

Infinite Campus - Composite Grading

Overview: This quick reference guide informs teachers how to setup their grade book to use composite grading and how to post final grades for schools using Grading Tasks like a High School.

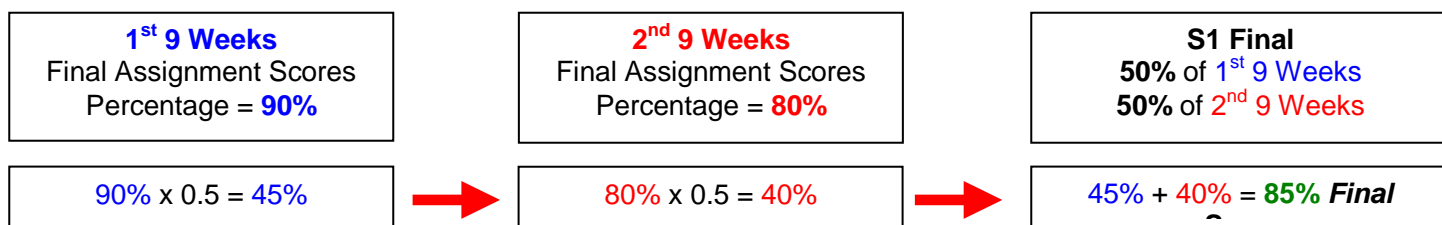
What is Composite Grading?

Composite Grading is the calculation of the final grading task's grade based on other grading tasks in the same term.

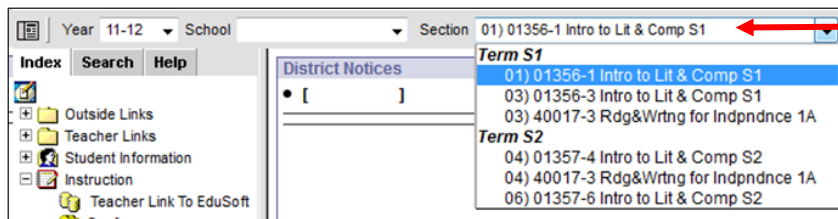
There are two examples of how a teacher may configure and use composite grading. **Example 2 starts on page 4**

Example #1 – Composite Grading without a separate final exam or assignment

Below is an example of a teacher that has setup the *1st semester final grading task* to calculate using **50%** of the *1st 9 weeks* final assignment score percentage and **50%** of *2nd 9 weeks* final assignment score percentage to give the student's their 1st semester final grade/score.



Steps to setup Composite Grading without a separate final exam or assignment

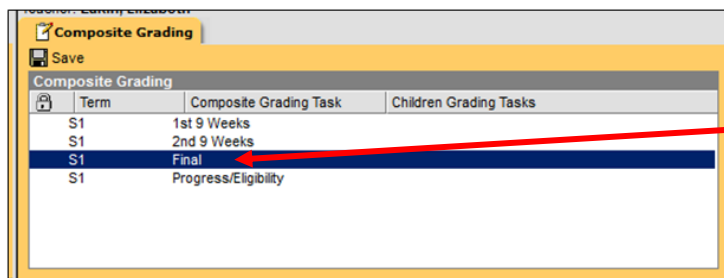


1. Choose a section from the **Section** drop down menu.



2. Open Composite Grading.

Composite grading is located under the **Index** tab → **Instruction** → **Admin** → **Composite Grading**.



3. Set semester final grading task to use composite grading.

• Click **Final** Grading Task.

Term	Composite Grading Task	Children Grading Tasks
S1	1st 9 Weeks	
S1	2nd 9 Weeks	
S1	Final	
S1	Progress/Eligibility	

Weight	Grading Task
50	S1 Progress/Eligibility
50	S1 1st 9 Weeks
50	S1 2nd 9 Weeks

- Enter the percent you would like the other grading tasks assignments to use when calculating the final grade.

*In this example we are calculating the final semester grade using **50%** of 1st 9 week grades and **50%** of 2nd 9 week grades to get the student's final grade.*

4. Click [Save](#).

Term	Composite Grading Task	Children Grading Tasks
S1	1st 9 Weeks	
S1	2nd 9 Weeks	
S1	Final	(50%) S1 1st 9 Weeks (50%) S1 2nd 9 Weeks
S1	Progress/Eligibility	

After the settings are saved the page will refresh and you should now see the Final grading task is setup to use **50%** of 1st 9 weeks and **50%** of 2nd 9 weeks.

5. Verify Final grading task grade calculation is set to 'HS Letter'.

- Go to **Assignments** under **Instruction** and click [Edit Grade Calc Options](#).

- Verify Grading Scale is set to '**HS Letter**' for the **Final** grading task.

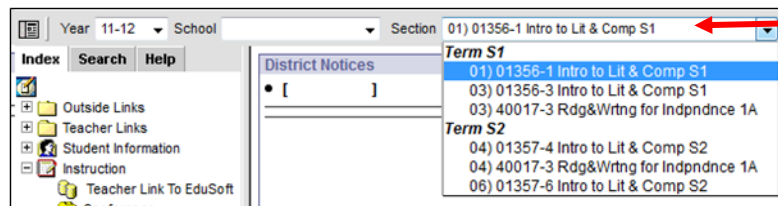
- Click [Save](#).

Repeat steps 1-5 to setup Composite Grading for additional sections.

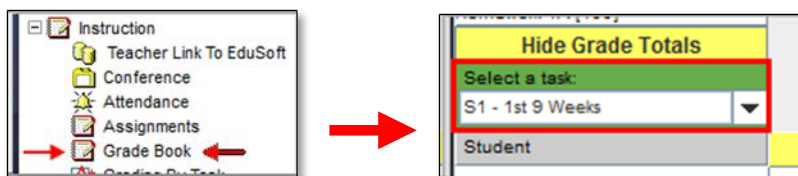
Steps to post semester final grades using Composite Grading without a final exam

Important Note:

Assignments for grading tasks other than final should be graded before you post grades.



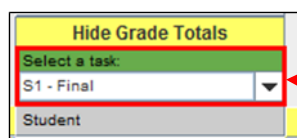
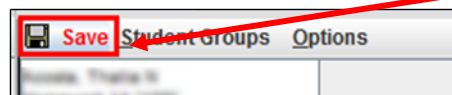
1. Choose a section from the **Section** drop down menu.



2. Post grades to grading tasks.

- Open your Grade Book. Grade Book is located under **Instruction** → **Grade Book**.
- Select the correct *Grading Task*.
- Right click the **green % column** and click **Post Grades**.
- Click **Save**.

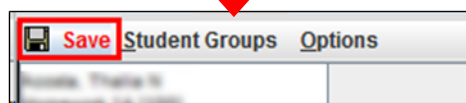
S1 - 1st 9 Weeks		In Progress			Posted				EXAS
Student	Pts	Poss	%	Grd	%	Grd			
11 Asato, John A	157.00	200.00	78.50	C+				78.50	75
22 Asato, John L	172.00	200.00	86.00	B					
11 Asato, Arnesse W	140.00	200.00	70.00	C-					
11 Asato, Arnesse L	179.00	200.00	89.50	A-					
22 Asato, Thana W	186.00	200.00	93.00	A					



3. Post grades to Final grading task.

- Select **Final** from the 'Select a task' drop down menu.
- Right click the **green % column** and click **Post Grades**.
- Click **Save**.

S1 - Final		In Progress		Posted					
Student	%	Grd		%	Grd				
11 Asato, John A	77.25	C+					78.50	C+	
22 Asato, John L	83.75	B							
11 Asato, Arnesse W	71.25	C-							
11 Asato, Arnesse L	91.25	A-							

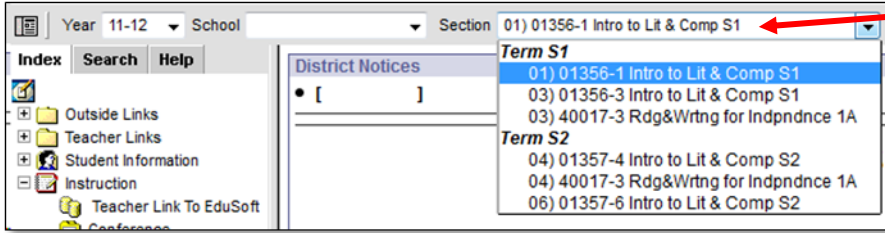
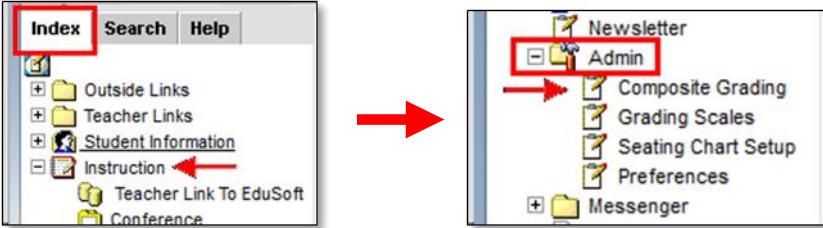
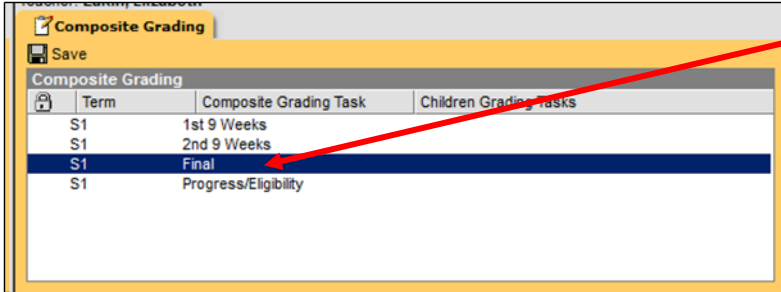


Example #2 – Composite Grading with a separate final exam or assignment

Below is an example of a teacher that has setup the 1st semester final grading task to calculate using **45%** of the 1st 9 weeks final assignment score percentage, **45%** of 2nd 9 weeks final assignment score percentage and **10%** of the final exam or assignment to give the student's their 1st semester final grade/score.

1st 9 Weeks Final Assignment Scores Percentage = 90%	2nd 9 Weeks Final Assignment Scores Percentage = 80%	Final Exam Semester Final Exam Score Percentage = 90%	S1 Final 45% of 1 st 9 Weeks 45% of 2 nd 9 Weeks 10% of Final Exam
$90\% \times 0.45 = 40.5\%$	$80\% \times 0.45 = 36\%$	$90\% \times 0.1 = 9\%$	$40.5\% + 36\% + 9\% = 85.5\%$ Final Score

Steps to setup Composite Grading with a separate final exam or assignment

	<p>1. Choose a section from the Section drop down menu.</p>
	<p>2. Open Composite Grading.</p> <p>Composite grading is located under the Index tab → Instruction → Admin → Composite Grading.</p>
	<p>3. Set semester final grading task to use composite grading.</p> <ul style="list-style-type: none"> Click Final Grading Task.

Composite Grading

Save

Term	Composite Grading Task	Children Grading Tasks
S1	1st 9 Weeks	
S1	2nd 9 Weeks	
S1	Final	
S1	Progress/Eligibility	

Composite Grading Detail

Composite Grading Task

Term S1 - Final

Weight	Grading Task
	S1 Progress/Eligibility
45	S1 1st 9 Weeks
45	S1 2nd 9 Weeks

- Enter the percent you would like the other grading tasks assignments to use when calculating the final grade.

*In this example we are calculating the final semester grade using **45%** of 1st 9 week grades and **45%** of 2nd 9 week grades to get the student's final grade.*

Composite Grading

Save

Term	Composite Grading Task	Children Grading Tasks
S1	1st 9 Weeks	
S1	2nd 9 Weeks	
S1	Final	
S1	Progress/Eligibility	

4. Click [Save](#).

Composite Grading

Save

Term	Composite Grading Task	Children Grading Tasks
S1	1st 9 Weeks	
S1	2nd 9 Weeks	
S1	Final	(45%) S1 1st 9 Weeks (45%) S1 2nd 9 Weeks
S1	Progress/Eligibility	

After the settings are saved the page will refresh and you should now see the Final grading task is setup to use **45%** of 1st 9 weeks and **45%** of 2nd 9 weeks.

Assignments

Edit Teacher Preferences Edit Grade Calc Options

Filter: Term: Standard/Task: Category:

Term S1 Final

☐ No Calculation ☒ Calculate In Progress Grade

*Grading Scale: HS Letter

☒ Weight categories ☐ Use score's % value

Assignments

Return to Assignment List Save

5. Verify Final grading task grade calculation is set to 'HS Letter'.

- Go to **Assignments** under **Instruction** and click [Edit Grade Calc Options](#).
- Verify Grading Scale is set to '**HS Letter**' for the **Final** grading task and **Weight categories** are checked.
- Click [Save](#).

Repeat steps 1-5 to setup Composite Grading for additional sections.

Steps to create final exam or assignment

Year: 11-12 School: [] Section: 01) 01356-1 Intro to Lit & Comp S1

Term S1

- 01) 01356-1 Intro to Lit & Comp S1
- 03) 01356-3 Intro to Lit & Comp S1
- 03) 40017-3 Rdg&Wrting for Indpdnce 1A

Term S2

- 04) 01357-4 Intro to Lit & Comp S2
- 04) 40017-3 Rdg&Wrting for Indpdnce 1A
- 06) 01357-6 Intro to Lit & Comp S2

1. Verify Section is correct.

Instruction → Assignments → Edit Categories → Create Category

2. Create a new Assignment Category.

- Go to **Assignments** under **Instruction**.

- Click **Edit Categories**.

- Click **Create Category**.

- Enter the Assignment Category name.

- Enter **Weight** of final exam **(Cannot be Zero = 0)**.

- Select the correct **Section** to place the category in.

- Select **Final** from Grading Tasks.

- Click **Save & Add Assignment**.

Assignments

Back to Categories Save Category Save & Add Assignment Delete Category

Category Detail
GroupID 1524132

*Name: Final
*Weight: 10
Sequence: 1

☐ Hide from Portal/Grade Book Preview
☐ Exclude this category from calculation
☐ Drop lowest score

Last Modified 06/27/2011 11:52:00 -0600

Sections
Select sections for category placement. NOTE: Sections cannot be unchecked if they contain assignments aligned to this category.

Section

- ☒ 01356-1 Intro to Lit & Comp S1
- ☐ 01356-3 Intro to Lit & Comp S1

Grading Tasks
Select grading tasks to create alignments. NOTE: Tasks cannot be unchecked if the alignment has been scored.

Grading Task

- ☐ 1st 9 Weeks
- ☐ 2nd 9 Weeks
- ☒ Final
- ☐ Progress/Eligibility

Assignments

Back to Categories Save Category **Save & Add Assignment** Delete Category

Category Detail
GroupID

Assignments

Return to Assignment List Save Save & Score Delete Assignment

Assignment Detail

ActivityID

*Name Final Exam

*Abbreviation Final

Test Strand

Last Modified

Show Description, Objectives, and References Fields

Sections

Select which sections get this assignment.

Section	Active	Hide	Assigned	*Due	Seq	Student Group
<input checked="" type="checkbox"/> 01356-1 Intro to Lit & Comp S1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	12/16/2011	12/16/2011	1	
<input type="checkbox"/> 01356-3 Intro to Lit & Comp S1	<input type="checkbox"/>	<input type="checkbox"/>				

Standards

Select which standards get this assignment.

Standard	Scoring Type	*Total Pts	*Multiplier

Grading Tasks

Select which grading tasks get this assignment.

Grading Task	Scoring Type	*Total Pts	*Multiplier
<input type="checkbox"/> 1st 9 Weeks			
<input type="checkbox"/> 2nd 9 Weeks			
<input checked="" type="checkbox"/> Final	<input checked="" type="radio"/> Points	100	1
<input type="checkbox"/> Progress/Eligibility	<input type="radio"/> Marks		

No Categories

3. Create a new Assignment.

- Enter Assignment name.
- Enter Assignment Abbreviation (**5 character limit**).
- The **Section** will already be checked.
- Update the **Assigned** and **Due** dates for the Assignment.
- **Grading Task** will already be checked.
- Update Assignment **Points**.
- Click [Save](#) when finished or [Save & Score](#) to navigate to the Assignment Scoring page and enter scores.

Steps to post semester final grades using Composite Grading with a final exam

Important Note:

Assignments for all grading tasks must be scored before you post grades.

Year 11-12 School

Section 01) 01356-1 Intro to Lit & Comp S1

Term S1

- 01) 01356-1 Intro to Lit & Comp S1
- 03) 01356-3 Intro to Lit & Comp S1
- 03) 40017-3 Rdg&Wrting for Indpdnce 1A

Term S2

- 04) 01357-4 Intro to Lit & Comp S2
- 04) 40017-3 Rdg&Wrting for Indpdnce 1A
- 06) 01357-6 Intro to Lit & Comp S2

1. Choose a section from the **Section** drop down menu.

Instruction Teacher Link To EduSoft Conference Attendance Assignments **Grade Book** Grading By Task

Hide Grade Totals

Select a task:


S1 - 1st 9 Weeks

Student

2. Post grades to grading tasks.

- Open your Grade Book. Grade Book is located under **Instruction** → **Grade Book**.
- Select the correct **Grading Task**.

S1 - 1st 9 Weeks	In Progress				Posted			EXAS
Student	Pts	Poss	%	Grd	%	Grd		
11 Alcala, John A	157.00	200.00	78.50	C+			78.50	75
22 Alcala, Joshua L	172.00	200.00	86.00	B				
11 Alcala, Armand M	140.00	200.00	70.00	C-				
11 Alcala, Armand L	179.00	200.00	89.50	A-				
22 Alcala, Thalia M	186.00	200.00	93.00	A				

 **Save** Student Groups Options

- Right click the **green % column** and click **Post Grades**.
- Click **Save**.


Hide Grade Totals

Select a task:

S1 - Final

Student

Save Student Groups Options											
Final Exam [100]						Final		S1 - 1st 9 Weeks		S1 - 2nd 9 Weeks	
Hide Grade Totals											
Select a task:											
S1 - Final		In Progress		Posted							
Student		%	Grd	%	Grd			%	Grd	%	Grd
11 Alcala, John A		77.25	C+			85.00	85	78.50	C+	76.00	C
22 Alcala, Joshua L		83.75	B			86.00	86	86.00	B	81.50	B-
11 Alcala, Armand M		71.25	C-					70.00	C-	72.50	C
11 Alcala, Armand L		91.25	A-					89.50	A-	93.00	A
22 Alcala, Thalia M		88.50	B+					93.00	A	84.00	B

 **Save** Student Groups Options

3. Post grades to Final grading.

- Select **Final** from the 'Select a task' drop down menu.
- Right click the **green % column** and click **Post Grades**.
- Click **Save**.