*Classification (Class Standing or Major Exam) is set by the application based on the Type of Performance Item. After inputting the HPS, the faculty should click on the button “Add.”
Creating and Activating Performance Items

**Raw Scoring Detail**

<table>
<thead>
<tr>
<th>Stat</th>
<th>PERIOD</th>
<th>PERFORMANCE ITEM</th>
<th>CLASSIFICATION</th>
<th>TOPIC No.</th>
<th>TOPIC DESCRIPTION / TITLE</th>
<th>HPS</th>
<th>Add</th>
</tr>
</thead>
<tbody>
<tr>
<td>🔄</td>
<td>&lt;select&gt;</td>
<td>&lt;select&gt;</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Add</td>
</tr>
</tbody>
</table>

Clicking <select> under PERIOD will allow selection of PRELIM, MIDTERMM or FINAL. Clicking <select> under PERFORMANCE ITEM will bring up a long list of performance items from which faculty will select one item. Filling in the input boxes for TOPIC No. and TOPIC DESCRIPTION/TITLE is optional. They can be left blank. The input box for HPS should be the perfect score of the performance item. Clicking the “Add” button will activate the performance item.
Creating and Activating Performance Items

### Raw Scoring Detail

<table>
<thead>
<tr>
<th>Stat</th>
<th>PERIOD</th>
<th>PERFORMANCE ITEM</th>
<th>CLASSIFICATION</th>
<th>TOPIC No.</th>
<th>TOPIC DESCRIPTION / TITLE</th>
<th>HPS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>&lt;select&gt;</td>
<td>&lt;select&gt;</td>
<td></td>
<td></td>
<td></td>
<td>Add</td>
</tr>
<tr>
<td></td>
<td>&lt;select&gt;</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Op</td>
<td>PRELIM</td>
<td>MIDTERM</td>
<td>FINAL</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Delete all checked items

---

Prelim period selected for performance item.
Creating and Activating Performance Items

Top part of performance item list is displayed.
Creating and Activating Performance Items

Bottom part of performance item list is displayed.
Creating and Activating Performance Items

Quiz selected. CLASSIFICATION is set automatically to Class Standing by the system.

<table>
<thead>
<tr>
<th>Stat</th>
<th>PERIOD</th>
<th>PERFORMANCE ITEM</th>
<th>CLASSIFICATION</th>
<th>TOPIC No.</th>
<th>TOPIC DESCRIPTION / TITLE</th>
<th>HPS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRELIM</td>
<td>Quiz</td>
<td>Class Standing</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOpIC No. and TOPIC DESCRIPTION/TITLE are filled up by the user. Highest Possible Score for the performance item is also set to 20.
Example of Activated Performance Item (after Add button was clicked)

Immediately after the Add button is clicked, the performance item is activated as shown above. Notice that the Add button has now been replaced by the “update…” link. At this point, all students have a score of zero for this Quiz.

To proceed with the inputting of actual student scores, click the “update…” link. A pop-up window will appear like in the next page.
Inputting of Raw Scores

Under the column for SCORE there is an input box to the right of the name of each student. Position the cursor to the box and replace the zero with the student’s actual score (not unless he really got a zero). Only whole numbers are allowed.

Each score inputted must be followed by a press of the ENTER key or the Tab key.

The user, using the mouse, can position the cursor to any input box across any student in the list.
Inputting of Raw Scores

Here are examples of inputted scores. Whenever a score is inputted, the system will compute the student’s COMPUTED AVERAGE, TRANSMUTED VALUE and CURRENT GRADE.

All scores are saved upon input and they can be from 0 to 999. The user can stop anytime and go back later to resume inputting.

A user can always go back to a previously entered raw score and change it (provided the Final Grades have not yet been submitted.)
Creating More Activated Performance Items

More performance items can be activated by the same procedure. The faculty can activate as many performance items as needed. To activate major exams, the faculty should choose from the list of performance items “Prelim Exam”, “Midterm Exam” or “Final Exam.” The PERIOD should be set correctly.

Below is an example wherein the Prelim Exam performance item has been created.

<table>
<thead>
<tr>
<th>Stat</th>
<th>PERIOD</th>
<th>PERFORMANCE ITEM</th>
<th>CLASSIFICATION</th>
<th>TOPIC No.</th>
<th>TOPIC DESCRIPTION / TITLE</th>
<th>HPS</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>PRELIM</td>
<td>Quiz</td>
<td>Class Standing</td>
<td>1</td>
<td>Chapter 1</td>
<td>20</td>
</tr>
<tr>
<td>✓</td>
<td>PRELIM</td>
<td>Prelim Exam</td>
<td>Major Examination</td>
<td>1-5</td>
<td>Chapters 1 and 2</td>
<td>90</td>
</tr>
</tbody>
</table>

It is recommended that performance items be activated only when the faculty is ready to input the student scores immediately after activation.
**Highest Possible Score (HPS)**

The Highest Possible Score (HPS) or “Perfect Score” for any Performance Item must be a whole number from 1 to 999. It is always specified when the item is created.

An actual raw score by a student may exceed the perfect score for the item. For example, if the HPS for a Performance Item is 100, the application will allow the entry of a raw score even if it is higher than 100. This is an option when the faculty would like to give “bonus” points to the student.
Changing Inputted Raw Scores

The faculty can change previously inputted raw scores by clicking on the link “update…”, going to the score of a specific student and overwriting the student’s score. Again, user must make sure that after entering a score, it is followed immediately with a press of the ENTER key or Tab key before going to another input box for another student.
Editing Performance Item Properties

The faculty can change any property of an activated performance item by clicking on the check mark under the “Stat” column. In the example below, the check mark has been clicked and the parameters (including HPS) can be changed (even if scores have been inputted already). The “Ok” button should be clicked for the changes to take hold while clicking the “x” button will result in no change.

<table>
<thead>
<tr>
<th>Stat</th>
<th>PERIOD</th>
<th>PERFORMANCE ITEM</th>
<th>CLASSIFICATION</th>
<th>TOPIC No.</th>
<th>TOPIC DESCRIPTION / TITLE</th>
<th>HPS</th>
</tr>
</thead>
<tbody>
<tr>
<td>🚨</td>
<td>PRELIM</td>
<td>Quiz</td>
<td>Class Standing</td>
<td>1</td>
<td>Operations &amp; Simplify</td>
<td>20</td>
</tr>
</tbody>
</table>

Ok

X
Viewing all Inputted Raw Scores

Raw scores for all activated Performance Items can also be viewed using a “Spreadsheet” view of the class records.

With two active Performance Items in the example above, “Spreadsheet” view is initiated by clicking the button “Open Grade Book.”
## Example of “Spreadsheet” View

### Grade Book Details (All Performance Items)

<table>
<thead>
<tr>
<th>Class Code:</th>
<th>8380</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject Code:</td>
<td>3TUPAN</td>
</tr>
<tr>
<td>Description / Title:</td>
<td>PAGTUTORO NG, AT PAGTAYA SA, PANITIKAN</td>
</tr>
<tr>
<td>Section / Time / Days / Room:</td>
<td>E-4FI 02:55p-04:25p, TTH, SJH-204</td>
</tr>
</tbody>
</table>

### PERIODIC GRADES

<table>
<thead>
<tr>
<th>Name</th>
<th>PRELIM</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Class Standing 70.00%</td>
<td>Major Examination 30.00%</td>
<td>Class Standing Average</td>
<td>Major Examination Average</td>
<td>Computed Average</td>
<td>Transmitted Value</td>
<td>Current Grade</td>
</tr>
<tr>
<td>1. BACALL, JONELL REYES</td>
<td>14</td>
<td>19</td>
<td>21</td>
<td>47</td>
<td>83.0769</td>
<td>85.4545</td>
<td>83.7902</td>
</tr>
<tr>
<td>2. BOTTICARIO, RUBY MAR BRINAS</td>
<td>14</td>
<td>13</td>
<td>22</td>
<td>42</td>
<td>75.3646</td>
<td>76.3636</td>
<td>75.6783</td>
</tr>
<tr>
<td>3. BUIZON, JULIET TOLOSA</td>
<td>13</td>
<td>13</td>
<td>23</td>
<td>46</td>
<td>75.3646</td>
<td>83.6364</td>
<td>77.8601</td>
</tr>
<tr>
<td>4. MAGPILI, GWYN MAE LACANLALE</td>
<td>13</td>
<td>19</td>
<td>24</td>
<td>43</td>
<td>86.1538</td>
<td>78.1818</td>
<td>83.7622</td>
</tr>
<tr>
<td>5. MIRANDA, KATRINA ABELLA</td>
<td>10</td>
<td>18</td>
<td>24</td>
<td>48</td>
<td>80.0000</td>
<td>87.2727</td>
<td>82.1818</td>
</tr>
</tbody>
</table>
Disregarding Performance Item Scores

When inputting a raw score for any Performance Item, the faculty can disregard that Performance Item for a student by entering “D” or “d”. When the system computes the student’s Computed Average, it will take out or disregard the performance item where the student’s raw score was set as “D” or “d”.

For example, if there are 5 active Performance Items and one student has one score disregarded in one Performance Item, the application will only use the 4 Performance Items active for that student.
Example of a Disregarded Performance Item Score

<table>
<thead>
<tr>
<th>Name</th>
<th>PRELIM</th>
<th>Class Standing (70.00%)</th>
<th>Major Exams (30.00%)</th>
<th>Class Standing Average</th>
<th>Major Exams Average</th>
<th>Computed Average</th>
<th>Transmuted Value</th>
<th>Current Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Arellano, John K</td>
<td>Quiz - 100: D</td>
<td>45.0000</td>
<td>83.3333</td>
<td>91</td>
<td>1.50</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Cruz, Erwin L</td>
<td>Prelim Exam - 120: 80</td>
<td>76.0000</td>
<td>66.6667</td>
<td>85</td>
<td>2.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Santos, Erwin C</td>
<td></td>
<td>90.0000</td>
<td>100.0000</td>
<td>95</td>
<td>1.25</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Santos, Jen G</td>
<td></td>
<td>60.0000</td>
<td>75.0000</td>
<td>82</td>
<td>2.25</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Recompute Grades  Exit
Computed Average

The student’s **Computed Average** is derived from two components: (a) the **Class Standing Average**, and (b) the **Major Exam Average** with sharing parameters applied between the two averages.

The student’s **Computed Average** is always in percentage form. It is computed provided that at least one performance item is activated. It is always updated as more performance items are activated.
Class Standing Average

A student’s Class Standing Average takes into account the performance scores in all Class Standing Performance Items and is computed using the formula:

\[
\text{Class Standing Average} = \frac{\text{Sum of Raw Scores of Student}}{\text{Sum of Perfect Scores of Performance Items}}
\]

The Class Standing Average is expressed in percentage form. It is computed across all Grading Periods.
Major Exam Average

A student’s Major Exam Average is the weighted average of the performance scores in all Major Exam Performance Items. Performance scores for major exams are first converted to percentage form before Major Exam Weights are applied.

Major Exam Weights

Major Exam Weights are grading parameters that define the relative weights among the three major exams.
### How Major Exam Weights are Applied

<table>
<thead>
<tr>
<th></th>
<th>RATIO SHARE</th>
<th>PERCENT SHARE</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRELIM EXAM WEIGHT</td>
<td>1</td>
<td>1 / 3</td>
</tr>
<tr>
<td>MIDTERM EXAM WEIGHT</td>
<td>1</td>
<td>1 / 3</td>
</tr>
<tr>
<td>FINAL EXAM WEIGHT</td>
<td>1</td>
<td>1 / 3</td>
</tr>
</tbody>
</table>

In this case, simple averages are used because the major exams have the same weight.
Example of Uneven Weights for Major Exams (for some CBA subjects)

<table>
<thead>
<tr>
<th></th>
<th>RATIO SHARE</th>
<th>PERCENT SHARE</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRELIM EXAM WEIGHT</td>
<td>3 / 10</td>
<td>30.00%</td>
</tr>
<tr>
<td>MIDTERM EXAM WEIGHT</td>
<td>3 / 10</td>
<td>30.00%</td>
</tr>
<tr>
<td>FINAL EXAM WEIGHT</td>
<td>4 / 10</td>
<td>40.00%</td>
</tr>
</tbody>
</table>
If there’s no Final Exam yet

<table>
<thead>
<tr>
<th>EXAM WEIGHT</th>
<th>RATIO SHARE</th>
<th>PERCENT SHARE</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRELIM EXAM WEIGHT</td>
<td>3</td>
<td>3 / 6</td>
</tr>
<tr>
<td>MIDTERM EXAM WEIGHT</td>
<td>3</td>
<td>3 / 6</td>
</tr>
<tr>
<td>FINAL EXAM WEIGHT</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

In this case, the Final Exam Weight is not used because the Final Exam has not yet been activated.
Grading Parameters

Grading Parameters are system settings (at the subject level and class code level) that control how grades are computed.

These parameters are:

- Passing Average
- Class Standing Percent Share
- Major Exam Percent Share
- Major Exam Weights:
  1. Prelim Exam Weight
  2. Midterm Exam Weight
  3. Final Exam Weight
Example of Grading Parameters

<table>
<thead>
<tr>
<th></th>
<th>PASSING AVERAGE</th>
<th>CLASS STANDING PERCENT SHARE</th>
<th>MAJOR EXAMS PERCENT SHARE</th>
<th>PRELIM EXAM WEIGHT</th>
<th>MIDTERM EXAM WEIGHT</th>
<th>FINAL EXAM WEIGHT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example</td>
<td>50</td>
<td>70</td>
<td>30</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

Grading Parameters are set in each subject in the system’s Subject Table. When class schedules are created, the subject’s grading parameters are copied to the class code’s grading parameters.
Passing Average

The **Passing Average** is the minimum per cent average that a student needs to achieve to get a passing grade. If the student’s **Computed Average** is equal to or greater than the **Passing Average**, his **Current Grade** will be 3.00 or higher. If the student’s **Computed Average** is less than the **Passing Average**, the student’s **Current Grade** will be 5.00.

Normally, all classes under the same subject should have the same **Passing Average**. However, the **Passing Average** can be set at the class code level different from that set at the subject level provided that it is done with the approval of the dean.
Class Standing Percent Share
The Class Standing Percent Share is applied to the Class Standing Average in computing the Computed Average.

Major Exam Percent Share
The Major Exam Percent Share is applied to the Major Exam Average in computing the Computed Average.
The **Class Standing Percent Share** and the **Major Exams Percent Share** are applied only when there is at least one active Class Standing Performance Item **and** at least one active Major Exam Performance Item.

If there are no Major Exams activated, the student’s **Computed Average** will be based solely on Class Standing Performance Items.

If there are no Class Standing Performance Items activated, the student’s **Computed Average** will be based solely on the Major Exam Performance Items.

The **Computed Average** (and the corresponding **Current Grade**) is computed once there is at least one active performance item (Class Standing or Major Exam). It is updated every time an additional performance item is activated.
If the **Class Standing Percent Share** is set to 100 (and the **Major Exams Percent Share** is 0), the student’s Computed Average will be based solely on Class Standing Performance Items. If Major Exam Performance Items are activated, they will be ignored by the application.

If the **Major Exams Percent Share** is set to 100 (and the **Class Standing Percent Share** is 0), the student’s Computed Average will be based solely on Major Exams Performance Items. If Class Standing Performance Items are activated, they will be ignored by the application.
Can Grading Parameters be Changed?

All Grading Parameters set at the Subject Code level and Class Code level (per class) can only be changed with the approval of the Dean.
Transmuted Value

Once the system computes a student’s Computed Average, a Transmuted Value is computed based on the values of the Passing Average (of the class) and the Computed Average (of the student).
Computation of Student’s Transmuted Value

\[
\text{TRANSMUTED VALUE} = \left( \frac{\text{COMPUTED AVERAGE} - \text{PASSING AVERAGE}}{100 - \text{PASSING AVERAGE}} \right) \times 25 + 75
\]

After applying the formula, the system will truncate the fractional component of the computed value to arrive at a purely whole number. It is this whole number that is used in the Transmutation Table to get the corresponding Current Grade of the student.
### TRANSMUTATION TABLE

<table>
<thead>
<tr>
<th>Transmuted Value</th>
<th>Grade</th>
<th>General Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Above 96</td>
<td>1.00</td>
<td>Outstanding</td>
</tr>
<tr>
<td>94 to 96</td>
<td>1.25</td>
<td>Excellent</td>
</tr>
<tr>
<td>91 to 93</td>
<td>1.50</td>
<td>Superior</td>
</tr>
<tr>
<td>88 to 90</td>
<td>1.75</td>
<td>Very Good</td>
</tr>
<tr>
<td>85 to 87</td>
<td>2.00</td>
<td>Good</td>
</tr>
<tr>
<td>82 to 84</td>
<td>2.25</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>79 to 81</td>
<td>2.50</td>
<td>Fairly Satisfactory</td>
</tr>
<tr>
<td>76 to 78</td>
<td>2.75</td>
<td>Fair</td>
</tr>
<tr>
<td>75</td>
<td>3.00</td>
<td>Passed</td>
</tr>
<tr>
<td>Below 75</td>
<td>5.00</td>
<td>Failed</td>
</tr>
<tr>
<td>6.00</td>
<td></td>
<td>Failure due to absences</td>
</tr>
<tr>
<td>8.00</td>
<td></td>
<td>Unauthorized withdrawal</td>
</tr>
<tr>
<td>9.00</td>
<td></td>
<td>Dropped with permission</td>
</tr>
</tbody>
</table>

**NOTES:**

Grades of "6.00" and "8.00" are not determined by the application but are inputted manually by the faculty.

Faculty are not authorized to input a grade of "9.00".
Current Grade

The student’s **Current Grade** is determined when at least one Performance Item is activated (whether it is a Class Standing item or a Major Exam item).

The application automatically re-computes the student’s **Computed Average** whenever new performance items are activated, new or edited raw scores are inputted, or changes are made in the class’ grading parameters.

Whenever there’s a change in the student’s **Computed Average**, there are corresponding changes in the **Transmuted Value** and the **Current Grade**.
Deleting Performance Items

A Performance Item that has been created (even if raw scores have been inputted already) can be deleted.

To delete a Performance Item, click the small square under “Stat”, then click the button “Delete all checked Items.” In the screen shot above, the Quiz will be deleted. USE WITH EXTREME CAUTION. This action cannot be undone. All previously inputted raw scores will be lost.
Submitting Grades

• After inputting all performance scores at the end of the Prelim Period, the Current Grade of each student can be copied as the Prelim Grade and finalized within the application.

• After inputting all performance scores at the end of the Midterm Period, the Current Grade of each student can be copied as the Midterm Grade and finalized within the application.

• After inputting all performance scores at the end of the Final Period, the Current Grade of each student can be copied as the Final Grade and finalized within the application.
Copying of Current Grades can only be done when in “Spreadsheet View” (by clicking Open Grade Book button).

First, click dropdown menu for << Select Period >> and select a period (Prelim, Midterm, or Final).

Second, clicking the Copy button will copy the Current Grades as Prelim, Midterm, or Final Grades, corresponding to the selected period.
When period is set to “Prelim”, clicking the Copy button will cause the copying of the Current Grades as Prelim Grades.

When period is set to “Midterm”, clicking the Copy button will cause the copying of the Current Grades as Midterm Grades.

When period is set to “Final”, clicking the Copy button will cause the copying of the Current Grades as Final Grades.

After copying, select a period and click the “View” button. This will display the grading sheet corresponding to the selected period.
This is an example of selecting the periodic grade when Current Grades are being copied or viewed.
When the “Copy” button is clicked, a confirmation question is presented. This will show that the copy operation was completed.
This is the page after the Current Grades were copied as Prelim Grades. (The list of students is not complete.)

<table>
<thead>
<tr>
<th>No</th>
<th>StudentNo</th>
<th>Name</th>
<th>Computed Grade</th>
<th>PRELIM Grade</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>20392953</td>
<td>ALFONSO, AIRENE CATAHAN</td>
<td>1.75</td>
<td>1.75</td>
<td>Very Good stemplonuevo 2014-07-24 11:04</td>
</tr>
<tr>
<td>2</td>
<td>20390005</td>
<td>BANCOLITA, JEREMIAH NUCUM</td>
<td>2.50</td>
<td>2.50</td>
<td>Fairly Satisfactory stemplonuevo 2014-07-24 11:04</td>
</tr>
<tr>
<td>3</td>
<td>20377710</td>
<td>BAUTISTA, DTER DACULAN</td>
<td>2.25</td>
<td>2.25</td>
<td>Satisfactory stemplonuevo 2014-07-24 11:04</td>
</tr>
</tbody>
</table>
Overriding a Grade prior to Finalization

Whenever a Current Grade is copied as a Prelim Grade, Midterm Grade or Final Grade, the application will allow the faculty to change (or override) a student’s periodic grade to a value different from the Current Grade, provided that the button “Finalize All Grades” has not yet been clicked.

In the previous example, the Computed Grade is identical to the Prelim Grade for each student after a “Copy” action was initiated. Each Prelim Grade can be changed by direct input by the faculty. This can also be done for Midterm and Final Grades.
Overriding a Grade prior to Finalization

Overriding a Prelim, Midterm or Final Grade is necessary when entering grades of “6.00” or “8.00.”

To submit all grades, click the “Finalize All Grades” button.

Clicking this button will trigger submission of all grades in the class and the act cannot be undone. It is irreversible.

Normally, overriding a grade is advisable only prior to the submission of Final Grades and when the Passing Average is lowered through a deliberation process. Since the faculty cannot change the system’s Passing Average, he can just override the grade before finalization.
Finalization of Grades

<table>
<thead>
<tr>
<th>ID</th>
<th>Student ID</th>
<th>Name</th>
<th>Grade</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>33</td>
<td>20387226</td>
<td>TIAMZON, KATHLEEN JMENEZ</td>
<td>5.00</td>
<td></td>
</tr>
<tr>
<td>34</td>
<td>20365244</td>
<td>TORRES, EARL DAVE TUAZON</td>
<td>5.00</td>
<td></td>
</tr>
</tbody>
</table>

After copying the Current Grades as Prelim, Midterm or Final Grades, and, if necessary, overriding some grades, use the “View” button to return to the grading sheet. At the bottom of the sheet is the button for “Finalize All Grades.” Clicking this button will cause the submission of the grades. Be careful. This cannot be undone.

NOTE: After FINAL GRADES are finalized (submitted), the entire class record of the class concerned becomes “Read Only.”
Finalization of Grades

After copying the Current Grades as Prelim, Midterm or Final Grades, and, assuming that finalization has not yet been done, the faculty can still change the raw score of any student in any performance item. However, if changes are made, the faculty must repeat the “Copy” action to ensure that the student’s Current Grade was updated based on the changes.
What happens after finalization?

After Current Grades are copied as PRELIM GRADES and finalized, the grade details (Computed Grade and Prelim Grade) for each student are made permanent in the grade list.

After Current Grades are copied as MIDTERM GRADES and finalized, the grade details (Computed Grade and Midterm Grade) for each student are made permanent in the grade list.

After Current Grades are copied as FINAL GRADES and finalized, the grade details (Computed Grade and Final Grade) for each student are made permanent. Also, the class record becomes “Read Only” which means that the faculty could no longer make any changes to the class record.
What happens after finalization?

After the finalization of Prelim or Midterm Grade, changes to previously inputted scores will no longer impact the submitted grades even though the Current Grade will continue to be re-computed every time a student score is inputted or changed.

Submission of Prelim or Midterm Grade by the faculty can be considered as an act of taking a “snapshot” of each Current Grade and submitting it, respectively, as a Prelim Grade or a Midterm Grade, at that point in time when the finalization of grade was initiated.
Timing is Crucial

When submitting a periodic grade, the system does not take into account the grading period of the performance items. Since the system computes the Current Grade based on cumulative performance scores, the faculty, at the time of submission, “declares” the Current Grade as the Prelim, Midterm or Final Grade, regardless as to when it was submitted.

However, as per standard practice, the Prelim Grades are submitted soon after the Prelim Exam scores are inputted. The Midterm Grades are submitted soon after the Midterm Exam scores are inputted, and, of course, the Final Grades are submitted soon after the Final Exam scores are inputted (and after deliberations, if any).
Summary of Grade Submission Procedure

Steps for Submitting PRELIM Periodic Grades

1. From List of Assigned Class Codes, click link for selected Class Code.
2. From Update Gradebook page, click **Open Grade Book**.
3. From Grade Book Details page, select Period **PRELIM**.
4. From Grade Book Details page, click **Copy**.
5. From Grade Book Details page, select Period **PRELIM**.
6. From Grade Book Details page, click **View**.
7. From Grade Detail page, override grades (only if necessary).
8. From Grade Detail page, click **Finalize All Grades**.
9. From Grade Detail page, click **Back**.

The same procedures works for the Midterm and Final Grades.
Hard Copy Class Records

Faculty will still be required to keep their own “hard copy” records or electronic records and not rely entirely on CAMPUS++. 
Export to Excel

When in “spreadsheet” view (All Performance Items), there is an option to copy all performance item scores and computed averages by clicking the button “Export to Excel.”

The example below shows the bottom of a “spreadsheet” view showing the button “Export to Excel.”

<table>
<thead>
<tr>
<th>Name</th>
<th>Score1</th>
<th>Score2</th>
</tr>
</thead>
<tbody>
<tr>
<td>TORRES, ANNA DOMINIQUE</td>
<td>11</td>
<td>7</td>
</tr>
<tr>
<td>MASCARDO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TUAZON, AYA PEÑAFLOR</td>
<td>22</td>
<td>6</td>
</tr>
<tr>
<td>YANGA, MARY JANE SANTIAGO</td>
<td>23</td>
<td>8</td>
</tr>
</tbody>
</table>
What about Printing?

Because of the wide range of differences in the number of performance items created by faculty, the system has no direct way of printing class records. For printing purposes it is suggested that the records be “Exported to Excel” and the faculty can use the Excel file to print the records.
Access by Administrators and Students

Administrators with “Read Only” rights can access class records.

Students are given “Read Only” access rights to their own performance records in all their enrolled classes. The routine name for their access is “Display Own Class Records.” In the student’s SUMMARY OF GRADES, the “Computed Grade” is the Current Grade at the time of submission by the faculty while the “Submitted Grade” is the finalized grade. Normally, the “Computed Grade” is the same as the “Submitted Grade.” If this is not the case, it means the faculty manually changed the “Submitted Grade” (by doing an override) prior to finalization.
Questions?

If you have questions on how to use the College Class Record Application, please consult with your chair or dean.