

Infinite Campus – Running Total (aka Continuous Grading) with no Exam

This quick reference guide will show you how setup their grade book to use continuous grading and how to post final grades for secondary schools using Grading Tasks Q1, Q2, Q3, Q4, Sem Exam and Sem Final.

What is Continuous Grading?

Continuous Grading is when a teacher has setup all categories and assignments in **one** grading task rather than separating them into each grading task.



Continuous Grading for Semester Terms with Quarter Grading Tasks and NO SEMESTER EXAM

Below is a diagram displaying of how to setup continuous grading for the 1st semester.

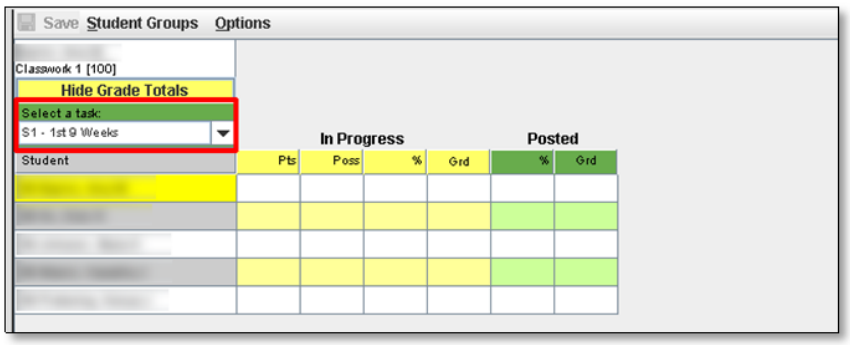
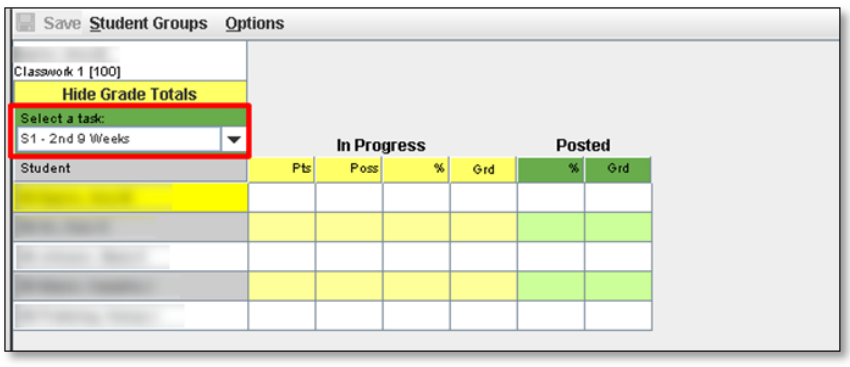
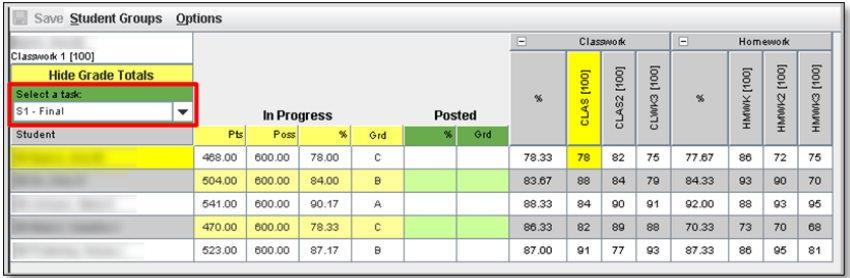
- Teachers should create their assignment categories and assignments in the **Sem Final** grading task for the entire semester.
- Leave the other grading tasks empty.
- On the **Assignments** tab, click on **Teacher Preferences** to make sure you select **Sem Final** from the **Default Standard/Grading Task** drop down menu and then **Save**.

Default Standard/Grading Task
Set the Standard or Grading Task you prefer the Grade Book to open with when it is first loaded.
Sem Final ▼

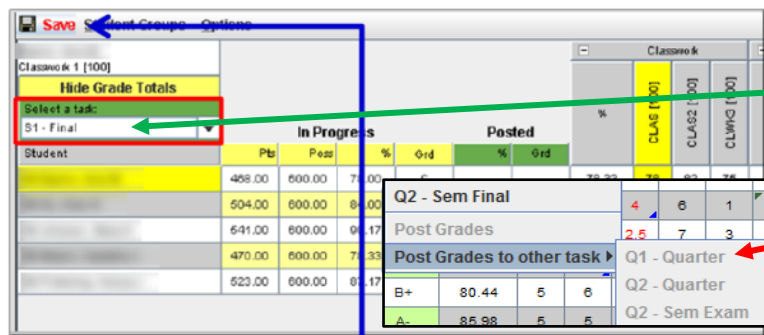
Semester 1 Example

Semester 1 Grading Task: Q1	Semester 1 Grading Task: Q2	Semester 1 Grading Task: Sem Final
<i>Categories and Assignments</i> ✓ None	<i>Categories and Assignments</i> ✓ None	<i>Categories and Assignments</i> • ex.: <u>Total Points</u> Assignment 1 Assignment 2, etc. -or- • ex.: <u>Classwork</u> Assignment 1 Assignment 2 • ex.: <u>Homework</u> Assignment 1 Assignment 2 • ex.: <u>Test and Quizzes</u> Assignment 1 Assignment 2 (ETC.)

Here are a couple of screenshots of what your Gradebook would look like:

<p>Q1 should have no assignment <i>categories</i> or <i>assignments</i> listed.</p>	
<p>Q2 should have no assignment <i>categories</i> or <i>assignments</i> listed.</p>	
<p>The Sem Final grading task in your Gradebook will have all assignments listed with their scores.</p>	

How to post grades to Q1 Grading Task



1. Go to the Gradebook in IC.
2. Verify the selected Grading Task is **Sem Final**.
3. *Right-click* the green column.
4. Point to **Post Grades to other task** and when the sub-menu pops up, click on **Q1**.
5. Click **Save**.

Save Student Groups Options

Hide Grade Totals

Select a task:
Q1 - 1st Q Wkds

Student	In Progress				Posted	
	Pts	Poss	%	Grd	%	Grd
					78.00	C
					84.00	B
					90.17	A
					78.33	C
					97.17	B

Switch to the Q1 grading task and verify grades were posted.

How to post grades to Q2 Grading Task

Save Student Groups Options

Hide Grade Totals

Select a task:
S1 - Final

Student	In Progress				Posted		%	CLAS4 [100]	CLAS [100]	CLAS2 [100]	CLAS3 [100]
	Pts	Poss	%	Grd	%	Grd					
	550.00	700.00	78.57	C			79.25	82	78	82	75
	603.00	700.00	86.14	B			87.50	90	88	84	79
	628.00	700.00	89.71								
	540.00	700.00	77.14								
	593.00	700.00	84.71								

Q2 - Sem Final

Post Grades

Post Grades to other task

B+ 80.44 5 6

A- 85.98 5 5

Q1 - Quarter

Q2 - Quarter

Q2 - Sem Exam

1. Go to the Gradebook in IC.
2. Verify the selected Grading Task is **Sem Final**.
3. *Right-click* the green column.
4. Point to **Post Grades to other task** and when the sub-menu pops up, click on **Q2**.
5. Click **Save**.
6. Switch grading tasks and verify Q2 grades were posted.

How to post grades to the Sem Final Grading Task

Save Student Groups Options

Hide Grade Totals

Select a task:
S1 - Final

Student	In Progress				Posted		%	CLAS4 [100]
	Pts	Poss	%	Grd	%	Grd		
	625.00	800.00	78.12	C			79.25	82
	683.00	800.00	85.38	B			87.50	90
	703.00	800.00	87.88				88.00	87
	590.00	800.00	73.75				82.25	70
	633.00	800.00	79.12				82.75	70

S1 - Final

Post Grades

Post Grades to other task

1. Go to the Gradebook in IC.
2. Verify the selected Grading Task is **Sem Final**.
3. *Right-click* the green column.
4. Click **Post Grades**.
5. Click **Save**.

Repeat the same steps to post grades in the **Semester 2**, except you will be posting grades to the **Q3** and **Q4** grading tasks.