



Infinite Campus Grade book
2011-2012

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



Year 11-12 School WARD MELVILLE HIGH SCHOOL Section 02) 1955-2 Tech Lab II

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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

<input type="checkbox"/>	<input type="checkbox"/>	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.

Year 11-12 School WARD MELVILLE HIGH SCHOOL Section 02) 1955-2 Tech Lab II

1955-2 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:
All Terms All Standards/Tasks All Student Groups

Active	Hide	Assigned Date	Due Date	Assignment Name	Alignment	T	M
<input type="checkbox"/>	<input type="checkbox"/>						

No assignments match the selected filter criteria.

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 SCHOOL (ACE)

01) 1955-1 Tech Lab II

02) 1955-2 Tech Lab II

03) 1955-3 Tech Lab II

10-11 WARD MELVILLE HIGH SCHOOL (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 SCHOOL (ACE)

01) 1955-1 Tech Lab II

02) 1955-2 Tech Lab II

03) 1955-3 Tech Lab II

10-11 WARD MELVILLE HIGH SCHOOL (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

<input checked="" type="checkbox"/>	Assignment Name	Due Date
<input checked="" type="checkbox"/>	Quiz1	06/10/2011
<input checked="" type="checkbox"/>	Test1	06/13/2011
<input checked="" type="checkbox"/>	Quiz 2	06/14/2011
<input checked="" type="checkbox"/>	test 2	06/15/2011
<input checked="" type="checkbox"/>	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.

Year: 11-12 School: WARD MELVILLE HIGH SCHOOL Section: 01) 1955-1 Tech Lab II

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:
 All Terms All Standards/Tasks All Categories All Student Groups

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"/>	<input type="text"/>	Homework Avg	Quarter Grade > Homework > 1 (0/14)	0	0	0	0	0	0
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	Quiz 2	Quarter Grade > Quiz > 1 (0/14)	0	0	0	0	0	0
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	Quiz1	Quarter Grade > Quiz > 1 (0/14)	0	0	0	0	0	0
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	test 2	Quarter Grade > test > 1 (0/14)	0	0	0	0	0	0
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	test 3	Quarter Grade > test > 1 (0/14)	0	0	0	0	0	0
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	Test1	Quarter Grade > test > 1 (0/14)	0	0	0	0	0	0

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

Year: 11-12 School: WARD MELVILLE HIGH SCHOOL Section: 01) 1955-1 Tech Lab II

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:
All Terms All Standards/Tasks All Categories All Student Groups

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"/>	09/07/2011	Homework Avg	Quarter Grade > Homework > 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	Quiz1	Quarter Grade > Quiz > 1 (0/14)	0	0	0	0	0	0
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	09/21/2011	test 2	Quarter Grade > test > 1 (0/14)	0	0	0	0	0	0
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	09/27/2011	test 3	Quarter Grade > test > 1 (0/14)	0	0	0	0	0	0
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	09/30/2011	Test1	Quarter Grade > test > 1 (0/14)	0	0	0	0	0	0

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

Year 11-12 School WARD MELVILLE HIGH SCHOOL Section 01) 1955-1 Tech Lab II

Index Search Help

Doug Graves

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Daily Planner

New Activity Print Hide Attendance Hide Assignment

September 2011

Attendance Codes:

- Unknown
- Excused
- Unexcused
- Exempt

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31 Superintendents Conference Day	1 First Day of School	2	3
4	5 Labor Day	6	7 7:10a hw1	8	9	10
11	12	13 7:10a Q2	14	15 7:10a Q1	16	17
18	19	20	21 7:10a i2	22	23	24
25	26	27 7:10a i3	28	29 Rosh Hashanah	30 Rosh Hashanah	1 7:10a t1

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.