

GRADE BOOK GUEST ACCESS

Procedures for Monitoring
Teacher Grade Books in
Infinite Campus



Clark County School District

GRADING AND STANDARDS



■ Guest Access to Grade Book

- An option has been added for users to access a section of a teacher's grade book. This will assist administrators to review past grade books, troubleshoot current grade books and review grade book usage.
- Access located in two areas:
 - Scheduling > Courses > Section > Grade Book
 - Census > People > Schedule (new to Census area) > Grade Book
- Tool Rights- CCSD administrators will be given read-only rights.

GUEST ACCESS TO GRADE BOOK

Search: Course/Section > Enter Course or push “Go” for all courses > Sections

Census > People > Schedule (new to Census area) > Grade Book

Or

Search: Staff > Enter Name or click “Go” for all staff > Schedule > Grade Book

1200S1 Algebra I **By Course**

Section	Teacher	Room	Term	Schedule	Period	Seats Taken	Scheduling Group	Guest Access
Edit 1	Dunn, William	370	Q1-Q2	Main	2	(0/25)		Grade Book
Edit 2	Ramirez, Edward	240	Q1-Q2	Main	2	(0/25)		Grade Book
Edit 3	Dunn, William	220	Q1-Q2	Main	3	(0/25)		Grade Book
Edit 4	Cooper, Helen	200	Q1-Q2	Main	4	(0/25)		Grade Book
Edit 5	Young, Anna	210	Q1-Q2	Main	5	(0/25)		Grade Book
Edit 6	Owens, Ruth	230	Q1-Q2	Main	6	(0/25)		Grade Book

[Add a Section](#)

Bryne, Grace **By Teacher**

Gender: F

	Term Q1 (07/01/16-10/10/16)	Term Q2 (10/11/16-12/01/16)	Term Q3 (12/02/16-03/03/17)	Term Q4 (03/04/17-06/30/17)
0	EMPTY	EMPTY	EMPTY	EMPTY
2	5345S1-1 French IV (Day Main) Primary Teacher Grade Book	5345S1-1 French IV (Day Main) Primary Teacher Grade Book	5345S2-1 French IV (Day Main) Primary Teacher Grade Book	5345S2-1 French IV (Day Main) Primary Teacher Grade Book
3	5335S1-1 French III (Day Main) Primary Teacher Grade Book	5335S1-1 French III (Day Main) Primary Teacher Grade Book	5335S2-2 French III (Day Main) Primary Teacher Grade Book	5335S2-2 French III (Day Main) Primary Teacher Grade Book
Adv	EMPTY	EMPTY	EMPTY	EMPTY
5	5325S1-2 French II (Day Main) Primary Teacher Grade Book	5325S1-2 French II (Day Main) Primary Teacher Grade Book	5345S2-5 French IV (Day Main) Primary Teacher Grade Book	5345S2-5 French IV (Day Main) Primary Teacher Grade Book
6	5325S1-3 French II (Day Main) Primary Teacher Grade Book	5325S1-3 French II (Day Main) Primary Teacher Grade Book	5325S2-1 French II (Day Main) Primary Teacher Grade Book	5325S2-1 French II (Day Main) Primary Teacher Grade Book
5	5335S1-5 French III (Day Main) Primary Teacher Grade Book	5335S1-5 French III (Day Main) Primary Teacher Grade Book	5325S2-3 French II (Day Main) Primary Teacher Grade Book	5325S2-3 French II (Day Main) Primary Teacher Grade Book
6	5345S1-5 French IV (Day Main) Primary Teacher Grade Book	5345S1-5 French IV (Day Main) Primary Teacher Grade Book	5325S2-4 French II (Day Main) Primary Teacher Grade Book	5325S2-4 French II (Day Main) Primary Teacher Grade Book
*A	EMPTY	EMPTY	EMPTY	EMPTY

GRADING AND STANDARDS REPORTS

■ Grade Book Usage Report

- Provides a list of all assignments entered by teachers
- Lists due dates and points possible for each assignment
- Shows the percentage of assignments graded
- Includes flags added to an assignment

■ Benefits

- Quickly see how many assignments a teacher has assigned to students
- See if teachers are assigning similar assignments or common assessments

Class	Last Updated	Assignment	Due Date	Pts Poss.	# Graded	% Graded	Missing	Late	Incomplete	Exempt
011210-2 Reading 1	06/04/2015 13:17	Fun With Fish Test - RL.1.(1-3)	02/04/2015	10	20/20	100%	0	0	0	0
		Where Do Frogs Come From AR Test - RL.1.(1-3)	02/04/2015	10	19/20	95%	0	0	0	0
		Did You See Chip? Sequence Activity - RL.1.(1-3)	02/05/2015	6	19/20	95%	0	0	0	0
		I Am A Butterfly Test - RL.1.(1-3)	02/05/2015	10	20/20	100%	0	0	0	0
		Phonics Test - RF.1.(2)	02/05/2015	10	20/20	100%	0	0	0	0
		Phonics Test Long/Short /I - RF.1.(3)	02/05/2015	12	20/20	100%	0	0	0	0
		Sight Word Quiz 41-60 - RF.1.(4)	02/05/2015	20	20/20	100%	0	0	0	0
		Spelling Test long vowel pattern /I - RF.1.(3)	02/05/2015	10	20/20	100%	0	0	0	0
		The Life Cycle of Butterflies Test - RL.1.(7-9)	02/05/2015	10	20/20	100%	0	0	0	0
		The Life Cycle of the Butterfly - RL.1.(7-9)	02/05/2015	8	20/20	100%	0	0	0	0

GRADING AND STANDARDS REPORTS

■ Grades Report

- See if all grading tasks have been completed at grade reporting periods
- Monitor posted grades for interventions and recognition
- Determine if teachers are posting at the correct grading tasks
- Monitor particular classes or teachers for grades

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Term	Term Dates	Grades Report	
Q3	01/20/2015 - 03/27/2015		
54200001-2 Driver Education		Teacher:	
Section Desk: 01/20/2015 - 06/04/2015			
Student	Task	Term	GS
	Progress Grade	A	
	Term 02 comments: Progress daily		
	Quarter Grade	D	
	Citizenship	O	
	Progress Grade	B	
	Term 02 comments: Progress daily		
	Quarter Grade	C	
	Citizenship	O	
	15		
	Progress Grade	B	
	Term 02 comments: Progress daily		
	Quarter Grade	B	
	Citizenship	O	
	Progress Grade	A	
	Term 02 comments: Progress daily		
	Quarter Grade	A	
	Citizenship	O	
	Progress Grade	F	
	Term 02 comments: Incompleting assignments		
	Quarter Grade	F	
	Citizenship	O	
	Progress Grade	A	
	Term 02 comments: Progress daily		
	Quarter Grade	A	
	Citizenship	O	
	Progress Grade	A	
	Term 02 comments: Progress daily		
	Quarter Grade	A	
	Citizenship	O	
	15		
	Progress Grade	A	
	Term 02 comments: Progress daily		
	Quarter Grade	A	
	Citizenship	O	
	Progress Grade	A	
	Term 02 comments: Progress daily		
	Quarter Grade	A	
	Citizenship	O	

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Term	Term Dates	Grades Report	
Y	08/25/2014 - 06/04/2015		
011810-4 Speaking and Listening 1		Teacher:	
Section Desk: 08/25/2014 - 06/04/2015			
Student	Task	Term	F
	Progress Grade	A	
	Semester 1	A	
	Progress Grade	A	
	Semester 1	A	
	Progress Grade	A	
	Semester 1	A	
	Progress Grade	A	
	Semester 1	A	
	Progress Grade	C	
	Semester 1	C	
	Progress Grade	A	
	Semester 1	A	
	Progress Grade	A	
	Semester 1	A	
	Progress Grade	B	
	Semester 1	B	
	Progress Grade	A	
	Semester 1	A	
	Progress Grade	A	
	Semester 1	A	
	Progress Grade	B	
	Semester 1	B	
	Progress Grade	A	
	Semester 1	A	
	Progress Grade	A	
	Semester 1	A	
	Progress Grade	C	
	Semester 1	C	
	Progress Grade	A	
	Semester 1	A	
	15		
	Progress Grade	A	
	Semester 1	A	
	Progress Grade	A	
	Semester 1	A	

GRADING AND STANDARDS REPORTS

■ Transcript Audit Report

- Compares transcript grades with Grade Book posted grades and lists discrepancies

■ Benefits

- Allows administrators the ability to see if grade book grades match transcript grades
- Provides the opportunity to correct mistakes

Course	Term	Student Name(#)	Grading Score	Transcript Score
34504001 Prin Anat/Phys H	2	Hamm, Dauda (#380898)	A	B

<p>15-16 High School 4321 109th Ave NE, Blaine NV 55449 Generated on 01/26/2016 11:20:21 AM Page 1 of 1</p>	<p>Transcript Auditing Report Audit field: grades Total Records: 1</p>
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CCSD CUSTOM REPORTS

■ Marks Distribution Analysis

- CCSD Custom Reports > Grading > Marks Distribution Analysis
- Allows users the ability to see the number and percentages of marks distributed across a section or posted by teacher.
- May be produced as a PDF or in an Excel spreadsheet

Course ID	Course Title	Per	A		B		C		D		F		NM		P	
			Total	Pct	Total	Pct	Total	Pct	Total	Pct	Total	Pct	Total	Pct	Total	Pct
17200001	English 8	01	2	6.67	16	53.33	6	20.00	3	10.00	0	0	0	0	0	0
		03	8	26.67	12	40.00	4	13.33	3	10.00	0	0	0	0	0	0
		05	4	13.79	8	27.59	8	27.59	4	13.79	0	0	0	0	0	0
		06	4	12.90	10	32.26	9	29.03	3	9.68	0	0	0	0	0	0
17205001	English 8	03	0	0	1	7.69	7	53.85	0	0	1	7.69	0	0	0	0
		06	0	0	1	11.11	6	66.67	1	11.11	1	11.11	0	0	0	0
17301001	English Acc 8	02	26	55.32	15	31.91	1	2.13	0	0	0	0	0	0	0	0
		04	28	65.12	12	27.91	0	0	0	0	0	0	0	0	0	0
87550001	Student Aides 8	01	1	100.00	0	0	0	0	0	0	0	0	0	0	0	0
			73	35.61	75	36.59	41	20.00	14	6.83	2	0.98	0	0	0	0

RESOURCES

■ Monthly Updates

- Infinite Campus > District Announcements
- InterAct > District Link > Infinite Campus

■ Guest Access Centra Resource

- InterAct > District Link > Infinite Campus > Instruction and Grade Book > Administrators

■ Request for Infinite Campus Assistance (Schools)

- InterAct > District Link > Online Forms > Request for Infinite Campus Assistance

QUESTIONS

