

# Infinite Campus – Running Total (aka Continuous Grading) WITH 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 for 9 Week Grading Tasks with a 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.
- You will need to have a category for your semester exam to the **Sem Final** grading task.
- 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**.

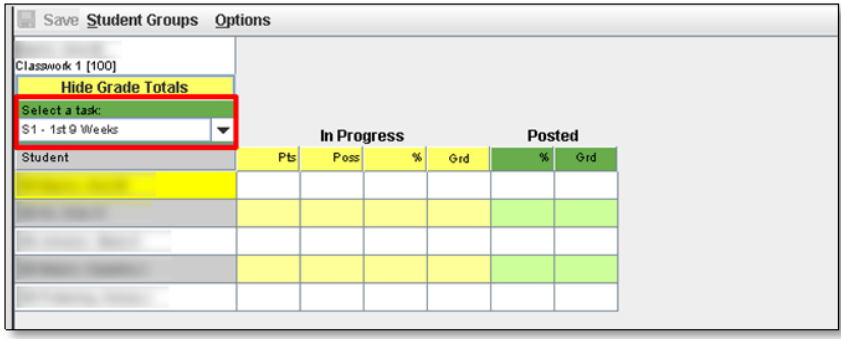
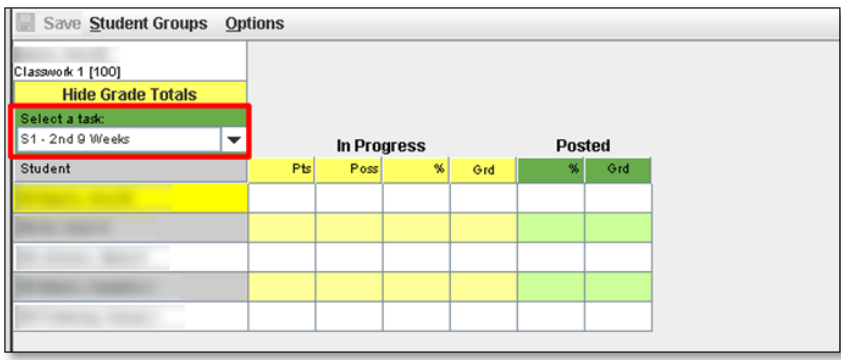
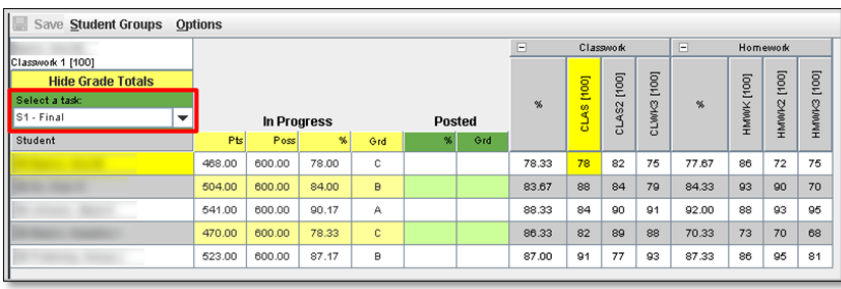
Default Standard/Grading Task  
Set the Standard or Grading Task you prefer the Grade Book to open with when it is first loaded.  
Sem Final ▼

### Semester 1 Example

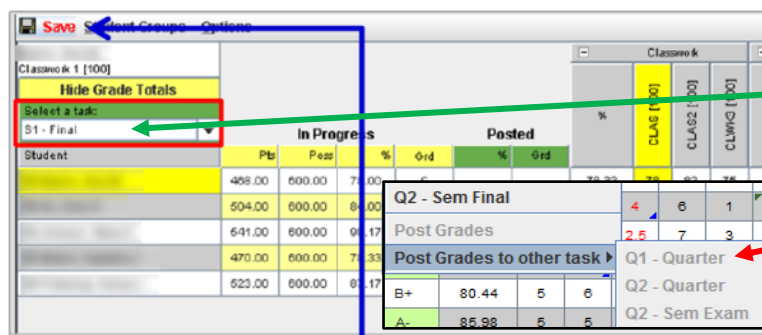
Semester 1 Grading Task: <b>Q1</b>		Semester 1 Grading Task: <b>Q2</b>		Semester 1 Grading Task: <b>Sem Final</b>
<i>Categories and Assignments</i>		<i>Categories and Assignments</i>		<i>Categories and Assignments</i>
✓ None		✓ None		<ul style="list-style-type: none"> <li>ex.: <u>Classwork</u> Assignment 1 Assignment 2, etc.</li> <li>ex.: <u>Homework</u> Assignment 1 Assignment 2</li> <li><u>Semester Exam</u> Final</li> </ul>

You will need to have your Semester Exam as a category and assignment!!

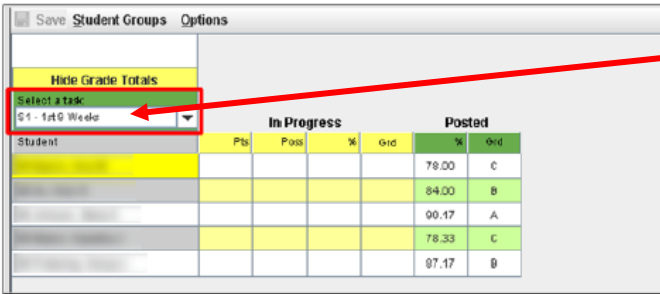
Here are a couple of screenshots of what your Gradebook would look like:

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

## How to post grades to Q1 Grading Task

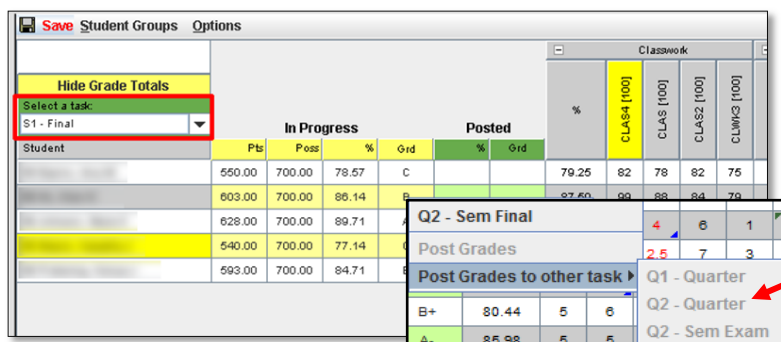


1. Go to the Gradebook in IC.
2. Verify the selected Grading Task is **Sem Final**.
3. *Right-click* the green column.
4. Point to **Post Grades to other task** and when the sub-menu pops up, click on **Q1**.
5. Click **Save**.



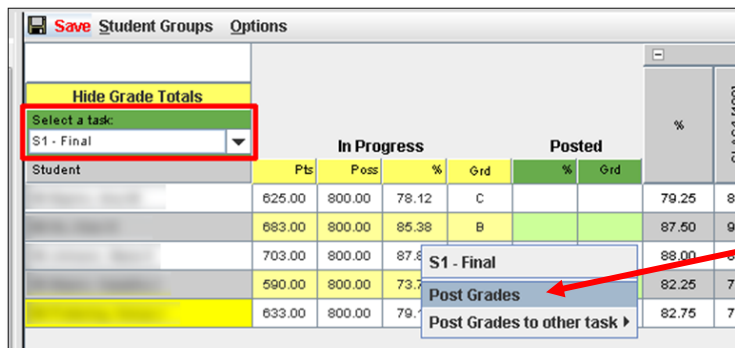
Switch to the Q1 grading task and verify grades were posted.

## How to post grades to Q2 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 **Q2**.
5. Click **Save**.
6. Switch grading tasks and verify Q2 grades were posted.

## How to post grades to the Sem Final 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. 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.

## Special Considerations

When using running totals while also including a semester exam, you have special considerations to make. Below is a checklist to help you remember the “extras” you need to do:



- ☑ The Semester Exam should be its own category with at least one assignment in that category . . . the exam itself. It'll make it easier for IC to calculate a final grade. If your semester exam consists of more than just the exam (e.g., objective test and an essay), then add the other component(s) as assignments within the Semester Exam category.
- ☑ Because the Semester Exam category will be separate from your running total scores, you will have to weight your categories according to past practice. For example, if you typically weight the semester exam at 15%, then the other category(s) will need to total 85% for a grand total of 100%.
- ☑ No need to configure composite grading – it's not necessary for running totals.
- ☑ If you teach at a building that requires you to display a semester exam score on your students' grade reports, you will have to manually enter those grades in the **Sem Exam** grading task.

