Infinite Campus Grade book

2011-2012

How to Copy Last Years Grade Book to the New Grade Book

Infinite Campus

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Doug Graves
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- **[03/02/2011]**
  2010-2011 iCampus, Home Access and other Instructions   - Step by step instructions for **Progress Reports**, **Quarterly Grades**, **Elementary Report Card Maker**, home access, **Gradebook**, **Messenger** and more. *Acrobat Reader required.*
- **[07/01/2010]**
  Safe School Helpline - 1-800-418-6428, ext. 359
  Help keep our schools safe - Anonymous reporting of threats of violence, suicide and illegal activity that could harm students.

School Notices

- **[09/22/2010 WARD MELVILLE HIGH SCHOOL]**

  For information about careers, colleges, college visitations, on-site interviews, etc., please check out our Naviance website.

- **[06/23/2010 WARD MELVILLE HIGH SCHOOL]**
  Information for parents who are legally separated or divorced:
  If you have a specific custodial agreement, it is important that we have accurate information regarding your child. Please make sure the school has the most current issue of court papers on file. Please, remember, if there is no legal custodial paperwork stating otherwise, both the mother and father of our student(s) are granted equal access to their child.

Process Inbox

	Process	Name	Posted Date	Due Date
		No Process Inbox items at this time.		

The first thing you will notice is that there is no lesson planner in the left column, it is replaced by the assignments tab.

Click on the assignments tab and when the assignments page comes up click on copy assignments

Teacher: Graves, Doug

Assignments

← Return to Assignment List → Next

Select Source Section

11-12 WARD MELVILLE HIGH SCHOO (ACE)
01) 1955-1 Tech Lab II
02) 1955-2 Tech Lab II
03) 1955-3 Tech Lab II
10-11 WARD MELVILLE HIGH SCHOO (ACE)
01) 1955-1 Tech Lab II
02) 1955-2 Tech Lab II
03) 1955-3 Tech Lab II
04) 1956-1 Tech Lab I
05) 1956-2 Tech Lab I

Select Destination Section

11-12 WARD MELVILLE HIGH SCHOO (ACE)
01) 1955-1 Tech Lab II
02) 1955-2 Tech Lab II
03) 1955-3 Tech Lab II
10-11 WARD MELVILLE HIGH SCHOO (ACE)
01) 1955-1 Tech Lab II
02) 1955-2 Tech Lab II
03) 1955-3 Tech Lab II
04) 1956-1 Tech Lab I
05) 1956-2 Tech Lab I

Number of Assignments: 6

☑ ⬍	Assignment Name ⬍	Due Date ⬍
☑	Quiz1	06/10/2011
☑	Test1	06/13/2011
☑	Quiz 2	06/14/2011
☑	test 2	06/15/2011
☑	test 3	06/17/2011

Select the class you want to copy from in the 10-11 school year on the right. A list of the assignments for that course will appear and you can select some of them or all of them. Just deselect the check box next to the items you do not want. Then on the right select the course from the 11-12 school year you want to copy to. Then click next.

And thankfully the categories and assignments are delivered to your new course without the dates attached.

You can then fill in the due dates during the quarter and the assignment will appear on the information portal as well as in your daily planner

Use your Daily Planner to view the way your assignments will look on the information portal for students and parents. The Daily Planner will also display student attendance. You can view a month a day or a week at a time.

I hope you've got it now!

If you need any additional help please contact Jim Fargione at the Instructional Technology Department at 730-4572 or by e-mail.