## Infinite Campus Grade Book Enhancements 2011 (Updated 8-10-11)

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This allows teachers to put more information onto one page so the grade book is more user friendly. This keeps you from having to jump from page to page.

Clicking on "Assignments" brings you to a page with the following options.

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ZAssignments
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Edit Teacher Preferences - Used to be located under admin set up. You select the options you would like to set up for your classes on this screen.


Edit Grade Calc Options - This is where you configure how grades will be calculated in your class (categories or points).


1. In the far right hand column select grading scale used - NUMERIC for everyone except AP classes and these will need to use - WEIGHTED. This must be done for grades to calculate.
2. If you want to weight your grades or use score's \% value, place a check on the options you prefer.
3. Click on the "Fill All" box to automatically assign this grade scale to every grading task for this section. *Grading Scale must be set or the Grade Book will NOT display the points earned by a student or the resulting grade (In Progress grade in the yellow area).
4. Click "Save" when finished then repeat this process for each section.

Edit Categories - Set up categories for assignments to be added to and determine weights for categories if needed.


Choose "Create Category" (Category replaces what used to be called Groups)


Once all categories have been created, you will be able to see aı tne categorıes tnat nave deen aagea wnen you cıck on tdit Categories" from the main assignment screen.

| Passignments |  |  |  |  |  |  |  |
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| (8) Assignment List Create Category |  |  |  |  |  |  |  |
| To edit a category click its name, for a new category click the "Create Category" button. |  |  |  |  |  |  |  |
| Category | Course - Section > Task/Standard | $\stackrel{\rightharpoonup}{*}$ | Weight | Exclude | $\stackrel{\rightharpoonup}{*}$ | Drop Lowest | $\uparrow$ |
| Homework | Algebra \|| - $1>$ Quarter Grade Algebra II - 2 > Quarter Grade |  | 30.0 | $\square$ |  | $\square$ |  |
| Quizzes | Algebra II - 1 > Quarter Grade Algebra II - 2 > Quarter Grade |  | 15.0 | $\square$ |  | $\square$ |  |
| Tests | Algebra II - $1>$ Quarter Grade Algebra II - 2 > Quarter Grade |  | 55.0 | $\square$ |  | $\square$ |  |

- You can see if you have placed a weight on a category. If you use weighted categories, please double check that your categories' weight total 100.

Create Assignment - Assignments created for one or multiple classes.


1. Give assignment a name and abbreviation.
2. If you want to use the objectives and reference fileds, click on the link for "Show Description, Objectives, and Reference Fields".
3. You can see in the Sections box when it was assigned and the due date. If you have students work in groups you can assign to groups under student groups.
4. You can mass assign by selecting each course section you want to place it in.
5. Under Grading Tasks, check mark "Nine Weeks." You then will choose "Points" and assign the point value.
6. Click either:

Save - you are done and are ready to go back
Save \& Score - you are ready to enter grades into the gradebook Save \& Create New Assignment - you have other assignments to create.

When finished, click on the top left "Return to Assignment List." This will take you back to the assignments home page.

Copy Assignments - Copies assignments from a course to another course. This would be helpful for collaborative settings.


Select the Source Section first (on the left side of the screen). This is the section that has the assignments already built.

Then choose the Destination Section (where you want the assignments copied).

Check mark the assignments you want copied. You may choose multiple assignments.

Validate - Don't worry with this at this time $\odot$

## Entering Student Grades

Grades can be entered in one of two ways this year.

1. You may still go to Index $>$ Grade Book (on the left side of your screen) and enter grades under each assignment. This is how you have previously entered grades into Infinite Campus.
2. NEW...From Index > Assignments, you can either click on the grade book icon which takes you directly to the screen for score entries or you can click on the name of the assignment that has already been created (screenshot below)...
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ZAssignments
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and then choose "Save and Score" at the top of the screen.

3. This will bring up your roster of students and allow you to enter scores.
A. The Att 08/03 column represents students who were absent that day.
B. The GT1 column is where scores are entered for students. If you would like to fill all, type the score in the box at the top and then choose "Fill All."
C. $\quad \mathrm{Dr}=$ Dropped; click this if you wish for the score to be dropped for one or more students.
D. The Comments column allows you to type comments that will be published to the portal.
E. T=turned in; *New* Shows that an assignment has been turned in but has not yet been graded.
F. $\quad \mathbf{M}=$ missing; This mark will cause the score to count as zero points regardless of the score entered. Note any assignment marked $M /$ Missing shows on the Missing Assignment Report parents can generate in Portal. If the assignment is turned be sure to check box to Turned In or Late so the student receives the score and it no longer show on the Missing Assignments Report.
G. L = Late
H. I = Incomplete
I. $\quad \mathrm{CH}=$ Cheated----This will calculate as a zero. (Note also that if you choose to Drop Lowest Score the lowest grade is dropped, meaning it could be an assignment score with this mark. For this reason some teachers choose to drop lowest score manually.
J. $\mathrm{X}=$ Exempt

Any of these columns can be checked at the top to apply to all students.


## Daily Planner

The daily planner looks different than it did before; it now looks like a monthly calendar when clicked on. There are two arrow buttons facing left and right which allows you to go to a different month. The daily calendar shows:
A. Notebook icon: Hover over the notebook icon and it shows assignments in progress.
B. Attendance Codes: shows student who are absent and if excused or not.
C. Calendar View: Shows information for all your classes; each class is represented with a different color.
D. Hide assignments: allows assignments not to be visible on the planner calendar. To bring them assignments back into view, click on show assignments.
E. Hide attendance: allows absent students names not to be displayed on the planning calendar. To bring attendance back into view, click display attendance.
F. New Activity: icon is on the left side. Here you can place events such as field trips. You will also be given the opportunity to mass assign to multiple class sessions as well.
G. Print: there are multiple print options available. The print outs can be placed in a sub folder so they know when items are due. They also can be used for students to know when work is due.


