



**CLARK COUNTY SCHOOL DISTRICT**

Technology & Information Systems Services Division

Employee Business Training Department

# Infinite Campus Kindergarten Grade Book




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# Infinite Campus Grade Book Kindergarten

- Printable setup guides are available online at [training.ccsd.net](http://training.ccsd.net). Online tutorial videos are available in Pathlore at [pathlore.ccsd.net](http://pathlore.ccsd.net). (Search for “Infinite Campus for Teachers” in Online Professional Learning.)
- After viewing the online resources, additional grade book technical support is available. Contact User Support Services (USS) at 702-799-3300 or submit a Quick-IT request, or e-mail “Help Gradebook” via Gmail.

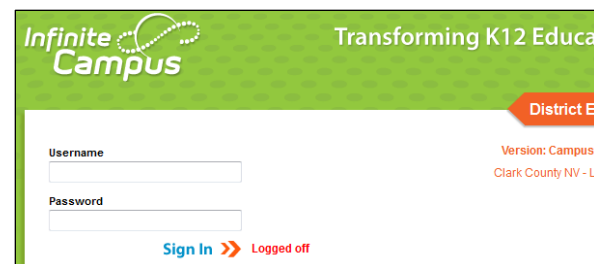


**IMPORTANT!**  
Infinite Campus is a dynamic program that changes every four weeks. These updates might change the look of some of the images for the directions in this document.

## Accessing Infinite Campus (IC)

Preferred browser: [Mozilla Firefox](#)

- Open Firefox, Go to: [campus.ccsd.net](http://campus.ccsd.net)
- Log in using your Active Directory (AD) credentials.

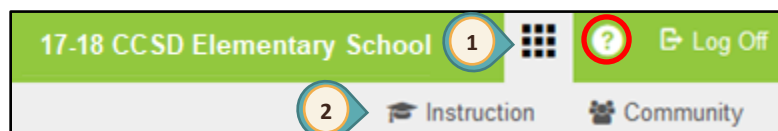


## Campus Tools vs. Campus Instruction

Infinite Campus provides two applications for teacher use. [Campus Tools](#) allows teachers to search for additional student information and access reports that cannot be found in [Campus Instruction](#), or simply [Instruction](#). [Instruction](#) contains the teacher Grade Book, Attendance, Rosters, Reports, etc.

## Accessing Instruction from Tools

- Select the [APP SWITCHER](#) in the upper-right corner.
- Then click the [INSTRUCTION](#) link.

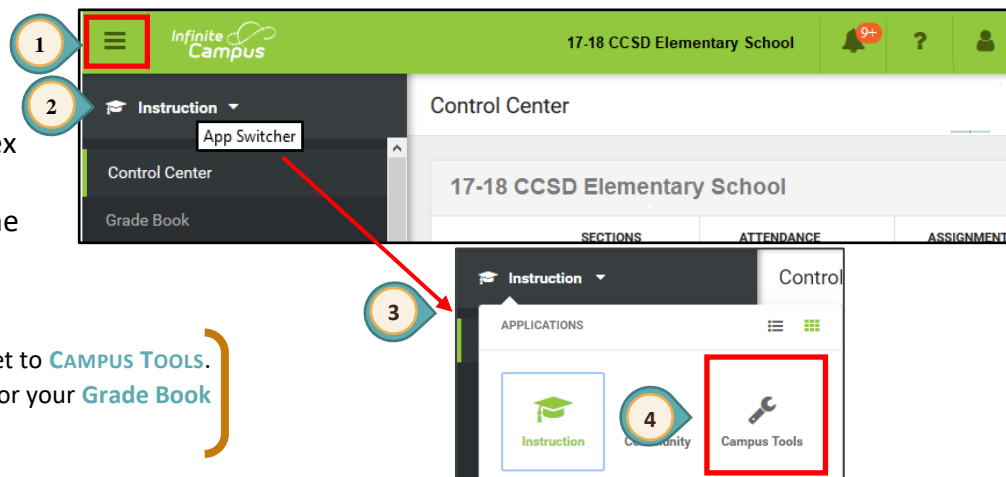


Campus Help (?) provides documents and tutorials from Campus Community that relates to the area of Campus where you are working.

## Accessing Tools from Instruction

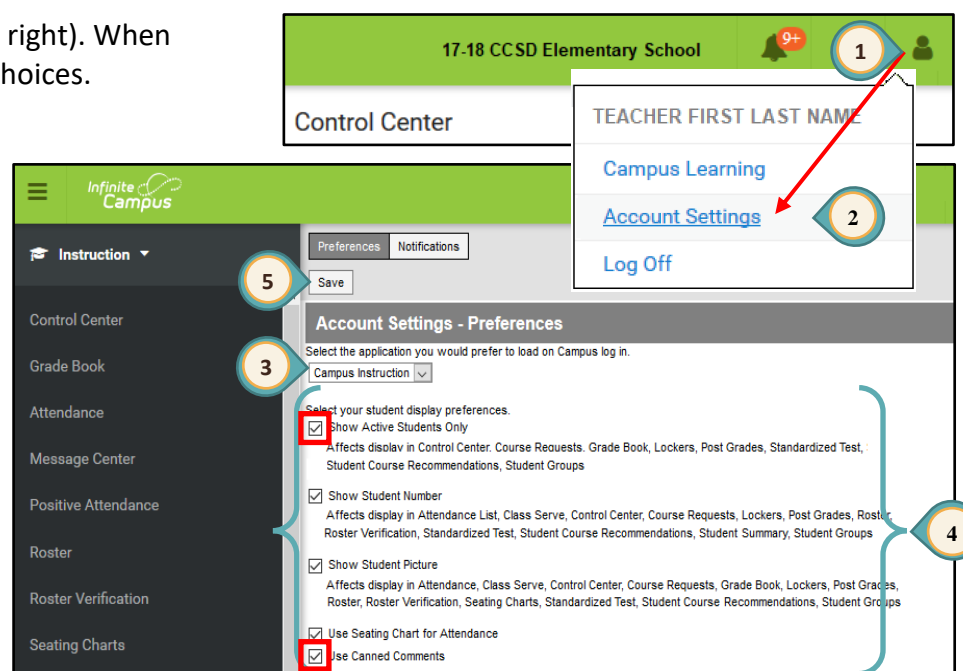
1. The **Open Menu** icon will open/hide the Index Menu (using this allows for additional display area for the **Grade Book**).
2. Select **Instruction** (**APP SWITCHER**) from the Index menu at the left.
3. When clicked, **Instruction** expands to display the **APPLICATIONS** window.
4. Click the **CAMPUS TOOLS** icon.

**Note:** Infinite Campus may, by default, be set to **CAMPUS TOOLS**. Setting the default to **CAMPUS INSTRUCTION** for your **Grade Book** can be completed in the following process.



## Account Settings

1. In **INSTRUCTION**, click the **User Menu** icon (at the top right). When clicked, the **User Menu** icon expands to display its choices.
2. Click **Account Settings**.
3. Change the application in the drop-down menu to **CAMPUS INSTRUCTION**. Once **SAVED**, this will make **INSTRUCTION** the default application at login.
4. Check the boxes for each display feature that you prefer to see in your grade book.
  - a. If **Show Active Students Only** is checked, withdrawn students will not show.
  - b. If **Use Canned Comments** is checked, District provided comments can be selected for Semester Grades.
5. Click **SAVE** or the new settings will **NOT** be saved.



## Grade Book Setup

### Setting Preferences

Set Preferences for **EACH** section. Preferences **cannot** be copied to another section.

1. Select **GRADE BOOK** from the Index Menu (on the left).
2. Select the first **Section**.
3. Click the triple white **SETTINGS** arrow to expand the **SETTINGS** window.
4. Select desired **Preferences**.
5. Repeat steps 2 and 4 for each of the sections.

#### Helpful Hint!

To display longer student names, do NOT select the **Display Sparkline Graph** Preference.

|                         |  |
|-------------------------|--|
| Sparkline Graph         | Collapsible section viewable in grade book to show student growth. |
| Pass/Fail               | Coloring for Grades or Scores.                                     |
| Mute Pass/Fail coloring | Dim the coloring for Grades or Scores.                             |
| Save Alert              | Will generate a message that you have saved your grade book.       |
| Assignments Per Page    | Customize number of assignments viewed per page.                   |

The screenshot shows the 'Grade Book Setup' window. On the left is a dark sidebar with a menu. A yellow arrow labeled '1' points to the 'Grade Book' menu item. The main area has a top header with 'Term Y (08/14/17 - 05/24/18)' and 'Section Reading) 0012'. Below this is a 'Settings' window. A yellow arrow labeled '2' points to the 'Settings' window title bar. Inside the 'Settings' window, there are sections: 'Grade Book Setup' (with links like Assignment Defaults, Assignment Marks, etc.), 'Grade Book Tools' (with links like Assignment Copier, etc.), and 'Other' (with links like Help, Web Site Address). The 'Preferences' section at the bottom has several checkboxes: 'Display Sparkline Graph' (checked), 'Pass/Fail Coloring for Grades' (checked), 'Pass/Fail Coloring for Scores' (checked), 'Mute Pass/Fail Coloring' (checked), and 'Save Alert' (checked). A yellow arrow labeled '3' points to the 'Settings' window's close button (triple arrow). A yellow arrow labeled '4' points to the 'Mute Pass/Fail Coloring' checkbox.

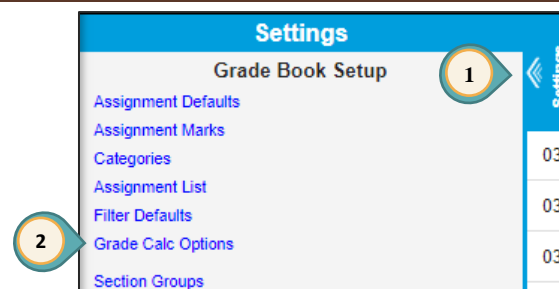
## Grade Calc Options - Verification Process

**GRADE CALC OPTIONS** will be **preset by the District for all active accounts**; however, verify that the settings in **EACH** section are correct. **Teachers should verify settings** using the directions below.

**Note:** **GRADE CALC OPTIONS** will be preset by the District weekly for all NEW sections created. **Please verify settings** using the directions below.

### Grade Calculation (Strands and Standards/Clusters)

1. Click the triple white **SETTINGS** arrows to expand the **SETTINGS** window.
2. Click **GRADE CALC OPTIONS** in the Settings window.
3. Confirm **Type** is set to **PROFICIENCY ESTIMATE (RUBRICS)** for all Strands/Domains and standards.
4. Confirm **\*Method** is set to **POWER LAW**.
5. Confirm Strands/Domains have the **COMPOSITE** grading box checked and appropriate standards are attached and weighted.



The Filters above the gray line are to remain set to All.

**Grade Calculation**

Filter: Type All Term All Task All

| Term   | Standard/Grading Task  | Composite                           | Rollup                   | Calculation  |                      |         |             |   |        |       |   |        |       |  |        |       |  |        |       |
|--|--|-------------------------------------|--------------------------|--|----------------------|---------|-------------|---|--------|-------|---|--------|-------|--|--------|-------|--|--------|-------|
| Y  | Reading Literature   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Type<br>Proficiency Estimate (Rubrics)   |                      |         |             |   |        |       |   |        |       |  |        |       |  |        |       |
|  |  |                                     |                          | *Method<br>Power Law   |                      |         |             |   |        |       |   |        |       |  |        |       |  |        |       |
|  |  |                                     |                          | <table border="1"> <thead> <tr> <th>*Child Task/Standard</th> <th>*Weight</th> <th>Effective %</th> </tr> </thead> <tbody> <tr> <td>Y W/supp. use details to ask/answer questio</td> <td>1.0000</td> <td>25.00</td> </tr> <tr> <td>Y W/supp. ask/ans. ?'s about unknown word</td> <td>1.0000</td> <td>25.00</td> </tr> <tr> <td>Y W/supp. describe how illus. support text &amp;</td> <td>1.0000</td> <td>25.00</td> </tr> <tr> <td>Y SWBAT participate in group reading activitie</td> <td>1.0000</td> <td>25.00</td> </tr> </tbody> </table> | *Child Task/Standard | *Weight | Effective % | Y W/supp. use details to ask/answer questio | 1.0000 | 25.00 | Y W/supp. ask/ans. ?'s about unknown word | 1.0000 | 25.00 | Y W/supp. describe how illus. support text & | 1.0000 | 25.00 | Y SWBAT participate in group reading activitie | 1.0000 | 25.00 |
| *Child Task/Standard                           | *Weight  | Effective %                         |                          |  |                      |         |             |   |        |       |   |        |       |  |        |       |  |        |       |
| Y W/supp. use details to ask/answer questio    | 1.0000   | 25.00                               |                          |  |                      |         |             |   |        |       |   |        |       |  |        |       |  |        |       |
| Y W/supp. ask/ans. ?'s about unknown word      | 1.0000   | 25.00                               |                          |  |                      |         |             |   |        |       |   |        |       |  |        |       |  |        |       |
| Y W/supp. describe how illus. support text &   | 1.0000   | 25.00                               |                          |  |                      |         |             |   |        |       |   |        |       |  |        |       |  |        |       |
| Y SWBAT participate in group reading activitie | 1.0000   | 25.00                               |                          |  |                      |         |             |   |        |       |   |        |       |  |        |       |  |        |       |
| Y  | W/supp. use details to ask/answer questions ; retell stories w/ details. | <input type="checkbox"/>            | <input type="checkbox"/> | Type<br>Proficiency Estimate (Rubrics)   |                      |         |             |   |        |       |   |        |       |  |        |       |  |        |       |
|  |  |                                     |                          | *Method<br>Power Law   |                      |         |             |   |        |       |   |        |       |  |        |       |  |        |       |

**Note:** Power Law trend values provide a guide for teachers in determining a student's overall proficiency in a standard.

**Grade Book Tip!** For a better understanding of how the Grade Calc Options affect your grade book, watch the videos in Pathlore. (Search for "Infinite Campus for Teachers").

## Grade Calculations (Progress Grade, Overall Grade, Semester 1 and Semester 2)

6. Confirm **Progress Grade** under **Type** is set to **No Calculation**.
7. Confirm **Overall Grade** has the **COMPOSITE** grading box checked and appropriate Strands/Domains are attached and weighted (weights will be set to 0).
8. Confirm **Overall Grade** under **Type** is set to **IN PROGRESS GRADE** and **\*Grading Scale** is set to **KINDER MASTERY**.
9. Confirm **Semester 1** and **Semester 2** under **Type** is set to **No Calculation**.
10. Click **CLOSE** when the section has been verified. Repeat the steps on pages 4 and 5 of this tutorial for each of the remaining sections.

**Note:** *\*Post-only – No Calculation* may also be displayed when a task is set to **No Calculation**.

**Grade Calculation**

Y Progress Grade ☐

Y Overall Grade ☒

Y Semester 1 ☐

Y Semester 2 ☐

Type

No Calculation

Post-only - No Calculation

Type

In Progress Grade

\*Grading Scale

Kinder Mastery

| *Child Task/Standard          | *Weight | Effective % |
|-------------------------------|---------|-------------|
| Y Reading Literature          | 0.0000  | 0.00        |
| Y Reading Informational Text  | 0.0000  | 0.00        |
| Y Reading Foundational Skills | 0.0000  | 0.00        |

Semester 1

Semester 2

Type

No Calculation

Post-only - No Calculation

Type

No Calculation

Post-only - No Calculation

10 Close

**IMPORTANT!**

Kindergarten will utilize a two level mastery scale.

**2 = Meets**

**1 = Approaches**

**WARNING!**

If the Grade Calc Options are different than those described above for Kindergarten Grade Books, please submit a Quick-IT or contact the USS Help Desk at 702-799-3300.

## Creating Categories

Categories have been enhanced to allow teachers to create categories across multiple sections/subjects at one time. Categories **must** be set up prior to adding assignments.

1. Click the triple white **SETTINGS** arrows to expand the **SETTINGS** window.
2. Select **CATEGORIES** in the **SETTINGS** window.
3. Click **ADD** to create the categories.

**Best Practices in grading:** Formative scores should not have an impact on the overall grade.

### Category Examples:

Formative  
Summative  
Does Not Count Towards Grade

4. Enter the category **Name**.
5. Check each **Section** that uses this category.
6. Weighting of categories is not applicable when a rubric system is used, and the default weight of 0.0% is correct.
7. Optional: Enter a number to place the categories in a **Sequence**. Leave the 0 and the categories will be placed in alphabetical order.
8. **Exclude from Calculation:** A category can be excluded from the overall grade calculation; however, in the Kindergarten grade book, the rubric system trends scores and does not calculate grades. The unchecked setting is correct.
9. **SAVE** and **CLOSE**. Repeat each step until all categories are completed.

The first screenshot shows the 'Settings' window with 'Grade Book Setup' selected. The 'Categories' option is highlighted in the left sidebar. The second screenshot shows the 'Category List' window with the 'Add' button highlighted.

### Grade Book Tip!

Use the Section check box in the dark gray bar to select ALL of the sections listed. Then, **REMOVE** the checkmark for all Homeroom Sections.

The 'Category Detail' window shows a table with columns: Section, \*Weight, Sequence, Exclude from Calculation, and Drop Lowest Score (%). The 'Formative' category is being edited. The 'Section' column has a checkbox for each row. The 'Weight' column has a value of 0.0. The 'Sequence' column has a value of 0. The 'Exclude from Calculation' column has a checkbox. The 'Drop Lowest Score (%)' column has a checkbox. The 'Section' column has a dark gray bar at the top with a checkbox for all sections.

| Section  | *Weight | Sequence | Exclude from Calculation | Drop Lowest Score (%)    |
|--|---------|----------|--------------------------|--------------------------|
| <input type="checkbox"/> Health) 006310-6 Health K                               | 0.0     | 0        | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> AM) 008530-6 Homeroom K AM All Day           | 0.0     | 0        | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> PM) 008540-6 Homeroom K PM All Day           | 0.0     | 0        | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> Language) 001610-6 Language K                | 0.0     | 0        | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> Math) 002510-6 Mathematics                   | 0.0     | 0        | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> Reading) 001210-6 Reading K                  | 0.0     | 0        | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> Social Stu) 004310-6 Social Studies K        | 0.0     | 0        | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> Speak/Lis) 001810-6 Speaking and Listening K | 0.0     | 0        | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> Writing) 001410-6 Writing K                  | 0.0     | 0        | <input type="checkbox"/> | <input type="checkbox"/> |

### Grade Book Tip!

Create a category called **Does Not Count Towards Grade**. This can be used for entering work that is done below grade level and additional information, like book numbers.



10. Verify that each section has all categories that you have chosen to add by changing the Section from **All** to each specific section (i.e. Reading K).

#### Grade Book Tips!

1. The **Category List** will display ALL of the Categories that were created for ALL sections. To display the **Weights**, **Sequence**, **Exclude From Calculation** and the **Drop Lowest (%)** settings, select a section from the **Section** pull-down menu.
2. Created categories will only display in the **Standards** and the **Assignment Overview** when an assignment is created and placed in that category.
3. For a better understanding of category setup features, watch the videos in Pathlore. (Search for "Infinite Campus for Teachers")

**Category List**

Section: Reading) 001210-3 Reading K

| Name   | Weight | Sequence | Exclude From Calculation | Drop Lowest (%) |
|--|--------|----------|--------------------------|-----------------|
| All  |        |          |                          |                 |
| Health) 006310-3 Health K                    |        |          |                          |                 |
| AM) 008530-3 Homeroom K AM All Day           |        |          |                          |                 |
| PM) 008540-3 Homeroom K PM All Day           |        |          |                          |                 |
| Language) 001610-3 Language K                |        |          |                          |                 |
| Math) 002510-3 Mathematics K                 |        |          |                          |                 |
| Reading) 001210-3 Reading K                  |        |          |                          |                 |
| Science) 003610-3 Science K                  |        |          |                          |                 |
| Social Stu) 004310-3 Social Studies K        |        |          |                          |                 |
| Speak/Lis) 001810-3 Speaking and Listening K |        |          |                          |                 |
| Writing) 001410-3 Writing K                  |        |          |                          |                 |
| Does Not Count Towards Grade                 | 0.000  | 0        |                          |                 |
| Formative                                    | 0.000  | 0        |                          |                 |
| Summative                                    | 0.000  | 0        |                          |                 |

Add Close

Weighting of categories is not applicable. (See note.)

Note: Creating Categories in the Kindergarten Grade Book is for the purpose of classifying assignments and reports to the Parent Portal so that parents can see assignment scores. Formative assignments are practice work while Summative assignments are evaluative.

# Assignments

## Creating Assignments

Assignments can be created in the **Assignment List** under **Settings** or from the **+Add** button within the grade book.

1. Term: Y (08/14/17 - 05/24/18) Section: Reading) 001210-1 Reading K

2. + Add Sort Filter

Settings

Grade Book Setup

Assignment Defaults

Assignment Marks

Categories

Assignment List

Save

Students

**Grade Book Tip!** The **Assignment List** displays all of the assignments that have been created for the section.

1. Select the appropriate **Term**, **Section**, and **Task** (standards/clusters **only**).
2. Click the **+Add** button to create an assignment.
3. Enter the **Assignment Name** and up to a 5 character **Abbreviation**. An **Assignment Default**, an optional feature that creates presets for assignments, may be selected here.
4. The **Section** that is open will display. **\*Do not** use the Add/Remove button unless you teach more than one of the same **Section(s)**.
5. By default, **Portal** is checked.
6. Choose an **Assigned** and **Due** date.
7. Choose the **Category** that the assignment will be placed from the drop-down menu.
8. Leave **Include in Grade Calculation** checked.

Assignment Detail

\*Assignment Name  
Sight Words Wk-10

\*Abbreviation  
RFK3

Assignment Default

Scheduling/Grading Alignment

| Section                                   | Portal                              | *Assigned  | *Due       | *GB Seq | Student Group |
|---|-------------------------------------|------------|------------|---------|---------------|
| X Reading) 001210-6 Reading K<br>Terms: Y | <input checked="" type="checkbox"/> | 02/09/2018 | 02/09/2018 | 1.00    | No Groups     |

Add/Remove

\*Category  
Formative

Does Not Count Towards Grade

Formative

Summative

Include in Grade Calculation  
☒

9. Select the standard/cluster that applies from the drop-down menu.

**Do NOT select Overall Grade.**

10. Select **Rubrics** for **Scoring Type**.

11. Click **SAVE** before closing.

### IMPORTANT!

Kindergarten teachers will only select the Rubrics option when entering assignments.

**Caution:** Other options will not trend properly.

### Grade Book Tips!

1. Click the **Add** button, under the Standards/Grading Task, to add an additional Standard/Cluster for this assignment.
2. Click **Score** to add scores in multiple cluster view.
3. Click **New Assignment** to add another assignment Infinite Campus automatically saves the created assignment and opens a new Assignment Detail window.
4. Click **Copy** to duplicate an assignment. Infinite Campus automatically saves the created assignment, and opens a new Assignment Detail window using "Copy of" in the title.


**ASSIGNMENT SETUP EXCEPTION:** When entering an assignment using the "Does Not Count Towards Grade" category, after choosing the section and naming the assignment:

- 1. Select the appropriate **Term**, **Section**, and **Task** (standards/clusters **only**).
- 2. Click the **+Add** button to create an assignment.
- 3. Enter the **Assignment Name** and up to a 5 character **Abbreviation**.

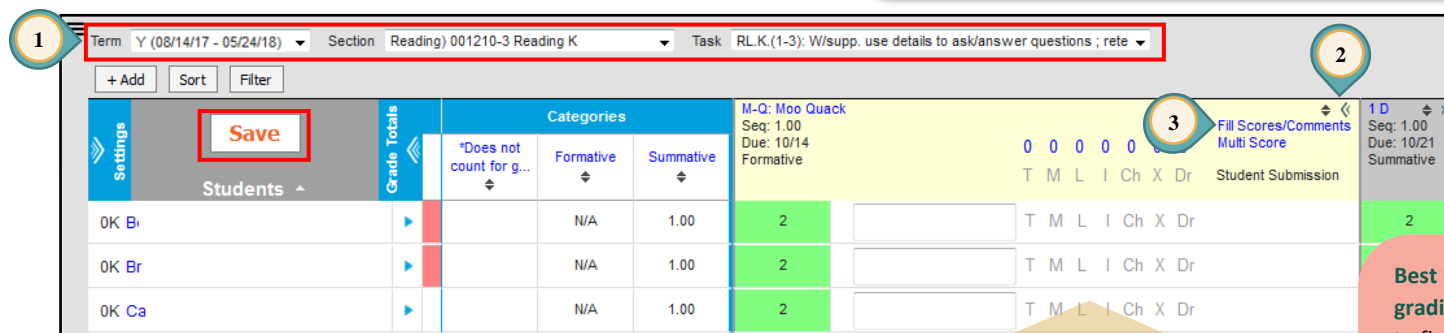
1. Select the "Does Not Count Towards Grade" category.
2. Under **GRADING TASK** select **Overall Grade ONLY**.
3. Select **Points/Marks** for **Scoring Type**.
4. Enter a value for the **\*Total Points**.
5. **SAVE**.

## Scoring Assignments

1. You must be in the correct **Term**, **Section**, and **Task** or the assignment will not appear.
2. Click double blue arrows to expand or collapse assignment window.
3. **Fill Scores/Comments** and **Multi Score** allow mass scoring options and scoring multiple clusters in one assignment.

**New Feature:** Section Groups allow multiple sections sharing the same assignment to be scored using the **Fill Score** tool. Search Campus Help  for "**Section Groups**."

<https://content.infinitecampus.com/sis/1645/documentation/section-groups-campus-instruction/>



| Term                    | Section                     | Task   | Grade Totals | Categories   | M-Q: Moo Quack                       | Fill Scores/Comments | Multi Score |
|-------------------------|-----------------------------|--|--------------|--|--------------------------------------|----------------------|-------------|
| Y (08/14/17 - 05/24/18) | Reading) 001210-3 Reading K | RL.K.(1-3): W/supp. use details to ask/answer questions ; rete |              | *Does not count for g...<br>Formative<br>Summative | Seq: 1.00<br>Due: 10/14<br>Formative |                      |             |
| OK Bi                   |                             |  |              | N/A  | 1.00                                 | 2                    |             |
| OK Br                   |                             |  |              | N/A  | 1.00                                 | 2                    |             |
| OK Ca                   |                             |  |              | N/A  | 1.00                                 | 2                    |             |

### IMPORTANT!

Do not forget to click **SAVE** after entering grades in the grade book.

Each time grades are updated and saved, they will appear on the parent and student portal. **NO ADDITIONAL POSTING IS REQUIRED.**

### IMPORTANT!

Kindergarten will utilize a two level mastery scale.

**2 = Meets**  
**1 = Approaches**

### Shortcuts for Grading (codes)

|    |                              |
|----|------------------------------|
| T  | Turned in but not graded yet |
| M  | Missing (calculates as 0)    |
| L  | Late                         |
| I  | Incomplete                   |
| CH | Cheated (calculates as 0)    |
| X  | Exempt                       |
| Dr | Dropped                      |

### Best Practices in grading:

Select "**L=Late**" to flag work that has not been turned in (make a note in comments that it is missing). This will show up on custom progress reports and the parent portal.

Using the "**M=Missing**" will assign an automatic zero. This is punitive and is an inaccurate reflection of student progress.

**Grade Book Tip!** Use the **NEW Late Assignment Report** to communicate with parents and students. This report is available in the Index Menu for Campus Instruction, in **Custom Links and Reports > Late Assignment Report**.

## Custom Progress Reports

### Posting Progress Grades

Grades will not post by using the orange **Post** link, in the grade book, to auto populate the **Progress Grade**. A grade is determined by analyzing the trend(s) of a student's score for the standard/clusters.

1. Select **Post Grades** from the Index Menu (on the left).
2. Select the appropriate **Term**, **Section**, and **Task** (**PROGRESS GRADE**).
3. Select the **Grade** from the drop down menu.
4. Click **SAVE**.



#### IMPORTANT!

All teachers, including specialists and humanities, must post for grades to populate the progress reports.

**Note:** When posting grades for the **Progress Report**, **NO** grades should be posted for ANY standard/cluster. **ONLY** the **Progress Grade** task should be chosen.

The screenshot shows the 'Post Grades' interface. The sidebar on the left has 'Post Grades' highlighted with a callout '1'. The top header shows 'Term: Y (08/14/17 - 05/24/18)', 'Section: Reading) 001210-3 Reading K', and 'Task: Progress Grade' (highlighted with a callout '2'). Below the header are buttons for 'Save', 'Post, Grade, Comment', 'Multi-Post Grades', 'Graphs', 'Show', and 'Post by: Standard/Grading Task' (with a star icon). The main table is titled 'Post by Standard/Grading Task' and has columns for 'Students', 'Percent', 'Grade', 'Posted', 'Canned Comment', and 'In Progress'. The 'Grade' column has a dropdown menu for each student, with the first dropdown highlighted by callout '3' showing options '1' and '2'. The 'Save' button is highlighted by callout '4'.

**Note:** Trends will appear in each section for a standard or cluster automatically if there are **two or more** assignments with scores. You can also generate a section summary or grade book export to determine a trend.

**Grade Book Tip!** Progress Grades can be entered by using the ★ **Post By** drop-down menu to select "All Standards and Grading Tasks" or "Student." These views provide the teacher with the "Trend" and "Sparkline Proficiency Graphs" for the subject's Standards.

## Printing Custom Progress Reports

1. Select **Custom Links and Reports** from the Index Menu (on the left).
2. Single click the **Elementary Progress Report** link.
3. **Select by Section**: Select your name.
4. Date Range: From last Progress Report
5. **Active Only**: Check marked (selected).
6. **Sort Options**: **STUDENT NAME**.
7. From the **Print Options** drop down menu, select **ENGLISH ONLY**.
8. Click **GENERATE REPORT**.
9. Close the report when finished, and click the “Back” link to return to the Campus Instruction Index Menu.

9 Back

**Elementary Student Progress Report**

This report will print the Student Progress Report for the selected students.  
If you use the Teacher sort, you must also select an Effective Date.

**Report Options**

**Select Students by**  
Select by Section  OR  
Single Student

From Date  To Date  4

Active Only ☒ 5

Sort Options ☒ Student Name ☐ Teacher 6

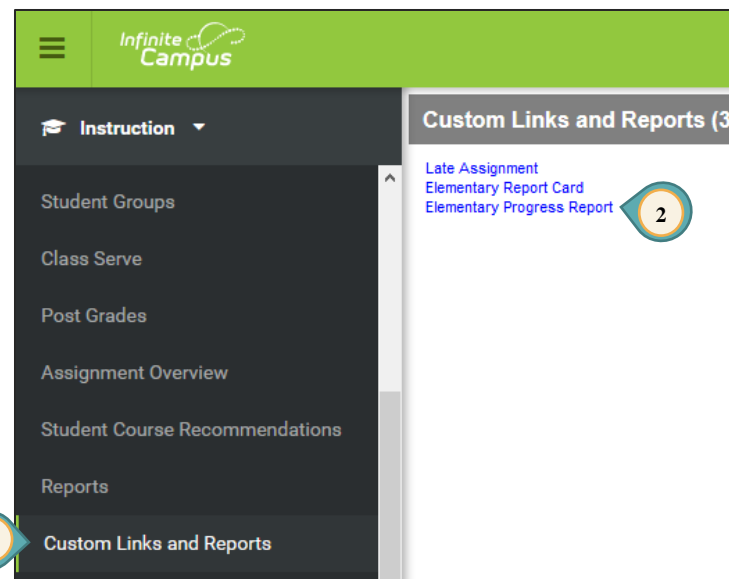
Print Options  7

English with Home Primary Language  
Home Primary Language  
English with Preferred Language  
Preferred Language  
English Only

8 Generate Report

Late assignments will only be visible for the date range selected.

**Grade Book Tip!** To print a Progress Report without assignments, select the “From Date” and “To Date” to be the same as the date that the report is being printed (ex. From 04/06/2016 – To: 04/06/2016).



## Report Cards

Grades will **not** auto-populate. Determine grades by analyzing trends. Posting grades for report cards will be done at set times throughout the year. You will be given the dates when all grades must be finalized and posted. Report cards can be printed by the administration or by the classroom teacher.

Grading will be done for the following: Strands/Domains and Semester (Subject Grade), Successful Learner Behaviors, and Report Card Comments.

### Tasks Requiring Grades (Strands/Domains and Semester)

#### Section: Reading (K)

Task: Semester 1 & 2

Task: Reading Literature

Task: Reading Informational Text

Task: Reading Foundational Skills

#### Section: Writing (K)

Task: Semester 1 & 2

#### Section: Speaking and Listening (K)

Task: Semester 1 & 2

#### Section: Math (K)

Task: Semester 1 & 2

Task: Counting and Cardinality

Task: Operations and Algebraic Thinking

Task: Numbers and Operations in Base Ten

Task: Measurement and Data

Task: Geometry

#### Section: Language (K)

Task: Semester 1 & 2

#### Section: Science (K)

Task: Semester 1 & 2

Task: Nature of Science

Task: Physical Science

Task: Earth and Space Science

Task: Life Science

#### Section: Health (K)

Task: Semester 1 & 2

#### Section: Social Studies (K)

Task: Semester 1 & 2

Grades must be entered for each **STRAND/Domain** and **Semester** for **ALL** sections that have been identified on the report card. Select the tasks, listed above, from the Task drop-down menu. (See the following pages for the steps for entering these grades.)



## Posting Grades for Report Cards

1. Select **Post Grades** from the Index Menu (on the left).
2. Select the appropriate **Term**, **Section**, and **Task** (**Strand** and **current Semester**).
3. Select the **Grade** drop down menu.
4. Grades **ARE NOT** entered for standards/clusters (sub-standards).
5. Click **SAVE**.

The screenshot shows the 'Post by Standard/Grading Task' interface. On the left is a sidebar with the 'Post Grades' option highlighted (callout 1). The top navigation bar includes 'Term' (Y 08/14/17 - 05/24/18), 'Section' (Reading) 001210-3 Reading K, and 'Task' (RL.K: Reading Literature) (callout 2). Below this is a 'Save' button (callout 5) and a 'Post by' dropdown menu set to 'Standard/Grading Task'. The main table has columns for 'Students', 'Percent', 'Grade', 'Report Card Comments', 'Canned Comment', and 'In Progress' (with sub-columns 'Grade' and 'Evidence'). A student 'OK Ba #11' is listed. The 'Grade' column has a dropdown menu (callout 3) showing options 1, 2, and 1. The 'In Progress' column shows a green bar chart (callout 4). The 'Report Card Comments' column has a green wavy line. The 'Canned Comment' column has a 'Manage' button. The 'Task' dropdown is highlighted with a red box. The 'Save' button is also highlighted with a red box.

### Grade Book Tips!

1. When the Task is set to enter the grade for a required Strand/Domain, **In Progress** data is displayed. The **Grade** (Trend) and the **Evidence** (Sparkline Proficiency Graphs) can be used to make grading judgements.
2. When the Task is set for entering the Semester 1 or 2 grade, by selecting from the **Post By** drop-down menu **All Standards and Grading Tasks** or **Student**, the **In Progress** data will display so that the **Trend** and **Sparkline Proficiency Graphs** for the subject's Standards can be used to make grading judgements.



## Fill Percent, Grade, Comment (Optional)

You can choose to use the **Fill** option to apply the same grade to multiple students at once. Individual grades can still be adjusted for specific students.

Term Y (08/14/17 - 05/24/18) Section Reading) 001210-6 Reading K Task Semester 1

8 Save **Fill Percent, Grade, Comment** 1 Post Grades Graphs Show Post by Standard/Grading Task

1. Click **FILL PERCENT, GRADE, COMMENT**.
2. Check the box next to **Grade**.
3. Select the **GRADE** from the drop down menu.
4. **Leave** the **STRAND/Domain** checked.
5. **Uncheck** each **standard/cluster(s)** under the **Tasks'** strand.
6. **Do not** select any of the **Canned Comments**.
7. Click **FILL**.
8. Verify grades and click **SAVE**.

**Step 5** requires that the **standards/clusters** for the **STRAND** be **unchecked BEFORE** selecting the **FILL** button.

**Fill: Percent, Grade, Comment**  
Applies the same value to multiple students

☐ Percentage

☒ **Grade**

2  
1

☐ Comment

Students  
All  
All  
Empty

Tasks  
☒ **RL.K: Reading Literature**

☐ RL.K.(1-3): W/supp. use details to ask/answer questions ; retell stories w/ details.

☐ RL.K.(4-6): W/supp. ask/ans. ?'s about unknown words; ID text type; define auth./illus.

☐ RL.K.(7-9): W/supp. describe how illus. support text & compare character in stories.

☐ RL.K.(10): SWBAT participate in group reading activities w/purpose & understanding.

**Canned Comments**  
Selection Method  
Enter Comment(s): Add

Choose Comment(s):

☐ 1: Your child is exceeding standards.

☐ 2: Your child is meeting standards.

☐ 3: Your child is approaching standards.

7 Fill Cancel

## Successful Learner Behaviors

1. Select **POST GRADES** from the Index Menu (on the left).
2. Select **HOMEROOM AM** Section.
3. Select the **LEARNER BEHAVIORS** from the **Task** menu.
4. Select **E, S, or N GRADE** from the drop-down menu.
5. Click **SAVE**.

**ESN grading scale:**  
E = Exceptional Progress  
S = Satisfactory Progress  
N = Needs Improvement

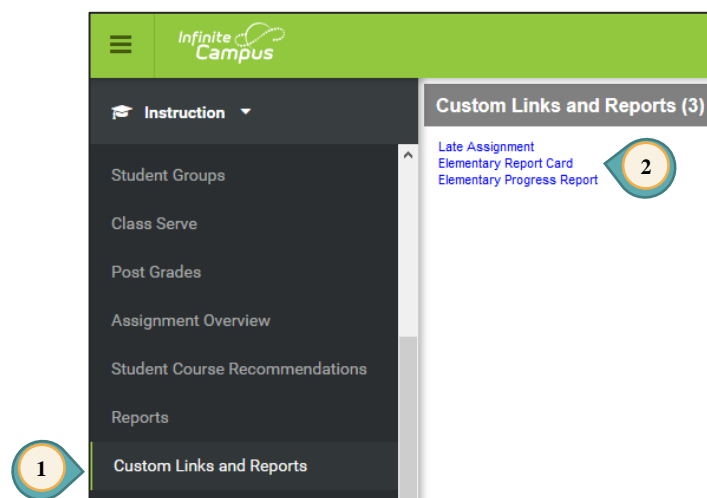
**Grade Book Tip!** Use the **Fill Percent, Grade, Comment** button to fill all grades at one time (See page 16).

## Report Card Comments

1. Select **POST GRADES** from the Index Menu (on the left).
2. Select **Section HOMEROOM AM**.
3. Select the **Task (1<sup>ST</sup> TERM COMMENTS or 2<sup>ND</sup> TERM COMMENTS)**.
4. Type or paste comments in each text box.
5. Click **SAVE**.

## Printing Report Cards

1. Select **CUSTOM LINKS AND REPORTS** from the Index menu (on the left).
2. Click the **ELEMENTARY REPORT CARD** link.



3. Select the section **HOMEROOM**.
4. Select all students.
5. Leave **Effective Date** set to default (today's date).
6. Select **TERM 1 (Semester 1)** or **TERM 2 (Semester 2)**.
7. Set appropriate **Attendance Term 1 Ending Date**. (See Elementary Report Card Calendar for this date.)
8. From the **Print Options** drop-down menu, select **ENGLISH ONLY** or **ENGLISH AND HOME PRIMARY LANGUAGE** (to generate a Spanish Report Card).
9. Click **GENERATE REPORT**.
10. Close the report when finished, and click the "Back" link to return to the Campus Instruction Index Menu.

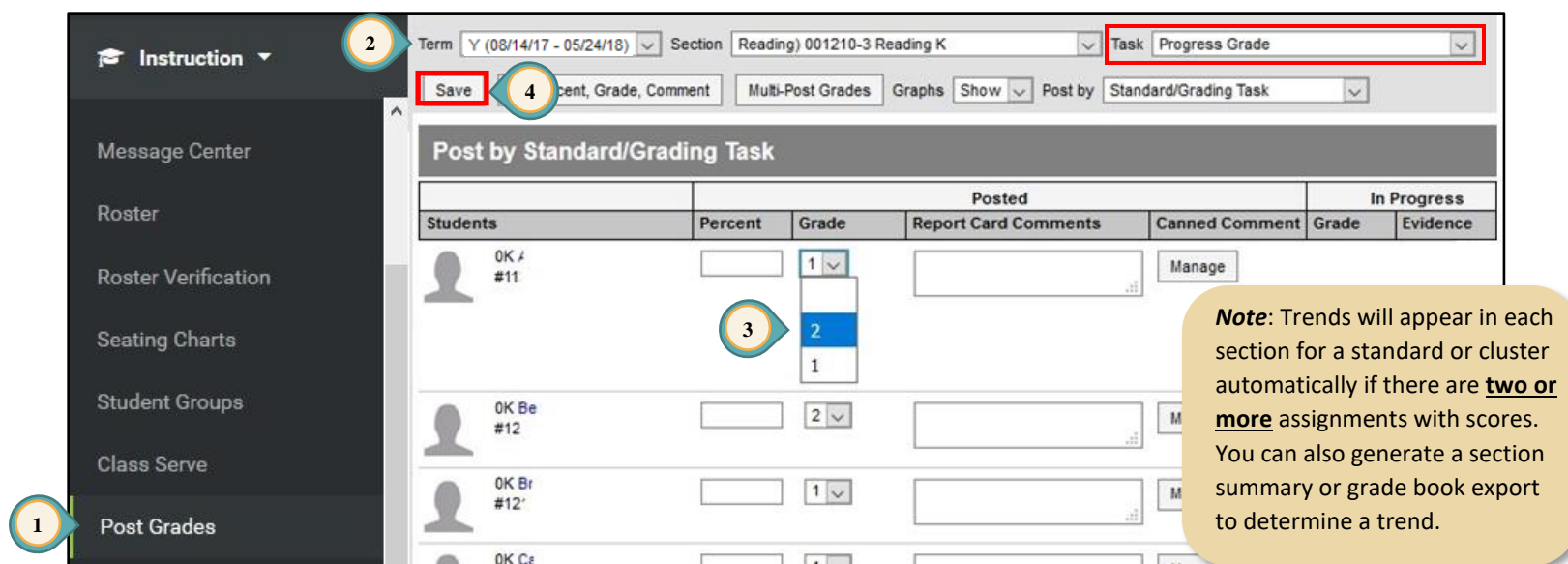
**IMPORTANT!**  
Report Card calendars with dates will be found on the web at: [training.ccsd.net/gradebook](http://training.ccsd.net/gradebook)  
Report Card calendars can also be found in InterAct. (District Link > Infinite Campus > Instruction and Grade Book)

## Student Withdrawals

Prior to withdrawing a student, grades must be posted. If the student is transferring **within** the District, grades should be posted to the *Progress Grade*. If the student is transferring **outside** of the District, grades should be posted either to the *Progress Grade* or to the *Semester Grade*, as appropriate.

## Posting Withdrawal Grades

1. Select **POST GRADES** from the Index Menu (on the left).
2. Select the appropriate **Term** (Y), **Section** (reading, math, language, etc.), and **Task** (*Progress Grade* for Progress Reports or *Semester 1* or *Semester 2* for Report Cards if the grading window is open).
3. Overall grades may be present. To change these scores, use the **Grade** field.
4. Click **SAVE**.



**Note:** Trends will appear in each section for a standard or cluster automatically if there are **two or more** assignments with scores. You can also generate a section summary or grade book export to determine a trend.



### IMPORTANT!

Print the report card or progress report **before the office enters the student's End-Date** in Infinite Campus. This will ensure that the grades are posted and that your name appears on the report card. You may want to consider saving this report card as a PDF for future access.

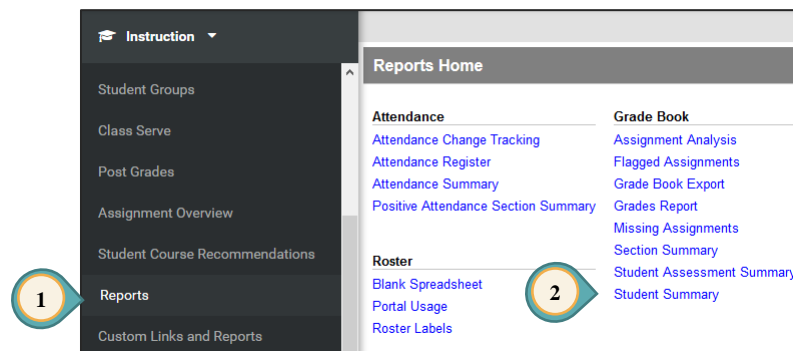
## Transfer Grades

There are two methods for entering student transfer grades: “Using Student Summary Report” and “Using Extended Date Progress Report.” It is at the discretion of the new teacher to determine which grades to input in his/her grade book for this student.

### Method 1 – Using Student Summary Report

#### Teacher 1 (the student is being withdrawn)

1. In Campus Instruction, select **REPORTS** from the Index Menu (on the left).
2. In the **Report** drop-down menu, select **STUDENT SUMMARY**.



3. Select the appropriate **Term** and **Section**.
4. In the **Page Printing Options** section, select **SHOW ASSIGNMENT DETAIL – ONE STUDENT PER PAGE** and ensure all the detail fields are checked.

5. In the **Grade Summary** section, verify all boxes are checked.

6. In the **Extra Items** section, check the **ATTENDANCE SUMMARY** and **STUDENT-LEVEL COMMENTS**.

7. **Sort** by **STUDENT NAME**.

Scroll down to the student list. **Check, then uncheck** the box next to **Name** for “\*Select Students.” (This will uncheck all students allowing you to select an individual student.)

8. Check the box(es) for the needed student(s).  
9. Select **GENERATE REPORT** (at the top).  
10. **Repeat steps** 3-10 for all sections.

### Teacher 2 (the student is being enrolled)

1. Add a new assignment using the title **Transfer Grade** for each section (See pages 8 and 9 for creating an assignment).
2. Use the **Student Summary Report** to enter the previous grades into the **Transfer Grade** assignments. It is at the discretion of the new teacher to determine which grades to input in his/her grade book for this student.

#### IMPORTANT!

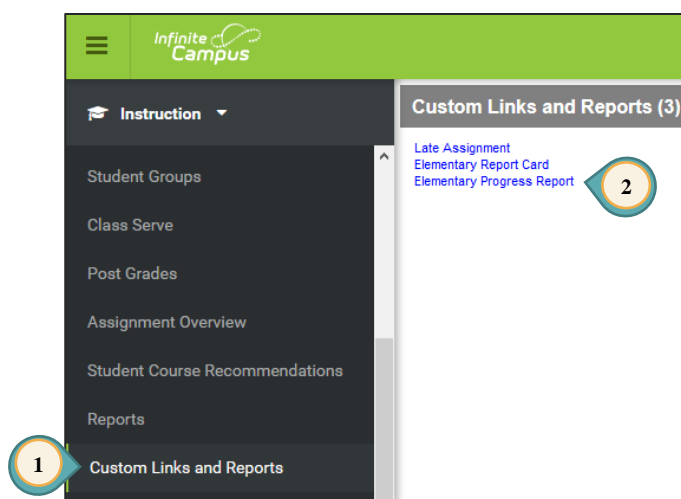
When entering the score for a new **Transfer Grade** assignment, all other existing students must be **excluded** for the assignment. (See page 10 for Exempt grade code.)

**Grade Book Tip!** Selecting the appropriate standard(s)/cluster(s), as presented on the Progress Report, will give you matching placement areas for all grades entered. (This allows for the student’s grade reports to show all of the standard(s)/cluster(s) assessed during the current school year.)

## Method 2 - Using Extended Date Progress Report

### Teacher 1 (the student is being withdrawn)

1. In Campus Instruction, select **CUSTOM LINKS AND REPORTS** from the Index Menu (on the left).
2. Single click the **Elementary Progress Report** link.
3. Select the correct **Section**.
4. Use the **Single Student** field to choose the needed student.
5. In the **From Date** field, use the initial enrollment date.
6. In the **To Date** field, use the final date of student's attendance.
7. For **Active Only**, check mark (select) the box.
8. For **Sort Options** choose **STUDENT NAME**.
9. From the **Print Options** drop down menu, select **ENGLISH ONLY**.
10. Click **GENERATE REPORT**.
11. Close the report when finished, and click the "Back" link to return to the Campus Instruction Index Menu.





*Teacher 2 (the student is being enrolled)*

1. Add a new assignment using the title **Transfer Grade** for each section. (See pages 8 and 9 for creating an assignment).
2. Use the **Progress Reports** to enter the previous grades into the **Transfer Grade assignments**. It is at the discretion of the new teacher to determine which grades to input in his/her grade book for this student.

**IMPORTANT!**

When entering the score for a new **Transfer Grade assignment**, all other existing students must be **excluded** for the assignment. (See page 10 for Exempt grade code.)

**Assignment Detail**

\*Assignment Name  
Transfer Grade

\*Abbreviation  
TG

Assignment

▼ Scheduling/Grading Alignment

| Section   | Portal                              | *Assigned  | *Due       | *GB Seq | Student Group |
|---|-------------------------------------|------------|------------|---------|---------------|
| <input checked="" type="checkbox"/> Reading) 001210-6 Reading K<br>Terms: Y | <input checked="" type="checkbox"/> | 02/14/2018 | 02/14/2018 | 1.00    | No Groups     |

Add/Remove

\*Category  
Formative  
Formative  
Summative

Include in Grade Calculation  
☒

\*Standard/Grading Task

Scoring Type  
Rubrics

☒ RL.K.(1-3): W/supp. use details to ask/ans...  
 Standards  
 RL.K.(1-3): W/supp. use details to ask/answer questions - retell stories w/ details  
 RL.K.(4-6): W/supp. ask/ans. 7's about unknown words; ID text type; define auth./illus.  
 RL.K.(1-3): W/supp. use details to ask/ans...

Add

Delete Copy New Assignment Score Save Close

**Grade Book Tip!** Selecting the appropriate standards/clusters, as presented on the Progress Report, will give you matching placement areas for all grades entered. (This allows for the student's grade reports to show all of the standards/clusters assessed during the current school year.)



## Grade Book Health Checklist

### MY SETTINGS ARE CORRECT (*Grade Calc Options* and *Categories*)

- Updated Grade Book guides can be found on the web at: training.ccsd.net > Grade Book > Traditional Elementary.
- Grade Calc Options* that have an incorrect setup may prevent grades from calculating properly.
  - Grade Calc Options* are currently preset at the District level. Verify the settings for **each** section you teach.
- Categories* are determined by the school and teacher.
  - CATEGORIES* have been associated with all sections.

### MY ASSIGNMENTS HAVE BEEN PLACED AT THE STANDARD/CLUSTER LEVEL

- Assignments placed at the *GRADING TASK* Overall Grade will not calculate into the student's grade.
  - Assignments can be moved from a grading task to a standard/cluster if needed. *Overall Grade* should **NOT** be checked for any of your *Assignments* **except** those placed in the "Does Not Count Towards Grade" category.
- Assignment Overview* can help you check where your assignments are located: by *Term*, *Task*, and *Category*.
  - Assignment Overview* is located on the Index Menu (on the left).
  - Assignments that are in the wrong location can be recognized easily and moved appropriately.

### I HAVE SELECTED THE CORRECT SCORING OPTION FOR MY ASSIGNMENTS (Rubrics only)

- The **Rubrics** scoring options is for use by kindergarten teachers and SBRC schools **only** and will not calculate properly for those who teach at traditional elementary schools (Grades 1-5).