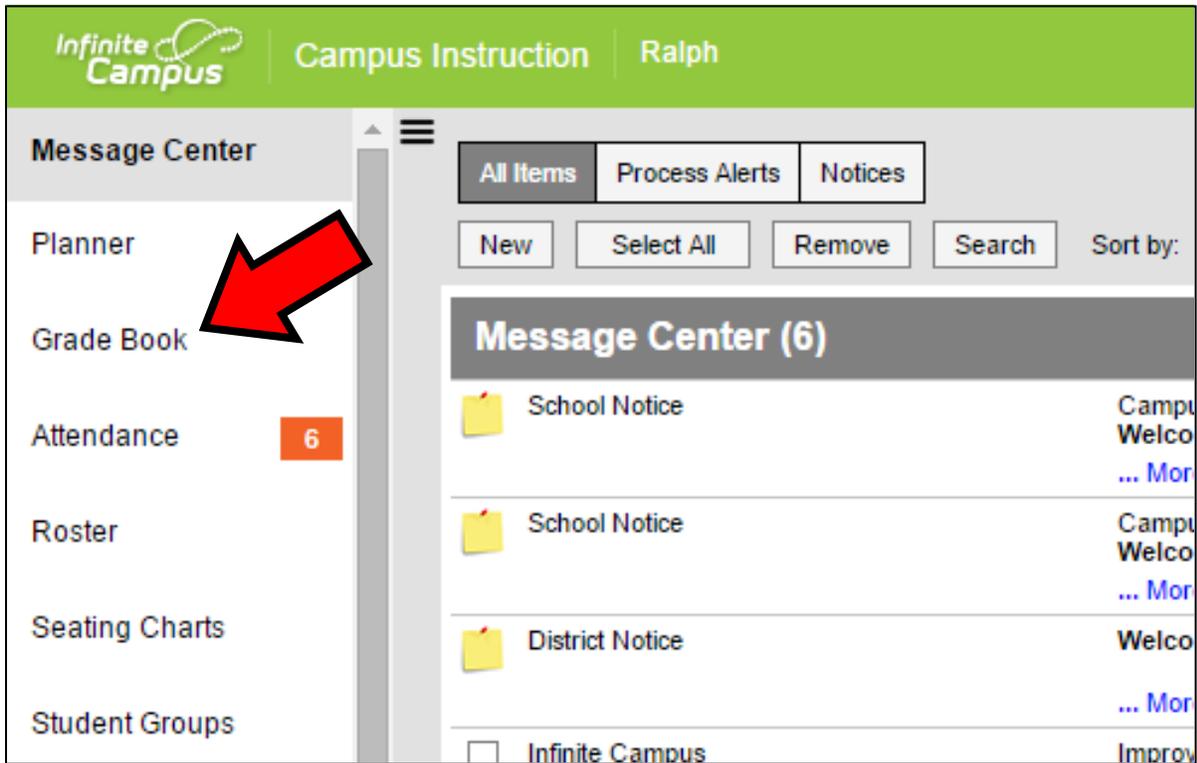




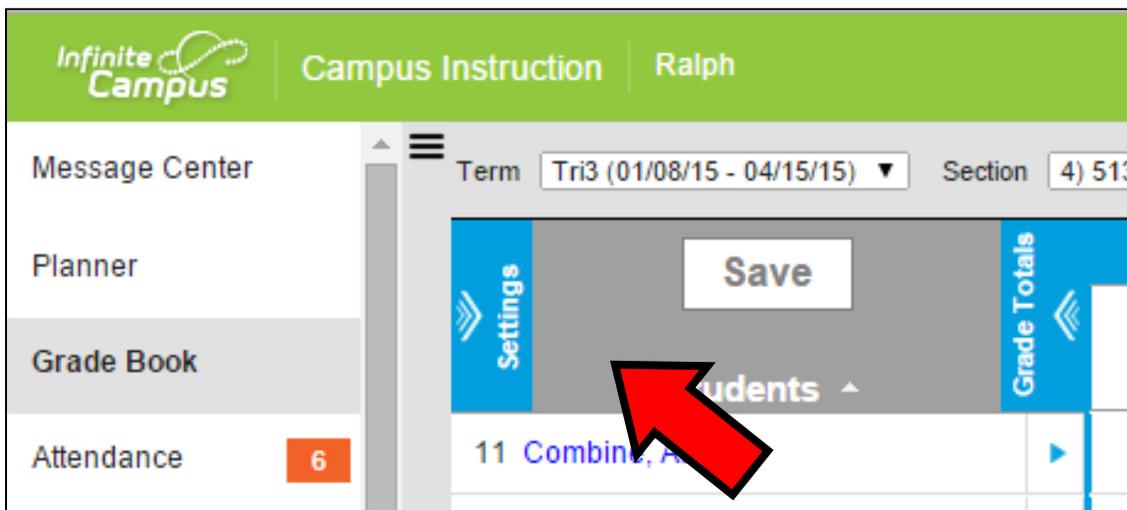
Grade Book

Step 1: Set the "Grade Calc Options"

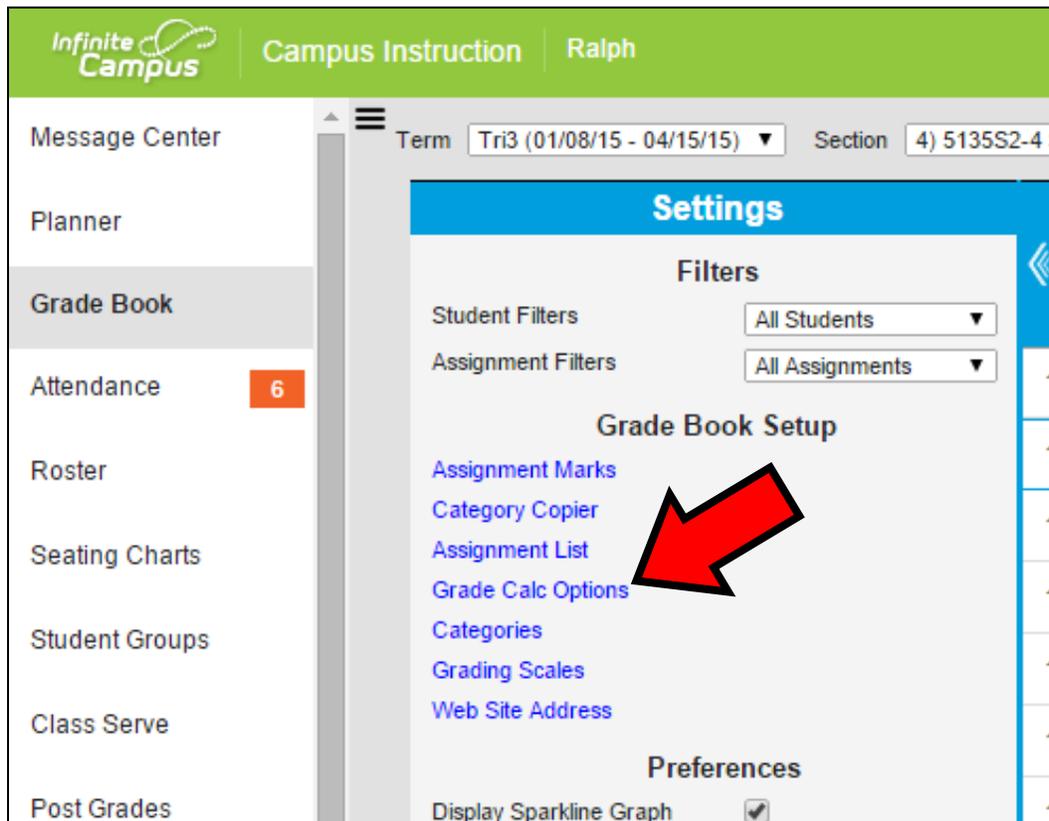
1. Log in to Infinite Campus
2. In the Index (the menu on the left), click **Grade Book**



3. Click on the blue **"Settings"** label just under the Term selector to open the Settings



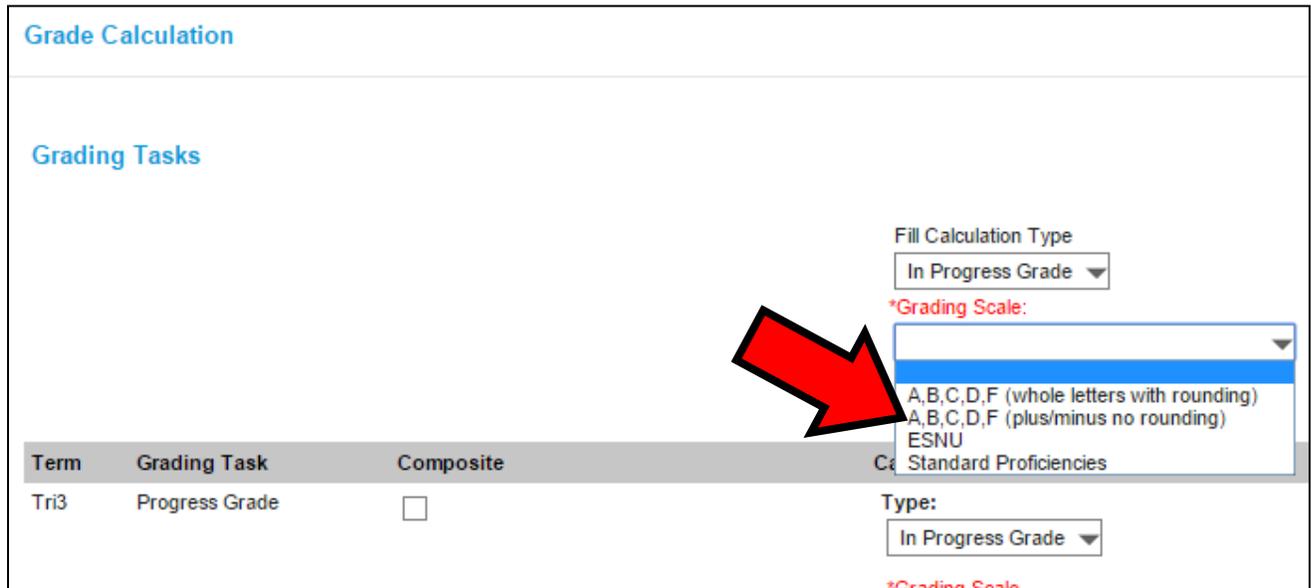
4. Under **Grade Book Setup**, click **Grade Calc Options**



5. In the window that appears, start by choosing **In Progress Grade** under the **Fill Calculation Type** menu



6. In the ***Grading Scale:** menu, choose **A,B,C,D,F (plus/minus no rounding)**



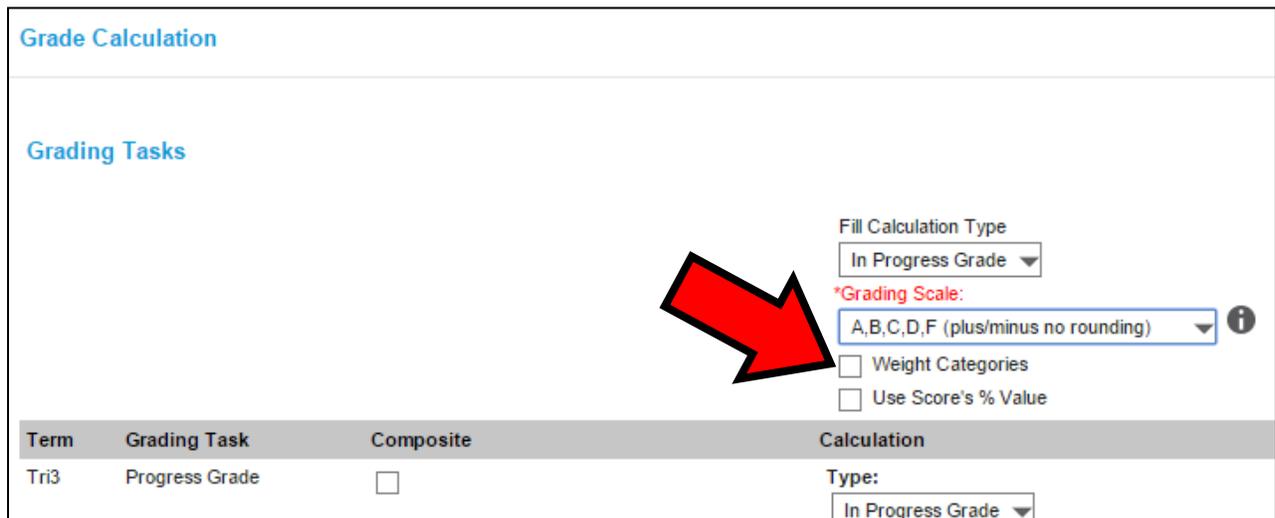
The screenshot shows the 'Grade Calculation' window. Under the 'Grading Tasks' section, there is a table with the following data:

Term	Grading Task	Composite
Tri3	Progress Grade	<input type="checkbox"/>

Below the table, there are several settings:

- Fill Calculation Type: In Progress Grade
- *Grading Scale: A,B,C,D,F (plus/minus no rounding) (indicated by a red arrow)
- Type: In Progress Grade

7. Click the checkbox for **Weight Categories**. **DO NOT** choose Use Score's % Value!



The screenshot shows the 'Grade Calculation' window. Under the 'Grading Tasks' section, there is a table with the following data:

Term	Grading Task	Composite	Calculation
Tri3	Progress Grade	<input type="checkbox"/>	Type: In Progress Grade

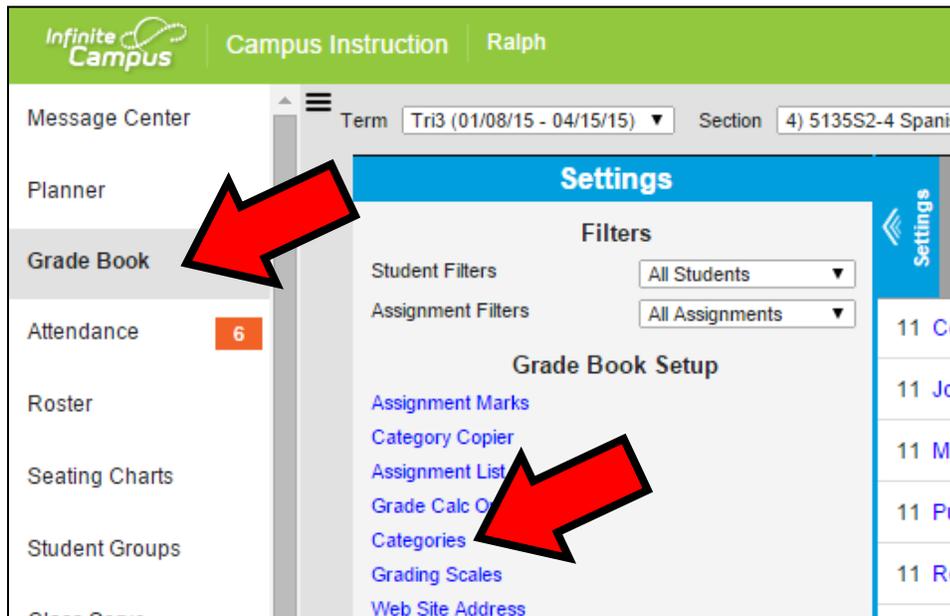
Below the table, there are several settings:

- Fill Calculation Type: In Progress Grade
- *Grading Scale: A,B,C,D,F (plus/minus no rounding) (indicated by a red arrow)
- Weight Categories
- Use Score's % Value

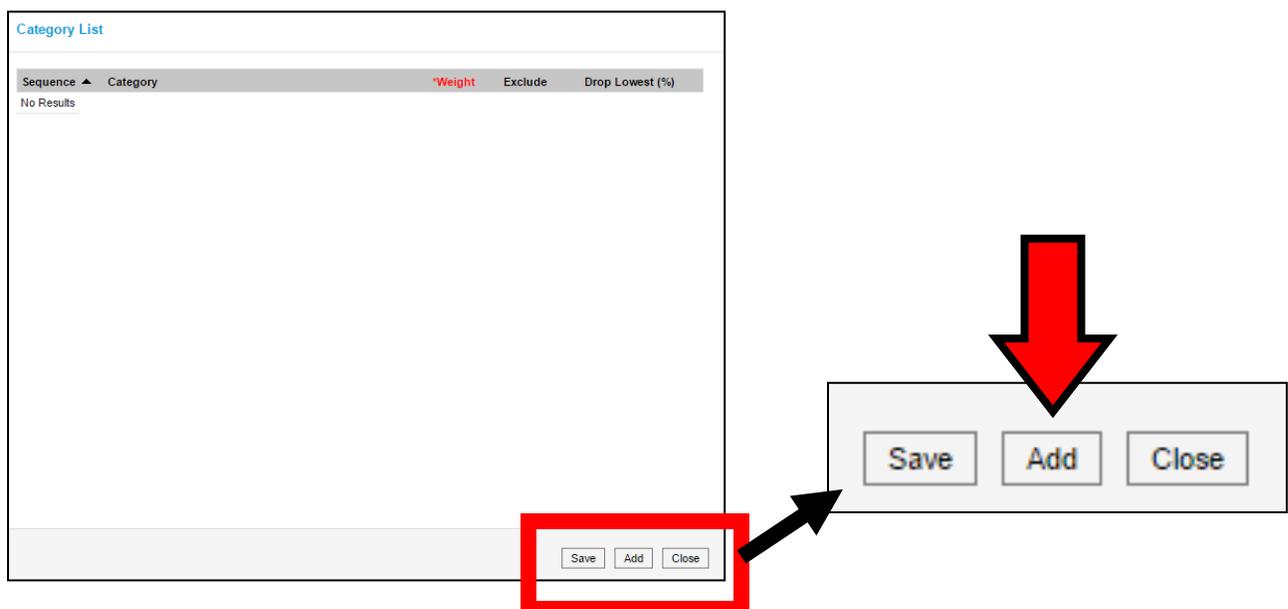
8. Click the **Save** button in the lower right corner of the window

Step 2: Setup Your Categories (homework, tests, quizzes, etc.)

1. Make sure you are in Grade Book view. Then, in the **Settings** menu, click **Categories**



2. In the window that appears, click the **Add** button in the lower right corner



3. Give the category a name.
4. If you wish to assign the category a weight, type it here (no need to type a % sign)
5. Sequence is for how the categories will be lined up left to right in the Grade Book. Type a number corresponding to where in the order of categories this category should appear, or just leave it set to 0.

Category Detail

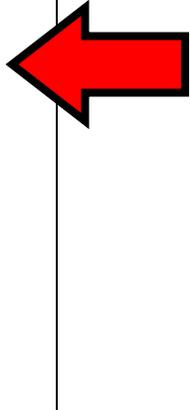
***Name**

***Weight**

Sequence

Exclude from Calculation

Drop Lowest Score (%)



6. If you would not like this Category to be included in the students' calculated grade, click the **Exclude from Calculation** checkbox
7. If you would like Infinite Campus to automatically drop the lowest score from the category, click the **Drop Lowest Score (%)** checkbox.

The image shows a screenshot of a web form titled "Category Detail". The form contains several input fields and checkboxes. A red arrow points from the "Drop Lowest Score (%)" checkbox up to the "Sequence" field. Another red arrow points from the "Drop Lowest Score (%)" checkbox left towards the "Exclude from Calculation" checkbox. The form fields are: *Name (text input), *Weight (text input with value 0.0), Sequence (text input with value 0), Exclude from Calculation (checkbox), and Drop Lowest Score (%) (checkbox).

If you choose 'Drop Lowest Score (%)', the first grade entered in this category will not be included in the students' grade because it will automatically be the lowest. The students' grade for this category will not be calculated until at least 2 assignments have been entered for the category.

8. Use the scrollbar on the right side of the window to scroll down for more options
9. Click the checkboxes next to the Sections that will use this Grade Book category
10. For the Grading Task, ONLY choose **Trimester Grade**

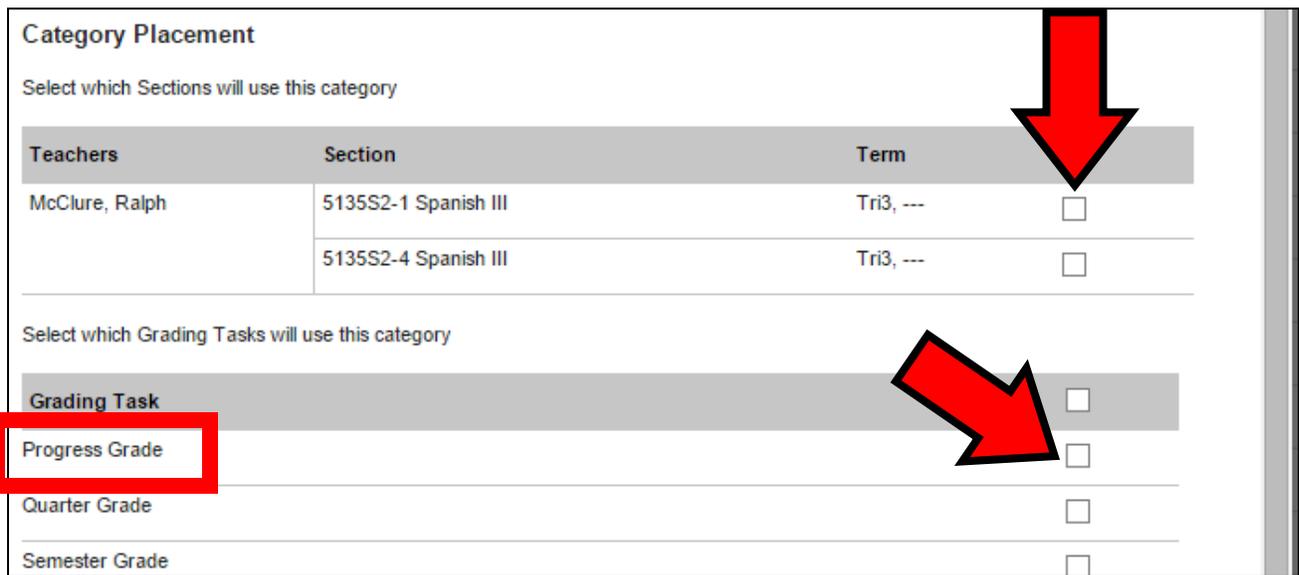
Category Placement

Select which Sections will use this category

Teachers	Section	Term	
McClure, Ralph	5135S2-1 Spanish III	Tri3, ---	<input type="checkbox"/>
	5135S2-4 Spanish III	Tri3, ---	<input type="checkbox"/>

Select which Grading Tasks will use this category

Grading Task	
Progress Grade	<input type="checkbox"/>
Quarter Grade	<input type="checkbox"/>
Semester Grade	<input type="checkbox"/>

The screenshot shows a web form titled "Category Placement". It has two main sections. The first section, "Select which Sections will use this category", contains a table with columns for "Teachers", "Section", and "Term", and a checkbox in the fourth column. Two rows are visible, both for "McClure, Ralph" and "Tri3, ---". The second section, "Select which Grading Tasks will use this category", contains a table with a "Grading Task" column and a checkbox column. The "Progress Grade" option is highlighted with a red box, and a red arrow points to it. Another red arrow points to the checkbox in the first row of the first table.

11. Click the **Save** button in the lower right corner of the window
12. If you would like to add more categories, click the **Add** button in the lower right corner of the window. If you want to make a change to a category, you can do it here. Click **Save** after making the changes. When you are all done setting categories, click **Save**.

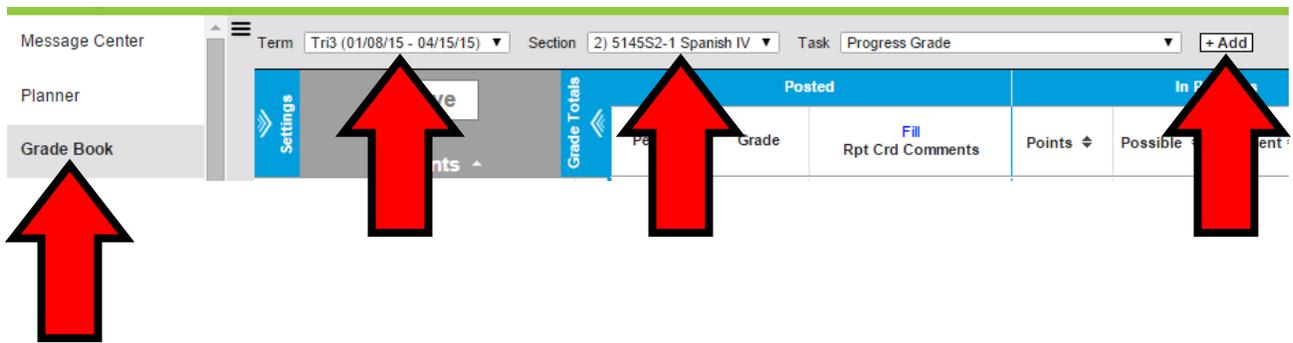
The screenshot shows a window titled "Category List" with a table containing one row of data. The table has columns for "Sequence", "Category", "Weight", "Exclude", and "Drop Lowest (%)". The "Sequence" column has a value of "0", "Category" has "homework", "Weight" has "10.0", and both "Exclude" and "Drop Lowest (%)" have checkboxes that are currently unchecked. Below the table, there are three buttons: "Save", "Add", and "Close".

Annotations with red arrows point to the following elements:

- An upward-pointing arrow from a yellow box labeled "Make changes to categories here if necessary" points to the table row.
- A downward-pointing arrow from a yellow box labeled "Click Add if you want to add another category" points to the "Add" button.
- A rightward-pointing arrow from a yellow box labeled "If you made changes above, click Save" points to the "Save" button.
- An upward-pointing arrow from a yellow box labeled "When you're all done, click Close" points to the "Close" button.

Step 3: Create Assignments

1. Make sure you are still in **Grade Book** view
2. Choose the term and class (Section)
3. Don't worry about the **Task** drop-down menu right now
4. Now click the **+Add** button



5. In the window that appears, give the Assignment a **Name** and an **Abbreviation** (both are required)

A screenshot of the 'Assignment Detail' form. The form has two input fields: '*Name' and '*Abbreviation'. Both fields are required, as indicated by the asterisk. A red arrow points to the '*Name' field, and another red arrow points to the '*Abbreviation' field. Below the input fields is a section titled 'Section Placement' with a table of available sections.

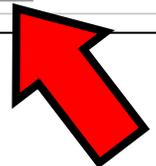
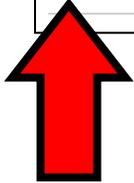
Section	Term	Active	Campus Portal
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> 3400S2-1 English 12	Tri3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- Under **Section Placement**, click the checkboxes next to the classes to which this assignment belongs

You can assign the assignment to as many sections as you like.

- Also set the ***Assigned** date and ***Due** date
- The ***GB Seq** option refers to where in the list of assignments this assignment will appear, left to right.

Section	Term	Active	Campus Portal	*Assigned	*Due	*GB Seq	Student Group
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input checked="" type="checkbox"/> 3400S2-1 English 12	Tri3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="02/06/2015"/>	<input type="text" value="02/06/2015"/>	<input type="text" value="1.00"/>	No Groups

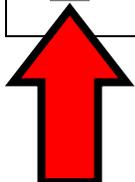


- Under **Scoring Alignment Detail**, make sure the **Align to Grade Book** box is checked

Scoring Alignment Detail

Create scoring alignment(s) to Grade Book by selecting from the following choices:

Align to Grade Book

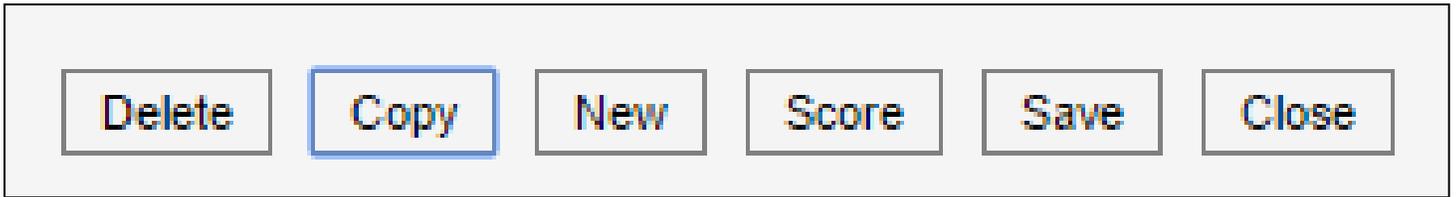


- Under **Grading Tasks**, choose **Trimester Grade** (Mid Tri should not be an option as long as you haven't added categories to the Mid Tri task when you created categories)
- Once you choose Trimester Grade, select the category it belongs to and choose **Points**. Then assign the point value to the assignment.

If you want this assignment to be weighted differently than others in the category, choose the multiplier you want to use.

The screenshot shows the 'Grading Tasks' interface. At the top, it says 'Select which grading tasks get this assignment'. Below this is a table with the following columns: 'Grading Task', 'Scoring Type', '*Total Points', and '*Multiplier'. The 'Grading Task' column lists 'Mid Tri' and 'No Categories'. The 'Scoring Type' column has radio buttons for 'Points' (selected), 'Marks', 'Daily Assignments', 'Homework', 'Quizzes', and 'Tests'. The '*Total Points' column has an empty input field. The '*Multiplier' column has an input field containing the number '1'. Four red arrows point to the 'Trimester Grade' checkbox, the 'Points' radio button, the empty 'Total Points' input field, and the '1' in the 'Multiplier' input field.

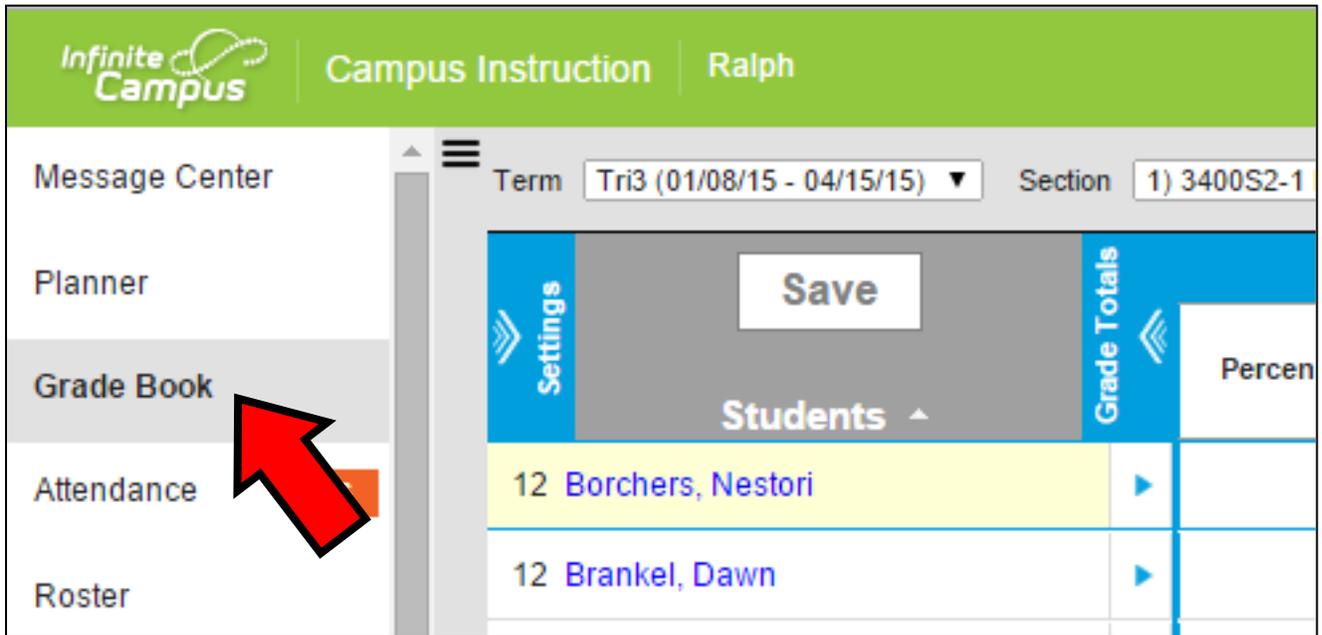
Grading Task	Scoring Type	*Total Points	*Multiplier
Mid Tri	<input checked="" type="radio"/> Points	<input type="text"/>	<input type="text" value="1"/>
No Categories	<input type="radio"/> Marks		
	<input type="radio"/> Daily Assignments		
	<input type="radio"/> Homework		
	<input type="radio"/> Quizzes		
	<input type="radio"/> Tests		



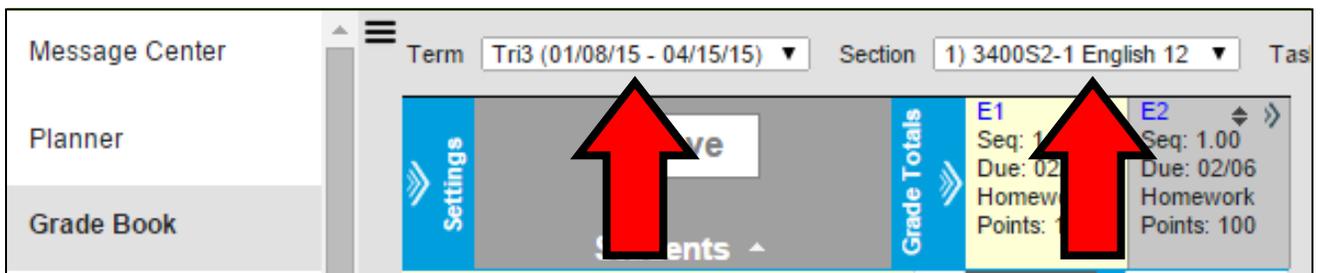
12. When you're done setting the assignment, there are many options to choose at the bottom right of the window:
- a. **Delete** will delete the assignment
 - b. **Copy** will create a new assignment with all of the same settings but a new name. Change the name of the new assignment if you like.
 - c. **New** will save the assignment and clear all fields for a new assignment
 - d. **Score** will save the assignment and let you immediately start entering scores for the assignment
 - e. **Save** will save the assignment and keep the assignment details on the screen
 - f. **Close** will close the window and take you back to Grade Book view

Step 4: Entering Assignments Scores

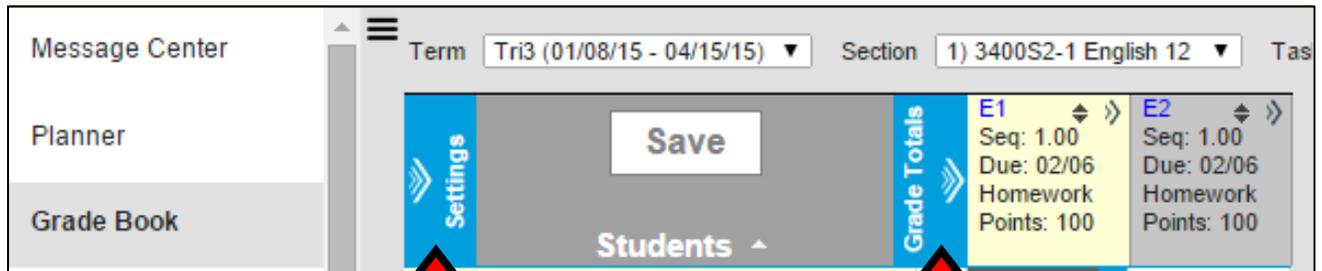
1. Make sure you are in Grade Book view



2. Choose the Term and Section that has the assignment you want to grade.



3. The blue menu buttons let you expand or collapse more viewing options. For example, clicking the Settings menu will reveal the settings.



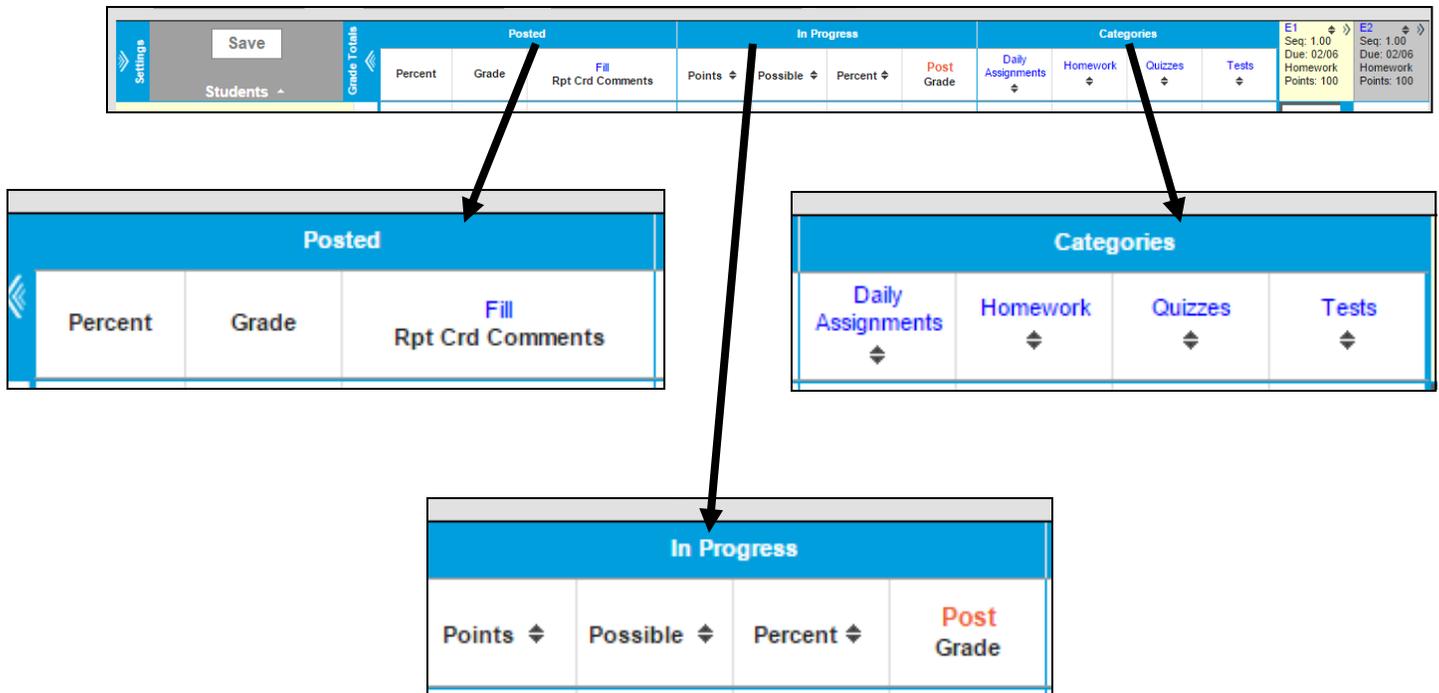
4. Expanding the Grade Totals menu reveals overall details about student grades.

The **Posted** column shows grades that have been submitted for report cards (like at Mid-Trimester)

The **In Progress** column shows the current overall grade for each student

The **Categories** column shows the current grade for each category for each student

To the right of Categories are columns for each individual assignment.



5. For easier grade entry, it is recommended to collapse the Grade Totals menu. This way, the assignments will appear right next to the student names.

Settings	Save	Grade Totals	E1 Seq: 1.00 Due: 02/06 Homework Points: 100	E2 Seq: 1.00 Due: 02/06 Homework Points: 100
Students ▲				
12 Borchers, Nestori		▶		
12 Brankel, Dawn		▶		
12 Bromley-Hubbard...		▶		
12 Burrell, Sacha		▶		
12 Christ, Zohid		▶		

6. To enter scores for an assignment, click in the box for the first student in the column representing the assignment you are grading.

Type a score, and press Enter to move down the list of students to enter their scores.

The screenshot shows a software interface for grading. At the top, there are dropdown menus for 'Term' (Tri3 (01/08/15 - 04/15/15)) and 'Section' (1) 3400S2-1 English 12. Below these are 'Settings' and 'Grade Totals' sections. The 'Students' section contains a table with columns for student names and assignment scores. The first row shows '12 Borchers, Nestori' with a score of '95' in the 'E1' column. A red arrow points to this score. The 'E1' column header includes 'Seq: 1.00', 'Due: 02/06', and 'Homework Points: 100'. The 'E2' column header includes 'Seq: 1.00', 'Due: 02/06', and 'Homework Points: 100'. A 'Save' button is visible in the top right of the 'Students' section.

Settings	Students	Grade Totals	E1	E2
	12 Borchers, Nestori		95	
	12 Brankel, Dawn			
	12 Bromley-Hubbard...			
	12 Burrell, Sasha			

7. Clicking the blue arrows next to a student's score will expand the assignment so that you can make comments and mark each student's status as turned in, missing, etc.

The screenshot shows a Blackboard grade center interface. At the top, there is a 'Save' button and a 'Students' dropdown menu. Below this, a table displays student names and their scores. The first row shows '12 Borchers, Nestori' with a score of 95. To the right of the score, there are columns for submission status: T, M, L, I, Ch, X, Dr. The table is part of a larger interface with tabs for 'Settings', 'Grade Totals', and 'Student Submission'. The 'Student Submission' tab is currently selected, showing a grid of submission status letters for each student.

Settings	Save	Grade Totals	E1: Essay 1 Seq: 1.00 Due: 02/06 Homework Points: 100	0 0 0 0 0 0 0	Fill Scores/Comments Multi Score	E2 Seq: 1.00 Due: 02/06 Homework Points: 100
	Students			T M L I Ch X Dr	Student Submission	
	12 Borchers, Nestori	▶	95	T M L I Ch X Dr		
	12 Brankel, Dawn	▶		T M L I Ch X Dr		
	12 Bromley-Hubbard...	▶		T M L I Ch X Dr		
	12 Burrell, Sacha	▶		T M L I Ch X Dr		

T = Turned in
M = Missing
L = Turned in Late
I = Incomplete
Ch = Cheated
X = Exempt
Dr = Dropped

Clicking one of the letters in the light tan section at the top will mark that letter for every student. This is handy for marking all students as Turned In, then adjusting the letter for individual students.

8. When you are done entering scores, comments, and statuses, click the **Save** button above the student names (now white with red letters).