

Lesson Planner Screen

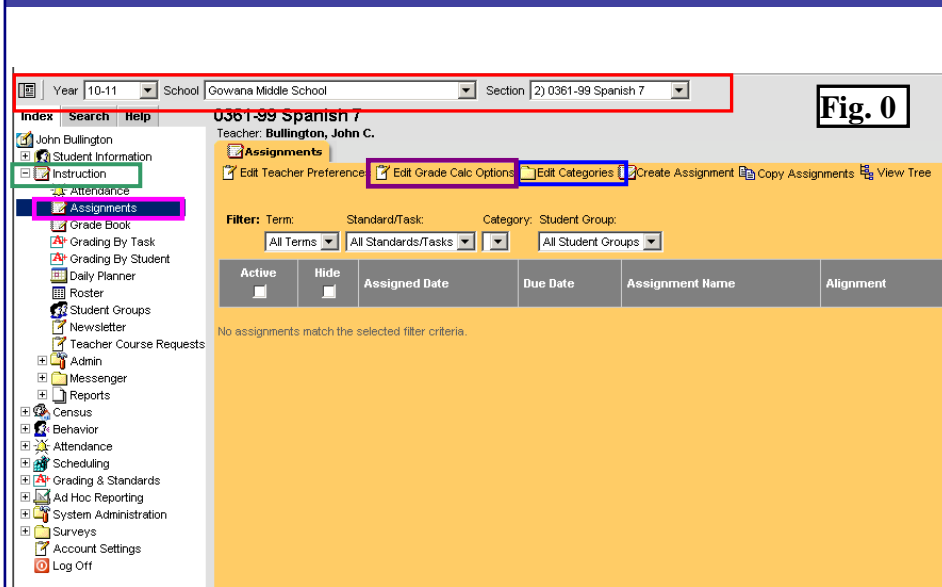


Fig. 0

Setting up Your Gradebook... 1

Please make sure you are currently in **your building and the current calendar year is selected.** (Fig. 0)

Click the plus symbol next to **Instruction**, then select **Assignments**.

- Click the **Edit Grade Calc Options** button. Select *numeric* in the Grading Scale pull down (on the right under Calculate In Progress Grade), then select **Fill All**. If you are using a **weighted** gradebook check *weighted categories* before choosing Fill All. **SAVE**.
- Click **Edit Category > Create Category**
- Fig. 1 – If using a total points system, type Gradebook as the category name.

If using weighted groups, type Quizzes, Tests, HW, etc. and enter specific percentage for that category in the **Weight** field. (Do NOT fill in **Weight** if using total points). Repeat for each weighted category.

- Select your section(s). Check Quarter Grade (or other appropriate grading task(s)).
- Repeat this process for each course (not section) that you teach.

General Preferences & Gradebook 2

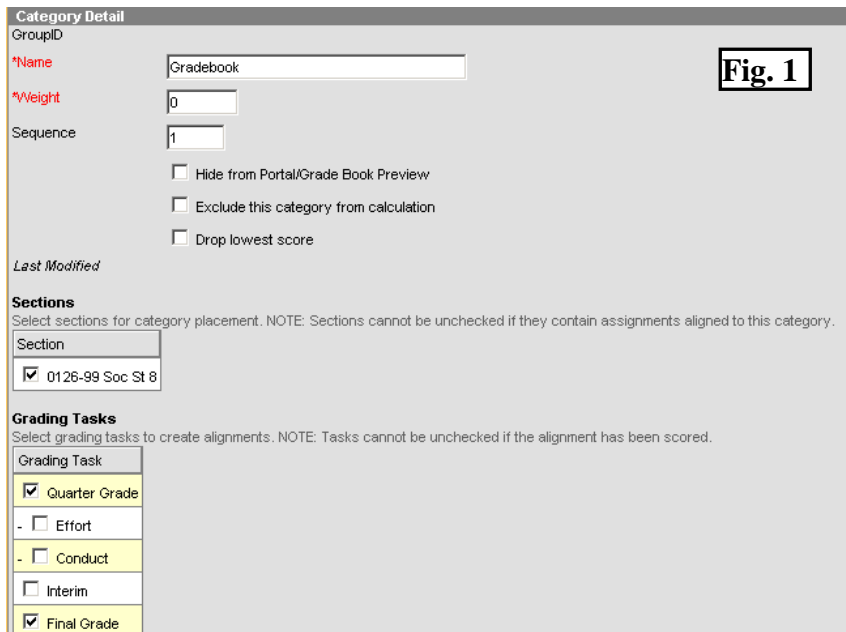


Fig. 1

Teachers may set individualized SIS preferences. Click **Instruction**, then **Admin**, then **Preferences** (Fig. 2).

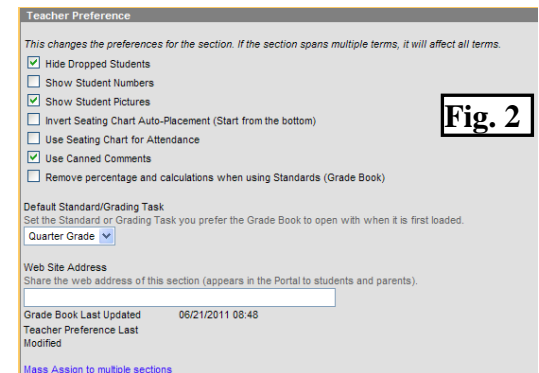


Fig. 2

- Hide Dropped Students:** When this option is checked, teachers no longer see students who have withdrawn from a class (ended enrollment at school or dropped the class) in their assignment grid. If it is not checked, those students will appear in red.
- Show Student Pictures:** Displays the student's picture (same picture that appears on the summary screen) on the teacher's assignment grid.
- Check **Use Canned Comments** (necessary for interims). Click the blue **Mass Assign to multiple sections** link and Check All. Click **SAVE** when done.
- Default Standard/Grading Task:** Choose *Quarter Grade* to set the default grade book view.

After setting up the **Assignment** section, use the **Index** to select **Instruction** then **Gradebook**. Use the drop-down menu under **Select a task** (See Fig. 3 – to select the appropriate quarter and grading task (e.g. Q1 - Quarter Grade). It will default to whatever you chose in preferences.)

Fig. 3. The screen is split into different parts. On the left, teachers see student's names in alphabetical order. The **yellow** headings (Pts, Poss, % Grd) are the **summative grades** from assignments the teacher has entered. The grades in **green** are posted scores entered for **report card tasks** (this can only be done when the district opens up the grade reporting period).

Further to the right, the gray area displays the user-defined *categories* and the assignments within that group. Scores can be edited from this screen by clicking in the appropriate student's row. **NOTE: You can no longer add assignments in this view.**

When **Quarter Grade Reporting** “window” is opened, follow these steps to transfer your gradebook scores (yellow) directly to the report cards scores (green).

1. **Right-click** in the yellow/green grading area and select **Post Grades** from the pop-up menu.
2. The calculated scores in the yellow area will be entered into the green columns.
3. If you need to manually raise grades in the green fields, both % and Grd *must* be changed. Double click in the % column to allow scores to be entered. (NOTE: Any grades manually changed will be overwritten if you repost grades.)
4. When finished, click the **Save** icon in the upper left corner.

Student	Pts	Poss	% Grd	My Grades
09 Allen, James H	30.00	30.00	100.00	100
09 Bassett, Sarah M	23.00	30.00	76.67	77
09 Bobek, Kelsey J	24.00	30.00	80.00	80
09 Chambless, Jason C	27.00	30.00	90.00	90
09 Chichester, Samantha E	27.00	30.00	90.00	90
09 Cooney, Joan M	28.00	30.00	93.33	93
09 Crall, Jessica D	28.00	30.00	93.33	93
09 Erano, Sarah J	28.00	30.00	93.33	93
09 Finnean, Katelyn M	28.00	30.00	93.33	93
09 Hamilton, Brian S	28.00	30.00	93.33	93
09 Hartmann, Jennifer L	28.00	30.00	93.33	93
09 Holmes, Jessica R	28.00	30.00	93.33	93
09 Hurd, Nicholas M	28.00	30.00	93.33	93
09 Johnson, Jacob C	28.00	30.00	93.33	93

Fig. 3

Add an Assignment (Fig. 4)

1. Click **Assignments** from the **Instruction** menu
2. Click **Create Assignment** from the top menu bar.
3. Type the assignment name and a 5 character abbreviation.
4. Check all sections in which you would like this assignment added.
5. Click the grading task, (if using a weighted grade book select the category), then assign the total points and the multiplier.
6. Optionally, click the **Show Description, Objectives and reference Fields** to fill in those assignment details.
7. Click **Save** or **Save and Score** (if you would like to enter student grades in this window).

Enter Assignment Score

1. If you chose **Save and Score** in the previous step, you can now enter scores in the Grading task (GT) field **or** you can go to the grade book view and enter them, as in the past.

Additional Assignment Score Features

From the gray score grid, **right-click** on a student's score entry to view the context menu. The **context menu** allows the user to choose several options that may affect a student's score.

- **Late** – Score will appear in red;
- **Turned In** – Indicates assignment was turned in on time but not yet graded.
- **Exempt** – Entry will not affect student's grade. Score will appear in blue;
- **Cheated** – Entry will calculate as a zero. Score will appear in blue;
- **Dropped** – Teachers have the option of dropping the lowest score in an assignment group. If this preference is turned on, the lowest score will be flagged as such.
- **Missing** – Entry will calculate as a zero. Score will appear in blue;
- **Edit Comment** – A teacher can attach a comment to an assignment entry. A red indicator will appear in the cell.

Scores that are over the total points (i.e., bonus points) will appear in green. A comment can also be added by right-clicking on a student's name. This comment can be viewed on the Parent Portal.

Fig. 4

1. Right-click on the name of the assignment in the gradebook view.
2. Select the **Fill Empty Scores** or **Overwrite All Scores** option.
3. Select fill options include: 0 (Zero), With this Value..., and Total Points Possible.

If you are in the assignment scoring view.

1. Type the score in the white box and click **Fill All** or **Fill Empty**.

Infinite Campus includes built-in help documentation for most features. While in the specific component for which you want help, click the **Help** tab (next to **Index** and **Search**).