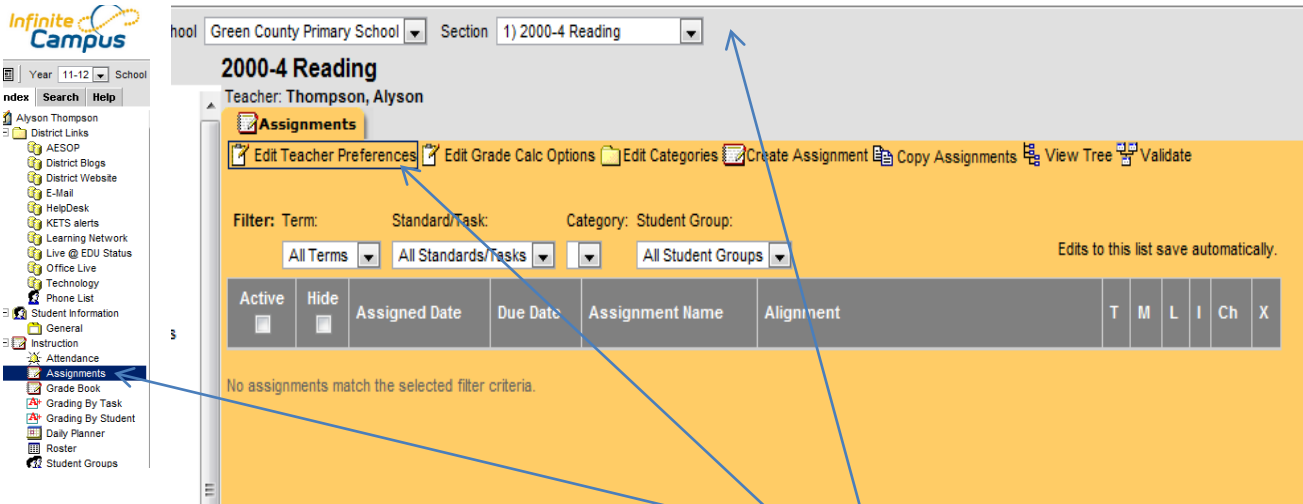
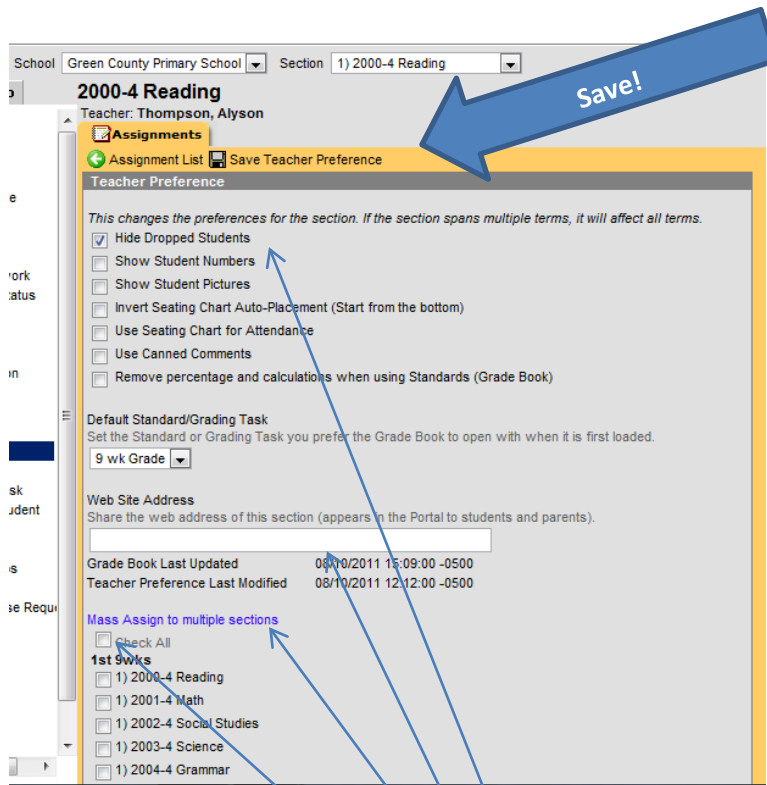


Setting up the Grade Book with the New Teacher Tools in Infinite Campus

Created by Amanda G. Abell - Green County Primary School



- ❖ Log in to Infinite Campus
- ❖ Click on "Assignments"
- ❖ Select a subject
- ❖ Click on "Edit Teacher Preferences"



- ❖ Check the preferences you want
- ❖ Default Grading Task is "9 wk Grade"
- ❖ Add a website if you want it to show in the parent portal
- ❖ Click "Mass Assign to Multiple Sections"
- ❖ You can check all or pick the subjects for these preferences
- ❖ Click "Save"

Setting up the Grade Book with the New Teacher Tools in Infinite Campus Created by Amanda G. Abell - Green County Primary School

ool Green County Primary School Section 1) 2000-4 Reading

2000-4 Reading
Teacher: Thompson, Alyson

Assignments
Assignment List Save

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

Term & Standard / Grading Task	Calculation	Calculation Options
Term 1st 9wks	9 wk Grade <input type="radio"/> No Calculation <input checked="" type="radio"/> Calculate In Progress Grade	Grading Scale: 1-12 Standard Scale <input type="checkbox"/> Weight categories <input type="checkbox"/> Use score's % value Fill All
Term 2nd 9wks	9 wk Grade <input type="radio"/> No Calculation <input checked="" type="radio"/> Calculate In Progress Grade	Grading Scale: 1-12 Standard Scale <input type="checkbox"/> Weight categories <input checked="" type="checkbox"/> Use score's % value
Term 3rd 9wks	9 wk Grade <input type="radio"/> No Calculation <input checked="" type="radio"/> Calculate In Progress Grade	Grading Scale: 1-12 Standard Scale <input type="checkbox"/> Weight categories

- ❖ Click on “Edit Grade Calc Options”
- ❖ Next to Grading Scale, click the drop down box and select “1-12 Standard Scale”
- ❖ If you weight categories, check the box
- ❖ If you use percentage, check the box
- ❖ If you want these setting for each 9 weeks click the “Fill All” button
- ❖ Click **“Save”**
- ❖ You have to do this for each subject. Just click the Section box at the top.

Setting up the Grade Book with the New Teacher Tools in Infinite Campus
Created by Amanda G. Abell - Green County Primary School

ol Green County Primary School Section 1) 2000-4 Reading

2000-4 Reading

Teacher: Thompson, Alyson

Assignments

Back to Categories Save Category Save & Add Assignment Delete Category

Category Detail

GroupID

*Name

*Weight

Sequence

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

2000-4 Reading

Grading Tasks

Select grading tasks to create alignments. NOTE: Tasks cannot be unchecked if the alignment has been scored.

Grading Task

- ❖ Click on “Edit Categories” and then “Create Categories”
- ❖ Enter the name of your category; such as, daily work.
- ❖ Enter the weight- 100 You can change the weights of categories if preferred.
- ❖ Check the section box
- ❖ Click on the Grading Task button and Select “9 wk Grade”
- ❖ Click “Save Category” or “Save & Add Assignment”

Setting up the Grade Book with the New Teacher Tools in Infinite Campus
Created by Amanda G. Abell - Green County Primary School

The screenshot shows the 'Assignments' page in Infinite Campus for the section '1) 2000-4 Reading' at Green County Primary School, taught by Alyson Thompson. The page includes a toolbar with 'Save', 'Save & Score', and 'Save & Create New Assignment' buttons. A blue arrow labeled 'Save!' points to the 'Save & Score' button. Below the toolbar is the 'Assignment Detail' section with fields for *Name, *Abbreviation, Test Strand, and Last Modified. A 'Show Description, Objectives, and References Fields' button is also present. The 'Sections' table shows the assignment is assigned to '2000-4 Reading' on '08/11/2011' with a sequence of '1'. The 'Standards' table is empty. The 'Grading Tasks' table shows '9 wk Grade' selected with 'Points' as the scoring type and a total of 100 points.

Section	Active	Hide	Assigned	*Due	Seq	Student Group
<input checked="" type="checkbox"/> 2000-4 Reading	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08/11/2011	08/11/2011	1	No Groups

Standard	Scoring Type	*Total Pts	*Multiplier
----------	--------------	------------	-------------

Grading Task	Scoring Type	*Total Pts	*Multiplier
<input type="checkbox"/> Final Grade No Categories			
<input checked="" type="checkbox"/> 9 wk Grade	<input checked="" type="radio"/> Points	100	1
<input type="checkbox"/> Selection Test	<input type="radio"/> Marks		

- ❖ Click "Create Assignment"
- ❖ Enter the name of your assignment.
- ❖ Enter an abbreviation
- ❖ Enter the Assigned Date and Due Date (calendar)
- ❖ Under Grading Tasks Select "9 wk Grade"
- ❖ Select the assignment category
- ❖ Select Points
- ❖ Click "Save" or "Save & Score" to enter grades

Setting up the Grade Book with the New Teacher Tools in Infinite Campus
 Created by Amanda G. Abell - Green County Primary School

Section 1) 2000-4 Reading

Save Scores Save & Create New Assignment

Iris & Walter

Standard & Grading Task Legend
 GT1 - 9 wk Grade

Att 08/12	Scores			T	M	L	I	Ch	X
	Score Fill	GT1	Dr						
	100	<input type="checkbox"/>	Fill All	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	Fill Empty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Comments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Hit CTR-SHIFT-L to spell check this field.

- ❖ Enter a grade for each student
- ❖ You can fill all students with the same score or fill empty boxes
- ❖ Options on the right side indicate turned in, missing, late, incomplete, cheated, or exempt
- ❖ You can also enter comments next to each student's score and CTRL-SHIFT-L to spell check.
- ❖ Click "Save"