

Infinite Campus - Traditional *Gradebook* Basics

The Infinite Campus Grading portion of the program consists of two parts that work together: **Assignments** and the **Gradebook**. *Assignments* allow you to create categories for assignments very similar to folders in which you save files. In *Assignments*, you can also create your assignments (Chapter 10 test, Plants diagram, etc.). *Assignments* must be set up prior to entering scores in the *Gradebook*.

The *Gradebook* is where you enter student's scores for assignments, exactly as you would in a paper gradebook.

Assignments

The *Assignments* tool is the equivalent of lesson plans. You will define calculation settings, add categories and assignments, and copy set-up to other courses and sections. New features are always being added, so be sure to keep up on any future enhancements.

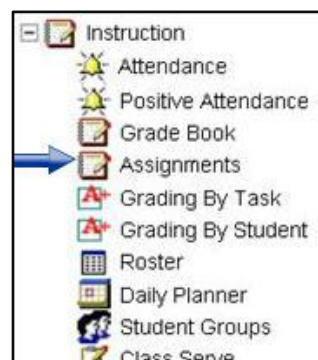
Use *Assignments* to:

- Select a grading scale for the class
- Create categories
- Create assignments
- Copy specific assignments from one section to another

Navigating to *Assignments*

Assignments is a section-specific tool. Each section may have a different setup in *Assignments* or an assignment may be copied from one section to another.

1. Verify the **Calendar** for the appropriate school year.
2. Select the **Term and Section** in the **Section** dropdown in the Campus toolbar.
3. Expand the **Instruction** module by clicking the name of the module or the plus sign.
4. Select **Assignments**.



Assignments Window

Assignments created for the section selected will be visible in a grid format.

Assignments											
Edit Teacher Preferences Edit Grade Calc Options Edit Categories Create Assignment Copy Assignments View Tree Validate											
Filter: Term: All Terms Standard/Task: All Standards/Tasks Category: All Categories Student Group: All Student Groups Edits to this list save automatically.											
Active	Hide	Assigned Date	Due Date	Assignment Name	Alignment	T	M	L	I	Ch	X
<input checked="" type="checkbox"/>	<input type="checkbox"/>	08/15/2011	08/15/2011	Homework	Term Grade > Practice > 1ST NINE W (0/0)	0	0	0	0	0	0
<input checked="" type="checkbox"/>	<input type="checkbox"/>	08/15/2011	08/15/2011	Practice	Term Grade > Conduct > 1ST NINE W (0/0)	0	0	0	0	0	0

1. **Assignments Menu** - *Edit Teacher Preferences, Edit Grade Calc Options, Edit Categories, Create Assignment, Copy Assignments, View Tree, and Validate*

a. **View Tree**- shows all categories and assignments associated with each under each Grading Task; folders are categories and the *Gradebook* icon is the assignment; you can edit and grade from this page.

2. **Filtering Options** - can filter by *term, standard/task, category, or student group*.

3. **Sorting Options** - can sort columns using the arrows located in the column heading.

4. *Assignments* can be marked **Active** (able to be graded) or **Inactive** individually or as a group.

a. To mark all assignments active or inactive, check **Active** in the dark gray box.

b. To mark individual assignments active or inactive, check **Active** for the specified assignment(s).

5. Assignments can be **hidden** from the *Gradebook* and Portal individually or as a group.

a. To mark all assignments hidden, check **Hide** in the dark gray box.

b. To mark individual assignments hidden, check **Hide** for the specified assignment(s).

6. The **Assigned Date** and **Due Date** are visible and can be edited here by changing the date manually or selecting the calendar icon and choosing the date.

7. The **Assignment Name** displays the name. When you click on an assignment, the Assignment Detail window opens for editing purposes. When the *Gradebook* icon is selected, the **Standard & Grading Task Legend** opens with only that assignment visible.

8. **Alignment** displays the grading task, category, and term of the assignment. It also displays the number of students who have turned in the assignment.

9. **Flags**

T	turned in; use this flag to let a parent know a student has turned in assignment but it has not yet been graded
M	Missing; lowers student's overall grade
L	Late; does not affect student's grade
I	Incomplete; does not affect a student's grade
Ch	Cheated; marks the student's grade as 0
X	Exempt; does not affect a student's grade



Setting up Assignments

To set how Campus calculates student grades for a particular grading task, click **Edit Grade Calc Options** in **Assignments**.

1. The screen will refresh and the **Calculations Options** box will appear.
2. In the gray *Calculate In Progress* Grade area, click on the drop down arrow ▼ to select the **Grading Scale** that will be used to convert student percentages to a letter grade. In our district, there are already some preset grading scales, but you may also include your own grading scale.

Helpful Hint:

If you do not have a grading scale selected here, the *Gradebook* will not display the points earned by a student or the resulting letter grade.

3. **Weight Categories** – check this box if your categories have weight to them.
4. **Use score's percent value** – DO NOT check this box.
5. Select **Fill All**. This will fill the grading scale for all terms.
6. Click **Save** when finished.
7. Repeat steps 1-6 for each subject area.

Creating Categories

Once preferences for a term are set, a category or multiple categories can be created and attached to the term. **Categories** are the containers for assignments. Assignments cannot be created for a class until at least one category exists for that class. You can:

- Create multiple categories to define assignment types. (e.g., homework, tests, quizzes, performances, essays, participation, etc.)
- Create a single category and place all class assignments in it.

To create a new category

1. Click on **Edit Categories**.
2. Click on **Create Category**. The Category Detail window opens.
3. Enter a **Name** for the category. **Leave the setting at 0.**
4. Enter the **Sequence** for this group. This number will determine the order in which

the category and assignments appear in the *Gradebook* and on reports.

5. **Exclude this Category from Calculation:** assignments stored in this folder will not calculate in *Gradebook*, e.g., spelling.
6. **Drop Lowest Score:** will automatically drop lowest score in the category.
7. Under **Sections**, check ☒ those sections you want to have the same category.
8. Click **Save Category** or **Save & Add Assignment** when finished. **Save Category** goes back to the *Assignments* window and **Save & Add Assignment** opens the **Assignment Detail** window and you'll be able to add an assignment right away.
9. Repeat steps 1-8 to create additional categories.

To edit a category

1. To edit a category, click on **Edit Categories** from the **Assignments** tab.
2. Click on the **name** of the category you wish to edit. The *Category Detail* window opens.
3. To edit, change any information necessary.
4. Click on **Save Category**.

To delete a delete category

1. To delete a category, select **Edit Categories** from the **Assignments** tab.
2. Click the **name** of the category you wish to delete. The *Category Detail* window opens.
3. Click on **Delete Category**.
4. A warning message will pop up. Click **Ok** to delete or **Cancel** to keep the category.

Helpful Hint:

If a **Category** is deleted, all assignments in that group will also be deleted.

Creating Assignments

1. Click on **Create Assignment** from the **Assignments** tab. An **Assignment Detail** table will open.
***Fields in red with an asterisk are required.**
2. Enter a **Name** for the assignment.
3. Enter an **Abbreviation**. It is limited to five characters and will appear as the column header in the *Gradebook*.

The screenshot shows the 'Assignment Detail' window. At the top is a yellow header bar with the title 'Assignments' and several icons: a green plus for 'Assignment List', a floppy disk for 'Save', a document with a checkmark for 'Save & Score', a document with a plus for 'Save & Create New Assignment', and a red X for 'Delete Assignment'. Below the header, the window is titled 'Assignment Detail'. It contains several input fields: 'ActivityID' (disabled), '*Name' (required, red text), and '*Abbreviation' (required, red text). Below these are radio buttons for 'Type': 'Unscored Activity' and 'Scored Assignment' (selected). There is a 'Test Strand' dropdown menu. At the bottom is a 'Notes' section with a text area and a rich text editor toolbar. A warning message at the very bottom states: '(This information will not be displayed on the Campus Portal.)'

4. Click the radio button ☐ to indicate whether it's an **unscored activity** (e.g., field trip) or **scored assignment**.
5. Under **Notes**, type in any information you want parents and students to see in the Portal.
6. Under **Section Placement**, check ☒ the section(s) that will include this assignment.
 - a. From here, the assignment can be hidden from the Portal by checking **Hide**.
 - b. You can enter an assigned date, but you **must** select a **Due Date** by entering the date manually or selecting the calendar icon and choosing the date.
 - c. Adjust the sequence of the assignment in the **Seq** column.
 - d. If you have created student groups, assignments can be created for specific groups in the **Student Group** column.
7. Under **Information for Students**, click the **Show** button to open up the **Descriptions**, **Objectives** and **References** text boxes. Type in any information you want parents and students to see in the Portal. If you click on the **Resources** button, you may upload and attach up to 4 documents.

Section Placement
Select which sections get this assignment.

Section	Active	Hide	Assigned Date	*End/Due Date	*Seq	Student Group
<input checked="" type="checkbox"/> ENG327-3 World Literature	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01/13/2012	01/13/2012	1.00	No Groups
<input type="checkbox"/> ENG327-5 World Literature	<input type="checkbox"/>	<input type="checkbox"/>				

Information for Students
This information will display within the assignment detail on the Campus Portal.

Description, Objectives, References and Resources

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Description Cutting and pasting from third party products, e.g., Microsoft Word, is not recommended.

Objectives Cutting and pasting from third party products, e.g., Microsoft Word, is not recommended.

References Cutting and pasting from third party products, e.g., Microsoft Word, is not recommended.

Resources Maximum number of resources allowed: 4

8. Under **Student Work Product**, click on the radio button ☐ to allow students to submit work via the Portal.

9. Under **Grading Tasks**, click to check ☒ **Term Grade**. Once this is checked, total points can be entered for the assignment.

- a. Check the appropriate category. Only one category can be checked.

- b. Leave **Scoring Type** as **Points**.

- c. Enter the **Total Points** for the assignments. This field is defaulted at 100.

- d. The **Multiplier** field works in conjunction with the points possible field to set how the assignment affects the child's grade. For example, a 50 point assignment with a multiplier of .5 will actually be calculated as being a 25-point assignment. It is recommended that you leave the Multiplier at 1.

Student Work Product
Option to allow student(s) to submit work via the Campus Portal.

☒ None
☐ Enable Student Submission
☐ Enable Online Assessment

Scoring Alignment Detail
Create scoring alignment(s) to Grade Book by selecting from the following choices:

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"/> Quarter			
No Categories			
<input type="checkbox"/> Sem Exam			
No Categories			
<input checked="" type="checkbox"/> Sem Final			

<input checked="" type="checkbox"/> Sem Final	<input checked="" type="radio"/> Points	100	1
<input type="radio"/> semester assessment	<input type="radio"/> Marks		
<input type="radio"/> Semester One Total Points			

10. Click either **Save**, **Save & Score** or **Save & Create New Assignment**. **Save** will refresh the page. **Save & Score** will open a pop up window asking which section you would like to score if multiple sections were selected when creating the assignment. Once that is selected, it will open to the **Standard & Grading Task Legend** window.
11. **Save & Create New Assignment** will refresh the **Assignment Detail** window so a new assignment can be entered.

To edit an assignments

1. To edit an assignment, click on the assignment name from the *Assignments window*.
2. The **Assignment Detail** window opens.
3. To edit, change any information necessary.
4. Click **Save**, **Save & Score**, or **Save & Create New Assignment**.

To delete an assignment

1. From the *Assignments window*, click on the name of the assignment. The **Assignment Detail** window will open.
2. Click the **Delete Assignment** link at the top of the page.

3. A pop-up warning message will appear. Click on **OK** if the item chosen should be deleted, or click **Cancel**.

Helpful Hint:

If an assignment is deleted, only the assignment will be removed. If you delete an assignment that you have already marked in your *Gradebook*, the scores will be deleted and the *Gradebook* calculation will automatically adjust.

Gradebook

Overview

The web-based Campus *Gradebook* allows teachers to enter assignments and student scores from anywhere with a computer that has Internet access.

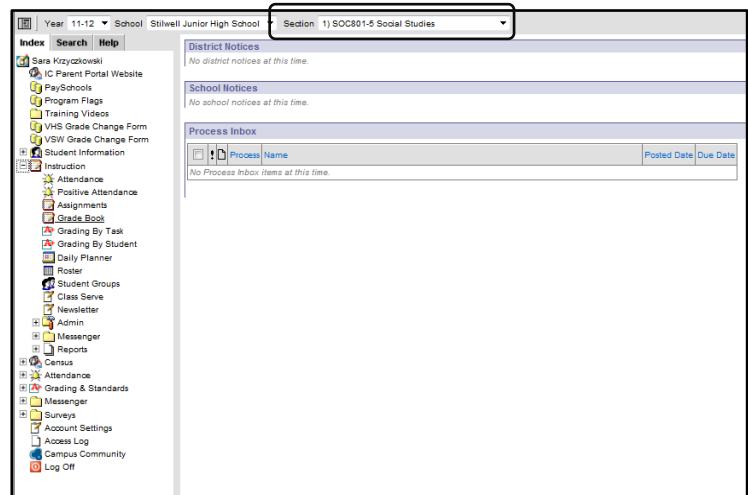
To use *Gradebook*:

You have to first go to **Instruction ► Assignments** and complete the setup:

- Select a Grading Scale
- Create Categories

Navigating to the *Gradebook*

1. Click the **Section** you want in the section dropdown ▼ on the Campus toolbar.
2. Click on **Instruction ► Gradebook**.
3. Your computer will then download the Java application. Since Java is a programming language, you may encounter a security warning when opening the *Gradebook*. Click will need to click on **Run**. If you click **Cancel** when the Java warning appears, the *Gradebook* will not load and the computer will need to be restarted in order for the message to reappear.



Gradebook Preview

Here is a breakdown of the components of the *Gradebook* screen.

The screenshot shows the Gradebook interface with the following components and callouts:

- Toggle between progress marks and final marks:** Points to the 'Save Options' button.
- Collapse and expand categories:** Points to the '+' and '-' icons in the category headers.
- Toggle to hide, or display points, percentages, and grades:** Points to the 'Hide Grade Totals' button.
- Calculated points, percentages and grades:** Points to the yellow and white grid cells.
- Posted Term final marks:** Points to the green grid cells.
- Scores entered here:** Points to the grey grid cells.

Student	Pts	Poss	%	Grd	%	Grd	Ho...	Tests	Quizzes
12 Abegg, Dylan									
12 Chamberlaine, Felicia									

Entering Individual Scores

1. Enter assignment scores by finding the column for the assignment you will mark.
2. Type in the score you want the first student to receive.

Helpful Hint:

To see the total possible points for the assignment look in the parentheses in the column header for the assignment.

3. After entering a score, hit **Enter** on your keyboard.
 - This brings you to the next student in the list.
 - When you leave the cell you edited, the calculated points, percentage and grade in the yellow and white grid will be updated.
 - **Extra Credit**—type in a score greater than the assignment total and the score appears in green to indicate extra credit. Hover the mouse over the score to see the total extra credit points.
4. When finished entering scores, click **Save**.

Helpful Hint:

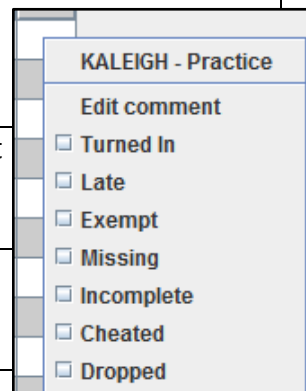
To save a score, click out of the cell you were typing in.
When the **Save** button is **red**, new information has been entered that has not been saved.

- Once grades are entered, they are instantly visible on the student and parent portal.

Flags

In addition to scores, a series of codes may also be entered in the *Gradebook* for a student by *right-clicking* on the cell for a student's score. Hover the mouse over the cell to see the flag applied.

Turned In	Use this flag to let a parent know a student has turned in assignment but hasn't been graded yet.
Late	Assignments flagged as late will appear with a red score. If there are deductions, the grade will need to be entered manually. Type L or select the flag in the cell to designate a late assignment.
Exempt	An exempt assignment will be grayed out and will not count for that student. Type X or select the flag in the cell to designate an exempt assignment.
Missing	Missing assignments count as 0 points earned. Type M or select the flag in the cell to designate a missing assignment.
Incomplete	Entry will calculate as 0 or you can enter the number of points earned.
Cheated	An assignment flagged as cheated will count as a 0. Cheated will appear on the portal. Type C or select the flag in the cell to designate a student cheated on an assignment.
Dropped	The dropped flag is automatically marked if drop lowest score was set on the group in Categories . As scores are entered, Campus will analyze each student's scores and flag the score with the lowest overall percentage, thus removing it from the grade calculation.



*If you type in **L**, **X**, **M**, or **C**, you cannot enter a score. To have a score and a flag, enter the score and select the appropriate flag from the dropdown menu.

Comments

Two types of comments can be made in the *Gradebook* that may be included on reports and on the portal- student level comments and score comments. A **student-level comment** is a comment pertaining to the student. A **score-level** comment is a comment pertaining to the score. Both types of comments are visible on the Portal. These comments are different than report card comments, which are entered elsewhere. Hover the mouse over the score to see the comments.

- To create a score-level comment, *right-click* on the score and click to highlight **Edit Comment**. Enter comments as needed. Click **OK** when done. Cells that have comments will have a red triangle in the top right corner.

- To create a student-level comment, *right-click* on the student's name and click to highlight **Edit Comment**. Enter comments as needed. Click **OK** when done. Cells that have comments will have a red triangle in the top right corner.

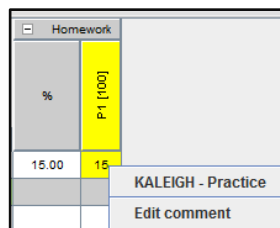
Student	Pts	Poss	%	Grd	%	Grd					
12 Abegg, Dylan	68.00	80.00	85.00	B				94.00	47	70.00	21
12 Chamberlaine, Felicia	63.00	80.00	78.75	C				70.00	35	93.33	28

Right-click here for student comment

Right-click here for score comment

To delete a comment

1. *Right-click* on the flag in the corner.
2. Click **Edit Comment**.
3. Remove the text from the comment field.
4. Click **OK**.



To change scores

There are three options to make changes to scores once they have been entered: clear all scores, fill empty scores, and overwrite all scores.

Clear All Scores: clears all scores for that particular task. Once you click it, there is no warning message - all scores will disappear.

Fill Empty Scores: fills any empty score for a task with whatever score you designate. You have 3 options:

- **Zero:** will fill every empty score with 0
- **With this value:** enter the value to fill empty scores
- **Total points possible:** will fill empty scores with the total points possible for that assignment

Overwrite All Scores: will overwrite all scores in that assignment with whatever score designated.

- **Zero:** will fill every empty score with 0
- **With this value:** enter the value to fill empty scores
- **Total points possible:** will fill empty scores with the total points possible for that assignment

Post End of the Grading Period Grades

General Information

Following is general information about posting grades. Read this carefully prior to posting to verify that your *Gradebook* is ready for posting grades.

1. **Yellow and white columns must be visible.**

The yellow and white columns that display points, percentages and grades must be visible in the yellow columns of your *Gradebook*. To display them, click on **Show Grade Totals** (in yellow).

2. **Totals and percentages must be displayed in the yellow and white columns.**

Be sure that each of the yellow/white columns displays the total points and percentage information (% column). If this information is missing, make sure that you have selected the correct class at the top of the page and make sure that the *Gradebook* is set on the appropriate term.

3. **Calculated Grade (from Grade column) appears.**

If percentages are visible but grades do not appear in the yellow Grade column, make sure that you have a **Grading Scale** selected. To check your Grading Scale, go to **Instruction** and click on the appropriate term. When the **Preference** box appears on the right side of the window, verify/select a Grading Scale, and then **Save**.

To post end of grading period grades

Use the Post Grades option only when all of your assignments have been entered into the *Gradebook* and scored.

1. *Right-click* anywhere in the green grading columns.

2. Choose **Post Grades**.

3. Click **Save**.

4. The grades will appear in the green column in your *Gradebook*.

Hide Grade Totals						
Select a task:						
Q4 - Quarter						
Student	In Progress			Posted		
	Pts	Poss	%	Grd	%	Grd
08 Adamson, Jazmine K	855.50	1024.50	83.50	B	83.50	B
08 Ahmetovic, Emela	714.00	1012.50	70.52	C-	70.52	C-
08 Archer, Matthew M	728.50	1024.50	71.11	C-	71.11	C-
08 Benavides, Makayla M	872.00	1024.50	85.11			

Q4 - Quarter
Post Grades

Helpful Hint:

If students complete assignments after grades have been posted, you will need to enter those grades in the *Gradebook*, then repeat steps 1-3 above to update grades.

Teacher Admin

Overview

In Infinite Campus, you can create seating charts and set up preferences for your *Gradebook*, attendance view, seating charts, and using canned comments. These preferences can also be assigned across all of the sections/subjects that you teach.

Preferences:

1. From the Index tab, click on the **Instruction ► Admin**.
2. Click on **Preferences**.
3. Check ☒ any options that you desire.
4. Be sure to check **Use Canned Comments**. If it is not checked, you will not be able to put comments on the report card.
5. Do not check **Remove percentages and calculations when using Standards**.
6. Enter a website if you'd like.
7. Click **Save**.
8. Click **Mass Assign to multiple classes**, if desired. You can either click **Check All** or check off individual classes to apply the settings.
9. Click **Save**.

The screenshot shows a web-based application interface. On the left is a navigation sidebar with a tree view. The 'Instruction' folder is expanded, and 'Preferences' is selected. The main content area is titled 'Preferences' and has a 'Save' button at the top. Below this is the 'Teacher Preference' section, which includes a note: 'This changes the preferences for the section. If the section spans multiple terms, it will affect all terms.' There are several checkboxes: 'Hide Dropped Students' (checked), 'Show Student Numbers' (unchecked), 'Show Student Pictures' (checked), 'Invert Seating Chart Auto-Placement (Start from the bottom)' (checked), 'Use Seating Chart for Attendance' (checked), 'Use Canned Comments' (checked), 'Remove percentage and calculations when using Standards (Grade Book)' (unchecked), and 'Reverse assignment sort order in Grade Book (descending by Seq. End/Due Date, Name)' (unchecked). Below this is the 'Default Standard/Grading Task' section, which has a dropdown menu set to 'Quarter'. The 'Web Site Address' section has a text input field. Below that is a status area showing 'Grade Book Last Updated' as '06/04/2012 06:28', 'Teacher Preference Last' as '03/06/2012 13:24', and 'Modified'. The final section is 'Mass Assign to multiple sections', which has a 'Check All' checkbox and a list of sections under the heading 'Q1': '1) SOC801-5 Social Studies', '3) SOC801-7 Social Studies', '4B) SOC801-8 Social Studies', and '5) SOC890-2 Advanced Social Studies'. Each of these has an unchecked checkbox next to it.