

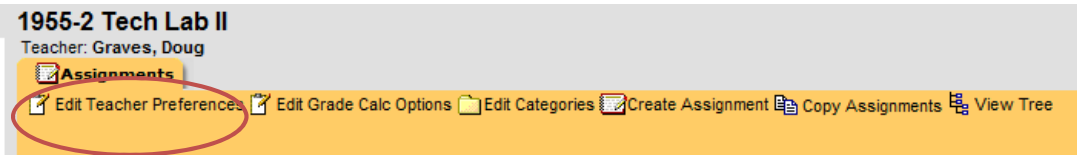
# Infinite Campus

## How to Set up the Grade Book

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# EDIT TEACHER PREFERENCES

From the toolbar start with **Edit Teacher Preferences**

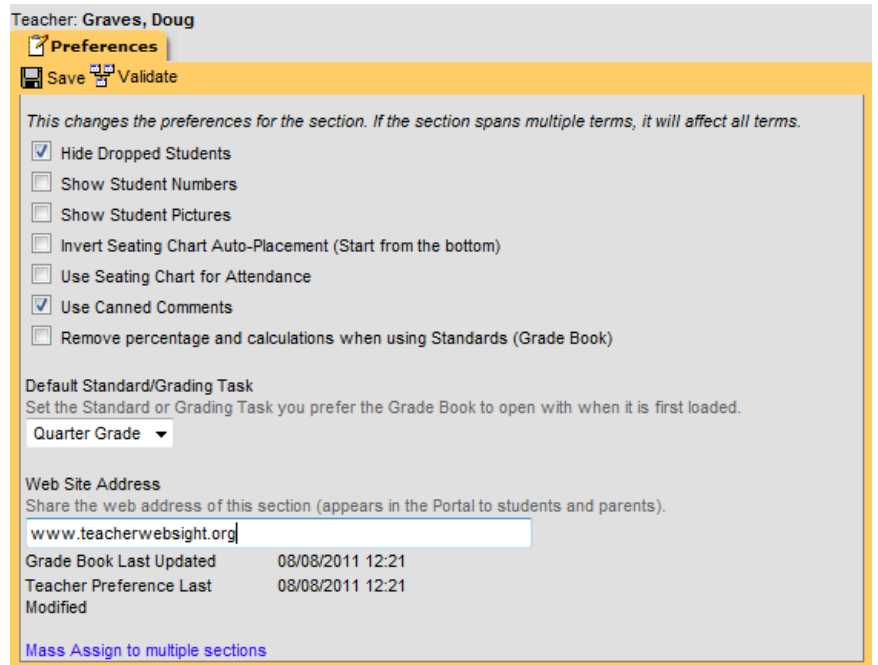


Although it is still in preferences in the Admin tab you can set your teacher preferences right here on the Assignments section

Select hide dropped students and use canned comments.

The default grading task should be set to quarter grade so the grade book will open to the current quarter automatically.

You can link to your teacher website if you have one and mass assign the preferences to all sections



# EDIT GRADE CALC OPTIONS

**1955-2 Tech Lab II**  
Teacher: Graves, Doug

**Assignments**

[Edit Teacher Preferences](#) [Edit Grade Calc Options](#) [Edit Categories](#) [Create Assignment](#) [Copy Assignments](#) [View Tree](#)

**Assignments**

[Return to Assignment List](#) [Save](#)

Select all calculation options for all standards/grading tasks assigned to this section.

Term & Standard / Grading Task		Calculation Options	
		No Calculation	Calculate In Progress Grade
		<a href="#">Fill All</a>	Grading Scale: SECONDARY ONLY - Numeric <input checked="" type="checkbox"/> Weight categories <input type="checkbox"/> Use score's % value <a href="#">Fill All</a>
Standards			
Grading Tasks			
Term 1	Quarter Grade	<input type="radio"/> No Calculation	<input checked="" type="radio"/> Calculate In Progress Grade *Grading Scale: <input type="text"/> <input type="checkbox"/> Weight categories <input type="checkbox"/> Use score's % value
Term 2	Quarter Grade	<input type="radio"/> No Calculation	<input checked="" type="radio"/> Calculate In Progress Grade *Grading Scale: <input type="text"/> <input type="checkbox"/> Weight categories







Now you can set your grading scale for all courses and for all 4 quarters on this one page. Fill out your preferences in the grey area and then select fill all. This will make your grading consistent for all 4 quarters and you will not have to remember to activate the grade book to link to parent portal for each quarter. If you are grading a section differently just select that section in white and make the changes

# EDIT CATEGORIES

## 1955-2 Tech Lab II

Teacher: Graves, Doug


 Assignments



 Edit Teacher Preferences  Edit Grade Calc Options  Edit Categories  Create Assignment  Copy Assignments  View Tree

Select Edit Categories to create new “groups” which are now called categories. To create a new Category click “create category” In our example we will create a category for Tests 50% quizzes at 40% and Homework at 10%

## 1955-1 Tech Lab II

Teacher: Graves, Doug

 Assignments

 Return to Assignment List  Create Category

To edit a category click its name, for a new category click the "Create Category" button.

Hide from Portal/ Grade Book Preview	Category	Course - Section > Task/Standard	Weight	Exclude	Drop Lowest
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## CREATE CATEGORIES

This is the create category screen for our first category Test with a weight of 50%

**Assignments**

Back to Categories Save Category Save & Add Assignment Delete Category

**Category Detail**

GroupID

\*Name Test

\*Weight 50

Sequence 1

Hide from Portal/Grade Book Preview

Exclude this category from calculation

Drop lowest score

Last Modified

**Sections**

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

Section
<input type="checkbox"/> 1955-1 Tech Lab II
<input checked="" type="checkbox"/> 1955-2 Tech Lab II
<input type="checkbox"/> 1955-3 Tech Lab II

In the new assignments tab you can create the categories for all of your sections at one time by selecting the check box in the sections box at the bottom left. The options to hide the category, exclude from calculation, and drop the lowest score remain the same.

Here is the create category tab will all three categories complete. Remember the total of your categories still needs to equal 100%

Select the Return to Assignment List green arrow to now add your assignments

Teacher: Graves, Doug

**Assignments**

[Return to Assignment List](#) [Create Category](#)

To edit a category click its name, for a new category click the "Create Category" button.

Hide from Portal/ Grade Book Preview	Category	Course - Section > Task/Standard	Weight	Exclude	Drop Lowest
<input type="checkbox"/>	<a href="#">Homework</a>	Tech Lab II - 1 > Quarter Grade	10.0	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">Quiz</a>	Tech Lab II - 1 > Quarter Grade	40.0	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">test</a>	Tech Lab II - 1 > Quarter Grade	50.0	<input type="checkbox"/>	<input type="checkbox"/>

Now select the create assignment tab to begin creating assignments.

Teacher: Graves, Doug

**Assignments**

[Edit Teacher Preferences](#) [Edit Grade Calc Options](#) [Edit Categories](#) [Create Assignment](#) [Copy Assignments](#) [View Tree](#)

# CREATE ASSIGNMENTS

Complete the name of the assignment (test 1 in our example) and the abbreviation .

**Assignments**

Return to Assignment List Save Save & Score Delete Assignment

**Assignment Detail**

ActivityID

\*Name Test 1

\*Abbreviation T1

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"/> 1955-1 Tech Lab II	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08/08/2011	09/13/2011	1	No Groups
<input checked="" type="checkbox"/> 1955-2 Tech Lab II	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08/08/2011	09/13/2011	1	No Groups
<input checked="" type="checkbox"/> 1955-3 Tech Lab II	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08/08/2011	09/16/2011	1	No Groups

**Grading Tasks**

Select which grading tasks get this assignment.

Grading Task	Scoring Type	*Total Pts	*Multiplier
<input checked="" type="checkbox"/> Quarter Grade	<input checked="" type="radio"/> Points	100	1
<input type="radio"/> Homework	<input type="radio"/> Marks		
<input type="radio"/> Quiz			
<input checked="" type="radio"/> test			
<input type="checkbox"/> Final Exam No Categories			
<input type="checkbox"/> FINAL GRADE No Categories			

- In the new Grade Book You can post the assignment to all your sections by checking the box for the section on the left and putting a due date (required) for the assignment.
- then at the bottom of the page where it says grading task select quarter grade. Put the assignment in the correct category (group) in our example test

NO GRADE CURVE BOX TO CONFUSE US ALL!!!

This is what your completed list of assignments will look like.

**1955-1 Tech Lab II**  
 Teacher: Graves, Doug

**Assignments**

Edit Teacher Preferences
  Edit Grade Calc Options
  Edit Categories
  Create Assignment
  Copy Assignments
  View Tree

Filter: Term:  Standard/Task:  Category:  Student Group:

Active	Hide	Assigned Date	Due Date	Assignment Name	Alignment	T	M	L	I	Ch	X
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	09/08/2011	Quiz1	Quarter Grade > Quiz > 1 (0/14)	0	0	0	0	0	0
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	09/12/2011	Test1	Quarter Grade > test > 1 (0/14)	0	0	0	0	0	0
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	09/13/2011	Quiz 2	Quarter Grade > Quiz > 1 (0/14)	0	0	0	0	0	0
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	09/15/2011	test 2	Quarter Grade > test > 1 (0/14)	0	0	0	0	0	0
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	09/19/2011	test 3	Quarter Grade > test > 1 (0/14)	0	0	0	0	0	0
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	09/26/2011	Homework Avg	Quarter Grade > Homework > 1 (0/14)	0	0	0	0	0	0



From this page you can filter/sort your assignments by quarter and category. In the example below I have filtered the list to show quarter 1 test assignments only.

**1955-1 Tech Lab II**  
 Teacher: Graves, Doug

**Assignments**

Edit Teacher Preferences
  Edit Grade Calc Options
  Edit Categories
  Create Assignment
  Copy Assignments
  View Tree

Filter: Term: 
 Standard/Task: 
 Category: 
 Student Group:

Active	Hide	Assigned Date	Due Date	Assignment Name	Alignment	T	M	L	I	Ch	X
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	09/12/2011	Test1	Quarter Grade > test > 1 (0/14)	0	0	0	0	0	0
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	09/15/2011	test 2	Quarter Grade > test > 1 (0/14)	0	0	0	0	0	0
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	09/19/2011	test 3	Quarter Grade > test > 1 (0/14)	0	0	0	0	0	0

If you look to the left of the assignment you will see the comments that can be added missing, late, incomplete, cheated or exempt. The first one T is new and represents “turned in” this will provide information to the students and the parents that the assignment is turned in but not yet graded. Before it appeared as blank until graded.

## GRADE COMMENTS

What is new is that you can put these messages into the portal without using the grade book right from the assignment page. When you click on the letter T you will get the prompt below. Select fill all or fill empty to indicate that the test, quiz or other assignment has been turned in.

**1955-1 Tech Lab II**  
Teacher: Graves, Doug

**Assignments**

[Return to Assignment List](#) [Save Scores](#)

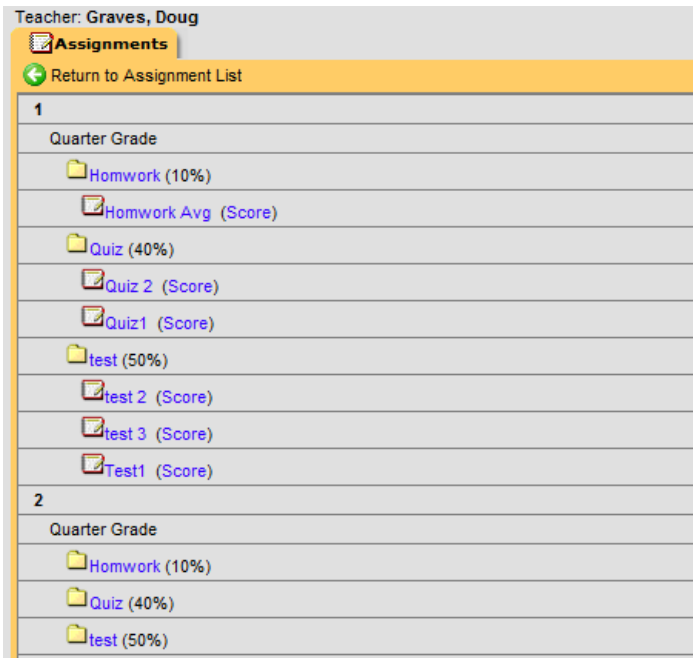
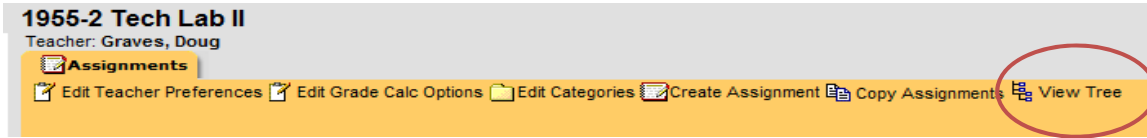
Assigned Date: **Standard & Grading Task Legend**  
Due Date:

Students	Att /	Scores					
		T	M	L	I	Ch	X
		Score Fill					
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Comments					



# VIEW TREE

The Last tool on the assignments toolbar is called View Tree. This will allow you to view the grade book in the old “Lesson Planner” view so that you can check visually that your grade book is correct.



## THE DAILY PLANNER

The Daily Planner on the left panel will allow you to view all of your assignments and attendance events for the week, month, or day. This is the same view as the calendar view in the Parent Portal.

The screenshot shows the 'Daily Planner' interface for 'WARD MELVILLE HIGH SCHOOL' and 'Section 01) 1955-1 Tech Lab II'. The interface includes a navigation menu on the left with options like 'Index', 'Search', and 'Help'. The main area displays a calendar for 'September 2011' with columns for days of the week (Sun to Sat) and rows for dates (28 to 24). The calendar shows various events and assignments, including 'Superintendents Conference Day' on Wednesday, 'First Day of School' on Thursday, 'Labor Day' on Monday, and several '7:10a' assignments. A tooltip for a quiz is visible on Thursday, showing 'Course/Section: 1955-1 Tech Lab II (Period 1)' and 'Name: Quiz1 (Due)'. The 'Attendance Codes' section on the left lists 'Unknown', 'Excused', 'Unexcused', and 'Exempt'. The 'New Activity' button is circled in red.

Attendance Codes:	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Unknown	28	29	30	31	1	2	3
Excused				Superintendents Conference Day	First Day of School		
Unexcused							
Exempt							
	4	5	6	7	8	9	10
		Labor Day			7:10a Q1		
	11	12	13	14	15	16	17
		7:10a t1	7:10a Q2		7:10a t2		
	18	19	20	21	22	23	24

The Daily Planner is also where you can add an activity, a non graded item such as a field trip notice or special classroom event that will appear on the student's calendar.