

Infinite Campus Gradebook Setup

August, 2016



Steps for Setting up the Gradebook:

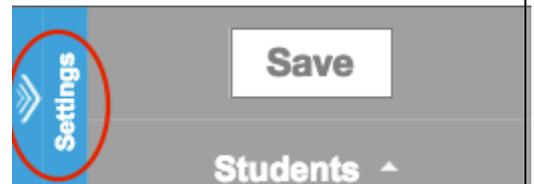
1. Set up Categories
2. Set Grade Calc Options
3. Set Gradebook Preferences

Note: You *MUST* set up your Grade Book or it will not calculate an **In Progress** grade.

Setting Up Categories in Your Grade Book

- Required Categories:**
1. Habits of Work
 2. At least one category for your class, (even if you don't weigh categories).
Ex: Assessments, Homework, Practice, Labs, etc.

1. Navigate to the **Grade Book** in Infinite Campus.
2. In the upper-left corner of your Grade Book, click the blue **Settings** arrow.



3. Under **Grade Book Setup**, click the **Categories** link... click the **Add** button.

1st Category: Habits of Work

4. Enter HOW or Habits of Work for the category **Name**.
5. Leave the category **Weight** as 0.0.
6. Select all of the course **Sections** that are available.

Category Detail

*Name

*Weight

Sequence

Exclude from Calculation

Drop Lowest Score (%)

Category Placement

Select which Sections will use this category

Teachers	Section	Term	<input type="checkbox"/>
Michaud, Vanessa M	3025-12 EARTH & SPACE SCIENCE AC	Q1, Q2, Q3, Q4	<input type="checkbox"/>
	3025-34 EARTH & SPACE SCIENCE AC	Q1, Q2, Q3, Q4	<input type="checkbox"/>
	3025-655 EARTH & SPACE SCIENCE AC	Q1, Q2, Q3, Q4	<input type="checkbox"/>

7. Scroll down and select *ONLY* the first and third individual Habits of Work **Standards**.

Select which Standards will use this category

Abbr	Standards	<input type="checkbox"/>
HW	Habits of Work Summary	<input type="checkbox"/>
1	-Social Responsibility	<input checked="" type="checkbox"/>
2	-Organization	<input type="checkbox"/>
3	-Academic Responsibility	<input checked="" type="checkbox"/>
Final	Final- Habit of Works Summary	<input type="checkbox"/>

8. Scroll past the **Grading Task** section without checking any boxes.

9. Click the **Save** button... click the **Close** button... click **Add** to create a new category.

10. Enter the category **Name**, **Weight** (if used), and select the applicable **Section(s)**.

11. Scroll past the Habits of Work section and select the **Grading Task**.

Important: Only check the **TERM GRADE** for the Grading Task.....

Unless you create a separate category for the Semester 1 or 2 Exams!

Select which Grading Tasks will use this category

Grading Task	<input type="checkbox"/>
WHS Final Grade	<input type="checkbox"/>
WHS Progress Report	<input type="checkbox"/>
WHS Sem 1	<input type="checkbox"/>
WHS Sem 1 Exam	<input type="checkbox"/>
WHS Sem 2	<input type="checkbox"/>
WHS Sem 2 Exam	<input type="checkbox"/>
WHS Term Grade	<input checked="" type="checkbox"/>

12. Click the **Save** button... click the **Close** button... repeat for additional categories.

To clone your categories for different classes that you teach, return to the **Gradebook Settings** and click the **Categories Copier** link under **Grade Book Tools**.

Tip: Categories can be copied from previous school years, as well!

The screenshot shows a settings menu with a blue header 'Settings'. Under the sub-header 'Grade Book Setup', there are several links: 'Assignment Marks', 'Categories', 'Curriculum List', 'Filter Defaults', 'Grade Calc Options', 'Grading Scales', and 'Section Groups'. Under the sub-header 'Grade Book Tools', there are three links: 'Curriculum Copier', 'Category Copier', and 'Multi-Post Grades'. A red circle highlights the 'Category Copier' link, and a red arrow points to it from the right.

Setting Up Grade Calc Options in Your Grade Book

1. Under **Grade Book Setup**, click **Grade Calc Options...** then click **Continue**.

Note: Habits of Work grading standards are at the top of the page and will be set up first.

2. Click the dropdown menu under Fill Calculation Type and select **In Progress Grade**.

Fill Calculation Type

In Progress Grade ▼

*Grading Scale:

WHS HOW Grading Scale ▼

~~Weight Categories~~

~~Use Score's % Value~~

3. Under the Grading Scale dropdown menu, choose **WHS HOW Grading Scale**.

4. Scroll down past the Habits of Work standards to the next section: **Grading Tasks**. Click the dropdown menu under Fill Calculation Type and select **In Progress Grade**.

Fill Calculation Type

In Progress Grade ▼

*Grading Scale:

WHS Grading Scale - Numeric 100-0 ▼

~~Weight Categories~~

~~Use Score's % Value~~

5. Under the Grading Scale dropdown menu, choose **WHS Grading Scale-Numeric 100-0**.

IMPORTANT: NEVER check Weight Categories or Use Score's % Value under Fill Calculation Type. The grades/scores will not calculate correctly!

6. Scroll down to the **WHS Term Grade for Quarter 1...** If you **DO** weight categories for your class, check the **Weight Categories** box.

Q1 WHS Term Grade

Type:

In Progress Grade ▼

*Grading Scale

WHS Grading Scale - Numeric 100-0 ▼

Weight Categories

Use Score's % Value

Continue scrolling down the page and check the **Weight Categories** box for the Quarter 2, 3, and 4 term grades.

7. Double-check that the **Semester Final grade** defaults are set correctly to 40-40-20.

Q2 WHS Sem 1

Type:

*Grading Scale

*Child Task/Standard	*Weight	Effective %
<input type="text" value="Q1 WHS Term Grade"/>	<input type="text" value="40.00"/>	40.00
<input type="text" value="Q2 WHS Term Grade"/>	<input type="text" value="40.00"/>	40.00
<input type="text" value="Q2 WHS Sem 1 Exam"/>	<input type="text" value="20.00"/>	20.00

8. Double-check that the **Final grade** (Q4) is correctly set to 50-50 for year-long classes

Q4 WHS Final Grade

Type:

*Grading Scale

*Child Task/Standard	*Weight	Effective %
<input type="text" value="Q2 WHS Sem 1"/>	<input type="text" value="50.00"/>	50.00
<input type="text" value="Q4 WHS Sem 2"/>	<input type="text" value="50.00"/>	50.00

or 100% for quarter or semester-long classes.

Q2 WHS Final Grade [Reset to Default](#)

Type:

*Grading Scale

*Child Task/Standard	*Weight	Effective %
<input type="text" value="Q2 WHS Sem 1"/>	<input type="text" value="100.0"/>	100.00

9. Click the **Save** button.

Important: Repeat steps 1-8 for each unique **SECTION/ PERIOD** that you teach!

Grade Book Settings: Preferences

- Check the **Preference** options you would like to display in your gradebook → Test them all!

Preferences

Display Sparkline Graph

Pass/Fail Coloring for Grades

Pass/Fail Coloring for Scores

Save Alert

Use Canned Comments

Assignments Per Page

Entering Grade Book Assignments

1. Navigate to the Grade Book if you are not already there.

2. **Important:** Make sure the Task is set as **TERM GRADE** at the top of the screen.

The screenshot shows the top navigation area of the Grade Book. The 'Task' dropdown menu is open, and 'WHS Term Grade' is selected. Other options include 'Grading Tasks' and 'WHS Progress Report'. The 'Save' button is visible below the dropdown.

- Click the + **Add** button in the top left... enter the assignment **Name** and **Abbreviation**.
- Select the **Assigned** and **Due** dates for all sections you want the assignment to apply to.
- Scroll down... check the **TERM GRADE** box (should be the only non-Semester Exam option that is not grayed out).
- Select the **Category** and enter the **Total Points** possible.
- Click the **Save** button... click the **Close** button.
- Enter the assignment **scores** and click **Save** → the **Grade** and **Percent** will calculate.

Tip: If you do not see the **Percent** and **Grade** under **In Progress**, return to the **Setting Up Grade Calc Options** section of this handout.

In Progress				Categories				Q2Bon
Points	Possible	Percent	Grade	Assessments	Assignments	Labs	Participation	Seq: 1.00 Due: 01/22 Participation Points: 0
318	341.50	93.11 %	93	74.71 %	93.60 %	91.25 %	157.69 %	15
352	351.50	100.14 %	100	89.65 %	99.05 %	88.75 %	176.92 %	20

Where Else Can New Assignments Be Created?

- In the **Planner**, assignments can be viewed in a Calendar format and new assignments can be created by clicking the + **Add** button.

Curriculum Planner: Week 28

Today: Month Week Day

Mon 3/2 (M) 108/178	Tue 3/3 (T) 109/178	Wed 3/4 (W) 110/178	Thu 3/5 (R) 111/178	Fri 3/6 (F) 112/178
+ Add				
9991-30 ACADEMIC CENTER Period Per.3, Students: 2/3				
3025-10 EARTH SCI. AC Does not meet				
125G: Chpt 12 Study Guide				
1/2Lb: Half Life Lab				
GeOT: Geological History Test				

Grade Book Tips

1. Click on one of the assignment **score boxes** to enter/modify a student's score.

Important: Grade Book does not automatically save. If the **Save** button is red, you have unsaved changes in your gradebook.



2. **TIP:** Quickly navigate from one cell to another by using the arrow keys on your keyboard.



3. **TIP:** Mass assign scores by clicking the expand arrows  on the assignment heading... select **Fill Scores/Comments** → **Score** → **OK**. In this view you can also type specific assignment comments for students, or mark assignments as **(T)** Turned In, **(M)** Missing, **(L)** Late, **(I)** Incomplete, etc.

4. **TIP:** Need to change an Assignment's details, like the due date or point value? Go to the Grade Book assignment heading and click the abbreviation link to make changes.

5. **TIP:** Do you want to hide the Grade Totals columns in the gradebook?... **Collapse** the columns so only your assignments will fill the screen.

Grade Totals	Seq: 1.00	Seq: 1.00	Seq: 1.00
	15	11	5
	20	11	5
	20	11	5
	15	11	5

6. View student analytics by turning on the **Sparkline graph** and the **Color-Coding of Pass/Fail Grades in Grade Book Preferences**.

7. View each student's grades compared to the entire class by clicking on the student's **Sparkline graph** and then scrolling through the **Whisker Graphs** for each assignment:

Student	90	88	85	65
Student, Alexandra J	90	88	85	65
Student, Benjamin L	88	10	100	100
Student, Joshua D	46	98	85	94