CLARK COUNTY SCHOOL DISTRICT

Technology & Information Systems Services Division

Employee Business Training Department

Infinite Campus
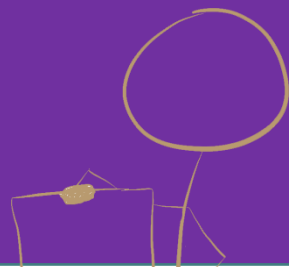# Secondary Grade Book
Summer School

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Infinite Campus Grade Book: Secondary Summer School

- Printable setup guides are available online at training.ccsd.net.
- After viewing the online resources, additional grade book technical support is available. Contact User Support Services (USS) at (702)799-3300, 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.

Summer School Dates and Times

- CPD Session I (June 3 to June 20, 2019):
  - Session Hours   Start – 7:30 a.m.   End – 12:15 p.m.
  - Progress Grade Reporting Window   Opens June 7, 2019   Closes June 11, 2019 at 10:00 a.m.
  - Report Card Grade Reporting Window   Opens June 12, 2019   Closes June 20, 2019 at 1:00 p.m.
  - Grades Posted to the Transcript   June 24, 2019

- CPD Session II (June 24 to July 12, 2019):
  - Session Hours   Start – 7:30 a.m.   End – 12:15 p.m.
  - Progress Grade Reporting Window   Opens June 28, 2019   Closes July 2, 2019 at 10:00 a.m.
  - Report Card Grade Reporting Window   Opens July 3, 2019   Closes July 12, 2019 at 1:00 p.m.
  - Grades Posted to the Transcript   July 15, 2019

- NVLA Session (June 4 to July 11, 2019):
  - All coursework must be completed and submitted by: **11:59 p.m. PST on July 9, 2019**
  - Semester Exams (may not be taken early): July 10, 2019
  - Report Card Grade Reporting Window   Opens July 8, 2019   Closes July 12, 2019 at 1:00 p.m.

- ESY Session (June 24 to July 23, 2019):
  - Session Hours   Start – 7:30 a.m.   End – 12:15 p.m.
  - Grading period will be completed and submitted by: July 23, 2019

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Accessing Infinite Campus (IC)

Preferred browser: *Mozilla Firefox*

1. Open Firefox, go to: campus.ccsd.net.
2. Log in using your Active Directory (AD) credentials.
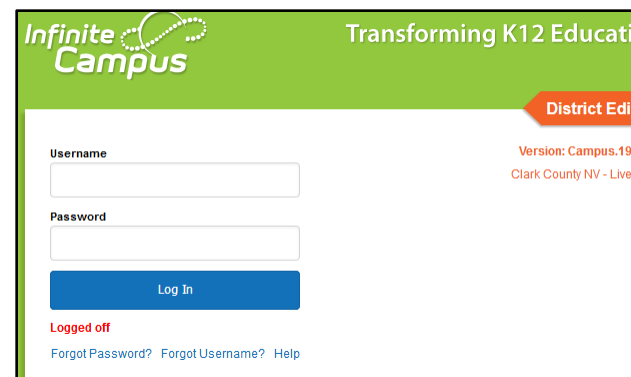
Campus Tools vs. Campus Instruction

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

1. Select the **APP SWITCHER** in the upper-right corner.
2. Click the **INSTRUCTION** link.
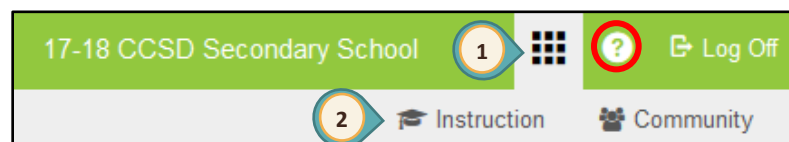
Campus Help (**?**) provides documents and tutorials from Campus Community relating to the area of Campus where you are working.

Infinite Campus Grade Book – Secondary Summer School

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Accessing Campus 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.]
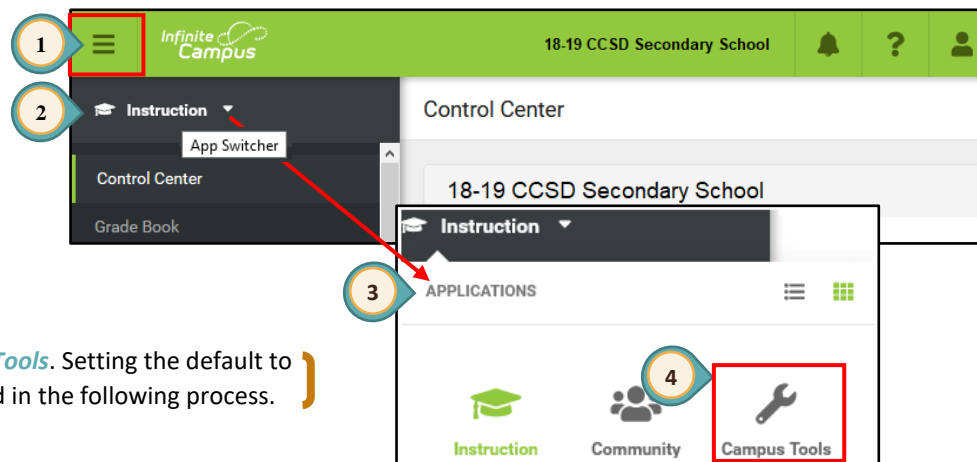
Account Settings

1. In *Instruction*, click the **USER MENU** icon (at the top right) to display the menu choices.
2. Click **ACCOUNT SETTINGS**.
3. Change the application in the drop-down to **CAMPUS INSTRUCTION**. Once saved, this will make *Instruction* the default application at login.
4. Verify *Show Active Students Only* is checked. Withdrawn students will not appear in the grade book.
5. Verify *Use Canned Comments* is checked. Canned comments are required by CCSD and will not display unless this is checked.
6. Click **SAVE**.

Infinite Campus Grade Book – Secondary Summer School

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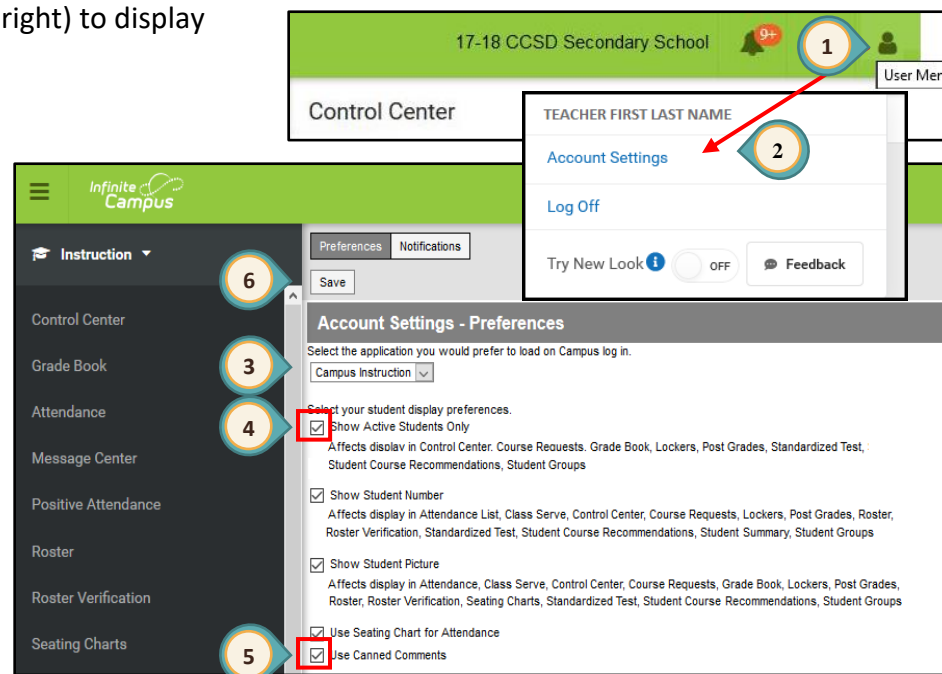
Summer School Site Calendar Setup

Summer School calendars must be set to the Summer School Site Calendar. These directions show how to set the correct Context Calendar. **These directions are dependent on location and can be used by all summer school teachers.**

1. Click the school name in the green *Action Bar*.
2. Verify the *Year* is set correctly.
3. Select from the *School* drop-down menu the correct program's school name/type [a CPD site, a Credit Retrieval (CR) site, or an ESY site].
   NOTE: Although the teacher may teach at the same location as the Summer School location, the School name may need to be changed according to the program type.
4. Select from the *Calendar* drop-down menu the correct calendar type (CPD, CR Summ, or ESY Summ)
5. Click on the school name, in the green *Action Bar* to close the *Context* information window.

**Note*: Infinite Campus may reset the Context of the school calendar choice. Verify the correct calendar when logging in.

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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 **S5** *Term* and a *Section* of this term.
3. Click the triple white SETTINGS arrows to expand the *Settings* window.
4. Select desired *Preferences*.
5. Repeat steps 2 and 4 for each section.
6. If setting up the second summer school session, repeat Steps 2-5 selecting the **S6** *Term*.

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

Sparkline Graph	Collapsible section 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 the number of assignments viewed per page.

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Grade Calc Options

Grade Calc Options will be **preset by the District for all active accounts**; however, if modifications are needed, you will need to make them for **EACH** section in **ALL** terms. **Teachers should verify settings** using the directions below.

Note: GRADE CALC OPTIONS will be preset by the District for all NEW sections created. **Please verify settings** using the directions below.
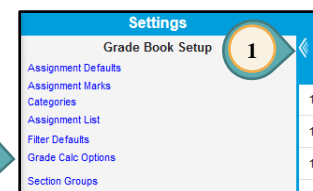
Grade Calc Options - Verification Process

The Grading Tasks include Progress Grade, Semester Grade, and Citizenship.

Settings

Grade Book Setup
Assignment Defaults
Assignment Marks
Categories
Assignment List
Filter Defaults
Grade Calc Options
Section Groups

1. Click the triple white SETTINGS arrows to expand the *Settings* window.
2. Click GRADE CALC OPTIONS in the *Settings* window.
3. Confirm *Progress Grade* under *Type* is set to NO CALCULATION for each Term (S5 and/or S6).
4. Confirm *Semester Grade* under *Type* is set to IN PROGRESS GRADE and *Grading Scale* is set to DISTRICT A-F.
5. Confirm WEIGHT CATEGORIES box is checked.
6. Confirm *Citizenship* under *Type* is set to NO CALCULATION for all Semesters.
7. Do **NOT** check the CUMULATIVE GRADING STARTING IN box for any Grading Task.
8. Click SAVE if changes have been made.

> It is highly recommended the Fill Options and Filters above the gray line remain set to All.

Grade Calculation

Filter: Type All | Term All | Task All

Term	Standard/Grading Task	Composite	Rollup	Calculation
S5	Progress Grade	☐	☐	Type: No Calculation
S5	Semester Grade	☐	☐	Type: In Progress Grade

*Grading Scale
District A-F ⓘ
☑ Weight Categories
☐ Use Score's % Value
☐ Limit Assignments to Last ____
☐ Cumulative Grading Starting in ____

Term	Standard/Grading Task	Composite	Rollup	Calculation
S5	Citizenship	☐	☐	Type: No Calculation
S6	Progress Grade	☐	☐	Type: No Calculation

Save | Close

WARNING!
If the Grade Calc Options are different from those described above for Secondary Summer School Grade Books, please submit a Quick-IT or contact the USS Help Desk at (702)799-3300.

*Note: *Post-only Grading Task* may also be displayed when a task is set to NO CALCULATION.

Creating Categories

Categories have been enhanced to allow teachers to create categories across multiple sections/periods 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 categories.
4. Enter a category *Name*. Put the weight amount in parenthesis after the title. This ensures the category weight will show on the Parent Portal.

Settings
Grade Book Setup
Assignment Defaults
Assignment Marks
Categories
Assignment List
Filter Defaults
Grade Calc Options
Section Groups

	10
	10
	11

Weight examples for categories:
Example 1:

Formative (10%)	10%
Summative (90%)	90%
Does Not Count Towards Grade (0%)	0%

Example 2:

Homework (0%)	0%
Classwork/Quizzes (10%)	10%
Projects/Presentations (45%)	45%
Does Not Count Towards Grade (0%)	0%
Tests (45%)	45%

Best Practice in Grading: Formative scores should not have an impact on the overall grade. A range of 0% - 10% for a Formative category is appropriate. **If 0% is selected**, make sure to check the *Exclude from Calculation* box.

Example:

Formative (0%)	0%
Summative (100%)	100%
Does Not Count Towards Grade (0%)	0%

Semester Exam cannot weigh more than **20%** of the Semester Grade.

Category List
Section All

Name ▲
No Results

Add   Close

Note: Category weights can vary by section, as determined by site administration.

5. Check each section that uses this category.
6. Enter the category *Weight*, as determined by the site administration.
7. Optional: Enter a number to place the categories in a *Sequence*. Leaving the 0 will place categories in alphabetical order.
8. *Exclude from Calculation*: A category can be excluded from the overall grade calculation.
9. Click SAVE.

Category Detail

***Name**
Classwork (30%)

Section	*Weight	Sequence	Exclude from Calculation	Drop Lowest Score (%)
☑	30	0	☐	☐
☑ 01) 10100MA1S-1 English 9	30	0	☐	☐
☑ 01) 10100MA2S-1 Englis	30	0	☐	☐
☑ 01) 10104BA1S-1 English 9 H	30	0	☐	☐
☑ 01) 10104BA2S-1 English 9 H	40	0	☐	☐

Save   Delete   Close

Grade Book Tips!
1. If 0% is entered for the weight, check the *Exclude from Calculation* box.
2. For a better understanding of category setup, watch the videos in the Enterprise Learning Management System (ELMS) at http://learn.ccsd.net. Search for "**Campus for Teachers**."

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Create a semester exam category.

1. Select all sections receiving this category.
2. Set a *Weight* for the category between 0% and 20%.
3. Click **SAVE**.

Create a **Does Not Count Towards Grade** category. This category is typically used to track the progress of students who are working below grade level **and/or** can also be used for record-keeping and additional information.

1. Select all sections receiving this category.
2. Leave *Weight* as 0.
3. Check the **EXCLUDE FROM CALCULATION** box.
4. Click **SAVE**.

Verify all sections have the created categories.

1. Click on the **SECTION** drop-down menu.
2. Select each section individually to review categories.

Note: Unlike the regular school year terms, summer school terms **DO NOT** use composite grading. The semester exam category **MUST** be assigned a weight.

Category Detail

*Name
Semester Exam (20%)

Section		*Weight	Sequence	Exclude from Calculation	Drop Lowest Score (%)
☑		20	0	☐	☐
☑	01) 10100MA1S-1 English 9	20	0	☐	☐
☑	01) 10100MA2S-1 English 9	20	0	☐	☐
☑	01) 10104BA1S-1 English 9 H	20	0	☐	☐
☑	01) 10104BA2S-1 English 9 H	20	0	☐	☐

Save   Delete   Close

Example showing:
Category weights equaling **100%**, Semester Exam listed with **20%** weight, and Categories **Excluded**.

Category List

Section [01)10104BA1S-1 English 9H ▼]

Name	Weight	Sequence	Exclude From Calculation	Drop Lowest (%)
Classwork/Quizzes (10%)	10.000	0	☐	☐
Does Not Count Towards Grade	0.000	0	☑	☐
Homework	0.000	0	☑	☐
Projects/Presentations (35%)	35.000	0	☐	☐
Semester Exam (20%)	20.000	0	☐	☐
Tests (35%)	35.000	0	☐	☐

Verifying

Category List

① Section [All ▼]

All	
Name ▲	01) 10100MA1S-1 English 9
	01) 10100MA2S-1 English 9
②	01) 10104BA1S-1 English 9 H
	01) 10104BA2S-1 English 9 H

IMPORTANT!
From the *Category List***, select each section and verify its category weights total 100%.**

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* drop-down menu.
2. Created categories will ONLY display in the *Semester Grade Grading Task* and the *Assignment Overview* when an assignment is created and placed in that category.

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Assignment Marks (Optional)

Assignment Marks are used when entering scores for assignments created in the Infinite Campus Grade Book. By creating assignment marks, scores can be entered as a point value or as **E**, **S**, or **N**.

WARNING!
- When Assignment Marks values are changed, these values are changed in **ALL** grade books using the Assignment Marks, including previous years/terms.
- To prevent disruption of archived grade books, create a new Assignment Mark instead of changing an existing one. New Assignment Marks should follow a naming convention distinct to the current school year (see Step 4).

Creating Assignment Marks

1. Click the triple white SETTINGS arrows to expand the *Settings* window.
2. Select *Assignment Marks*.
3. Click ADD.
4. Enter a *Name* for your Assignment Mark Detail (i.e., Special Scores 18-19).
5. Click ADD ROW to create each *Assignment Mark* score desired. (All marks/scores used by the teacher should be included in the listed items.)
6. Enter the *Score* abbreviation.
7. Enter *% Earned* value.
8. Check if a *Passing* score.
9. Click SAVE.

IMPORTANT!
1. When creating Assignment Mark score(s) **DO NOT** use the same abbreviation as an existing scoring code (i.e., L = Late or I = Incomplete, etc.).
2. The **% Earned** is a site-based decision and must be entered before saving.
3. If using ESN Assignment Marks**,** the percentages must be within the District's established ESN scale of:
   E (90-100), S (70-89), N (0-69).

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

Assignment Defaults (Optional)

This feature creates templates for assignments that can be applied either automatically or by selection.

1. Click the triple white SETTINGS arrows to expand the *Settings* window.
2. Select ASSIGNMENT DEFAULTS in the *Settings* window.
3. Click ADD to create an assignment default.
4. Enter the *Name* (this is the name of the setup NOT the name of the assignment).
5. Click the *Apply Automatically* button if you would like the settings entered here to be applied in each new assignment created.
6. A Section Group (if created), can be selected.
7. The *Portal* button is automatically checked, indicating the assignment will be shown on the portal.
8. Desired Assigned and Due dates may be selected.
9. Sequence may be selected.
10. Select a *Scoring Type* of *Points* or *Marks*.
11. If most or all assignments have the same *Total Points* value, enter it here.
12. Click SAVE.

Settings
Grade Book Setup
1
Assignment Defaults
Assignment Marks
Categories
Assignment List
Filter Defaults
Grade Calc Options
Section Groups
2

Assignment Default List
Setup Assignment defaults, including options for which sections are included, scheduling, and grading.

Template Name	Section Group	Apply Automatically
No Results		

3 Add | Close

Setup Defaults

*Name
4 Alek Topics
5 Apply Automatically ☐

Sections
6 Acc Math 7 ▾

Portal
7 ☑

8 Due date can be set for up to 5 days after the creation date.

Assigned Date   Due Date
Current Date ▾   +5 ▾

Date settings will not be applied when creating assignments in the planner.

Grade Book Sequence
9 ○ Increment
   ◉   1.00

*Scoring Type
10 Points ▾

Total Points   Multiplier
11   25   1

12 Save | Delete | Close

Grade Book Tips!
1. If Section Groups are needed, see the Secondary Grade Book Guide for setup directions: training.ccsd.net > GRADE BOOK > Secondary > Grade Book Guide – Secondary.
2. Assignment Marks cannot be changed once they are used to score an assignment. If a set of Assignment Marks is created for each school year (i.e., Special Scores 18-19), the Default Assignment will ensure the current year's Assignment Marks are being used.

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Assignments

Creating Assignments

Assignments can be created in ASSIGNMENT LIST under *Settings* or from the **+ADD** button within the grade book.

1. Select the appropriate *Term*, *Section*, and SEMESTER GRADE for the *Task*.
2. Click the **+ADD** button to create an assignment.
3. Enter the *Assignment Name* and an *Abbreviation* (up to 5 characters). An *Assignment Default* may be selected here.
4. *Portal* allows assignments to display in the parent portal and is selected by default.
5. Choose an *Assigned* and *Due* date.
6. The current *Section* will be listed. Click the ADD/REMOVE button to place the assignment in additional sections.
   a. Leave *Filters* set to current term and sections.
   b. Select additional section(s) by clicking the ADD link.
   c. Click OK.

Grade Book Tip!
For additional information regarding Assignment Defaults, use the following link:
https://content.infinitecampus.com/sis/Campus.1909/documentation/assignment-defaults/

7. Select the assignment category from the *Category* drop-down menu.
8. Leave *Include in Grade Calculation* checked.
9. SEMESTER GRADE is selected as the *Grading Task* for assignments by default. All assignments, including a semester exam, will use this *Grading Task*.
10. If selecting POINTS for the *Scoring Type*, enter a TOTAL POINTS value.
11. If selecting MARKS for the *Scoring Type*, select your *Assignment Marks* and enter a TOTAL POINTS value.
12. Click SAVE.

Grade Book Tips!

1. Click **Score** to enter scores for the assignment immediately.
2. Click **New Assignment** to add another assignment. Infinite Campus saves the created assignment and opens a new Assignment Detail window.
3. Click **Copy** to duplicate an assignment. Infinite Campus saves the created assignment, and opens a new Assignment Detail window using "Copy of" in the title.

Creating the Semester Exam Assignment

The Semester Exam assignment can be created in the *Assignment List* under *Settings* or from the *+ADD* button within the grade book.

- Select the appropriate *Term*, *Section*, and *Semester Grade* for the *Task*.
- Click the *+ADD* button to create an assignment.
- Enter the assignment *Name* and an *Abbreviation* up to 5 characters.
- By default, *Portal* (allows assignment to display in the parent portal) is selected.
- Choose an *Assigned* and *Due* date.
- The *Section* will be listed that receives the Semester Exam assignment.

- Click the ADD/REMOVE button to place the assignment with additional sections, as appropriate.
- Choose SEMESTER EXAM for the *Category* (see page 8 for creating a Semester Exam category).
- Leave *Include in Grade Calculation* checked.
- Leave *Semester Grade* set as the *Grading Task*.
- Leave *Points/Marks* set as the *Scoring Type*.
- Enter a TOTAL POINTS value.
- Click SAVE.

Copying Assignments – Assignment Copier

Existing teachers can copy assignments from their previous term grade book to the current summer school grade book.
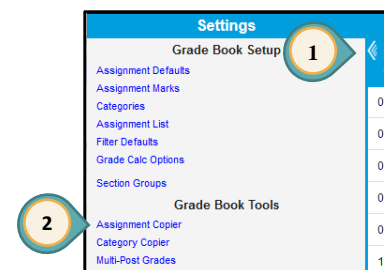
1. Click the triple white SETTINGS arrows to expand the *Settings* window.
2. Select ASSIGNMENT COPIER in the *Settings* window.
3. In the *Assignment Copier: Step 1* window set:

Source (left side of window)

a. Select the *Year* for a previous term's grade book (default is current year).
b. Select the *Source* Section from the *Section* drop-down menu (the section you will be copying assignments **FROM**).
c. Select the assignments to be copied.

Destination (right side of window)

d. Select the *Year* for the Summer School session.
e. Select the *Destination* Section from the *Section* drop-down menu (the section you will be copying assignments **TO**).
f. Click NEXT.

Infinite Campus Grade Book – Secondary Summer School

4. In the *Assignment Copier: Step 2* window, set correct Start and End dates for each of the copied assignments (click the calendar icon to the right of each date field).

5. Click **Next**.

6. In the *Assignment Copier: Step 3* window:
   a. Select the appropriate category from the **Category** drop-down menu.
   b. Select **Semester Grade** (default) from the *Grading Task* drop-down menu.
   c. Select **Points** from the *Scoring Type* drop-down menu.
   d. Enter a **Total Points** value.
   e. Leave *Include in Grade Calculation* checked.
   f. Repeat for each assignment copied.
   g. Click **Save**.

Grade Book Tip!
Use the Set assignment grading as a group button if **ALL** of the copied assignments will be set with the **SAME** grading options (Category, Grading Task, Scoring Type, Total Points, Multiplier, and will be Included in the Grade Calculation).

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Scoring Assignments

1. You must be in the correct *Term*, *Section*, and *Task* for the assignment to appear.
2. Click double blue arrows to expand or collapse assignment window.
3. *Fill Scores/Comments* allows mass scoring options.
- When scoring assignments using *Marks*, type the appropriate mark such as: **E**, **S**, **N**, **minF**, **Yes, or No** (a numeric value can be used, as well as *Fill Scores/Comments*, if desired).

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: **Custom Links and Reports** > **Late Assignment Report**.

IMPORTANT!

Do not forget to click **SAVE** after entering scores 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!**

Grade Book Tip!
To better understand using the **Fill Scores/Comments** feature, watch the Secondary Grade Book video "Grading & Posting Scores" in the Enterprise Learning Management System (ELMS) at http://learn.ccsd.net. Search for "**Campus for Teachers**."

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 Practice in Grading:
Select "**L=Late**" to flag work that has not yet 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.

Infinite Campus Grade Book – Secondary Summer School

Generating Class Grade Report With Student ID Only

1. Select **REPORTS** from the Index Menu on the left.
2. Select **SECTION SUMMARY** from the *Reports Home* menu.
3. Select appropriate *Term* and *Section*.
4. In *Display Details*, select **SHOW STUDENT NUMBERS**.
5. Select the desired *Page Orientation*.
6. In *Assignment Properties*, select **SHOW STUDENT INSTRUCTIONS**.
7. In *Student Assignment Grid*, select all choices.
8. In *Grading Task Grid*, select **SHOW PERCENT AND FINAL GRADE**.
9. Select the desired *Assignment Sort Preference*.
10. For *Student Sort Preference*, **DO NOT** select **STUDENT NAMES**. Select any of the other choices (see Tip).
11. Select students.
12. Click **GENERATE REPORT** (at top).

Grade Book Tip!

Following these instructions prevents students from knowing each other's grades when looking at a posted list. Using "Student Names" as the "Student Sort Preference" generates the printed report in student alpha order causing the use of the Student ID to be null.

As a recommendation, change the preference choice each time, so student grades are listed in a different order.

Reports Home menu:

Assignment Overview

Lockers

Student Course Recommendations

Reports

Custom Links and Reports

Reports Home

Attendance
- Attendance Change Tracking
- Attendance Register
- Attendance Summary
- Positive Attendance Section Summary

Roster
- Blank Spreadsheet
- Portal Usage
- Roster Labels

Grade Book
- Assignment Analysis
- Flagged Assignments
- Grade Book Export
- Grades Report
- Missing Assignments
- Section Summary
- Student Assessment Summary
- Student Summary

Report Options

Term S5 (06/05/18 - 06/22/2018) Section Academic) 27100015-2 Pre-Algebra 8

Report Section Summary

This report displays the teacher's grade book. Options are available for the Grading Task and Assignment grids which allow the report to be customized. Composite Grading Tasks display in a separate Grading Task grid.

Display Details
- ○ Show Student Names
- ● Show Student Numbers

Page Orientation
- ● Portrait
- ○ Landscape

Assignment Properties
- ☑ Show Student Instructions

Student Assignment Grid
- ☑ Show Points Possible (Assignment)
- ☑ Show Earned Points
- ☑ Show Points Possible (Student)
- ☑ Show Percent
- ☑ Show In-Progress Grade
- ☑ Show Assignment Average
- ☑ Shade Alternate Rows

Grading Task Grid
- ● Show Percent and Final Grade
- ○ Show Percent Only
- ○ Show Final Grade Only
- ☑ Show Class Average
- ☑ Shade Alternate Rows

Assignment Sort Preference
- ● Category, Assignment
- ○ Assignment Seq
- ○ Assignment End/Due Date

Student Sort Preference
- ○ Student Names
- ● Student Numbers
- ○ Student PersonID
- ○ Random

*Select Students
☑ Name ▲   Student #   Grade

*Select Assignments
☑ Select All Expand All

Generate Report

Posting Progress Grades and Comments

Posting grades for Progress Reports will be done at set times during the Summer School Sessions (see Page 1).

1. Select appropriate *Term*, *Section*, and SEMESTER GRADE for the *Task*.
2. Under *In Progress* area, click POST.
3. Select appropriate *Term*.
4. Select PROGRESS GRADE from the *Task* drop-down menu.
5. Click OK.
6. Read the warning and click OK.
7. Ensure the *Task* is PROGRESS GRADE.
8. Click the CC (Canned Comments) link to enter comments (Canned Comments are **required** by CCSD for secondary progress grading).
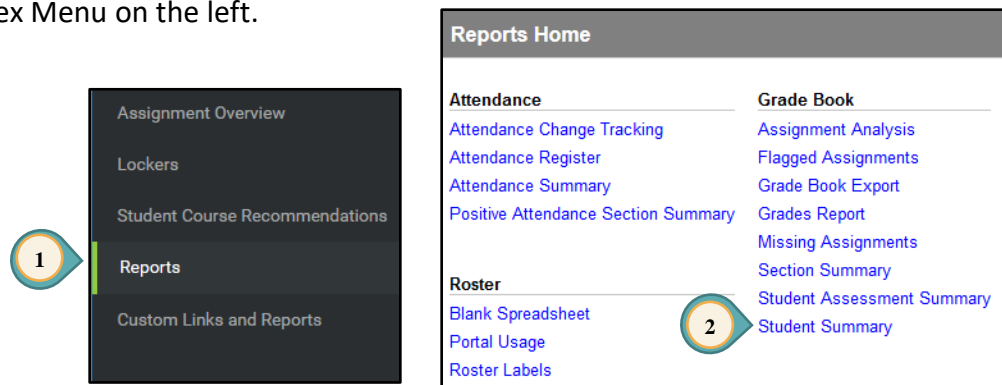9. Click SAVE.

Grade Book Tips!

1. The *Show Active Students Only* box under *Account Settings* should be checked before Posting Grades (see page 2).
2. If the *CC* link is **NOT** available for entering Progress Report comments, select *Account Settings*, from the Open Menu on the right, check the item *Use Canned Comments*. SAVE before leaving (see page 2).
3. A FILL option is available.
4. A **Multi-Post Grades** option is available from the Settings > Grade Book Tools menu. Additional information for using the tool can be found in Campus Help at:

   https://content.infinitecampus.com/sis/1909/documentation/multi-post-grades/

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Printing Progress Reports (Student Summary)

1. Select **REPORTS (GRADE BOOK)** from the Index Menu on the left.
2. Select **STUDENT SUMMARY**.
3. Select the appropriate *Term* and *Section*.
4. Select the desired information.
5. Select individual students or all.
6. Click **GENERATE REPORT** (at top).

(1)

| Assignment Overview |
| Lockers |
| Student Course Recommendations |
| **Reports** |
| Custom Links and Reports |

Reports Home

Attendance	Grade Book
Attendance Change Tracking	Assignment Analysis
Attendance Register	Flagged Assignments
Attendance Summary	Grade Book Export
Positive Attendance Section Summary	Grades Report
	Missing Assignments
Roster	Section Summary
Blank Spreadsheet	Student Assessment Summary
Portal Usage	Student Summary **(2)**
Roster Labels	

(6) Generate Report

Report Options

(3) Term S5 (06/4/2018 - 06/22/2018) ▼ Section 1) 104000MA1-6 ▼
Report Student Summary ▼

This report is suitable for handing out to students. It is split into two main sections. The Grade Summary includes both in-progress and final grades as well as assignment category totals. The Assignment Detail organizes the assignments by term.

(4) Page Printing Options
- ○ Student Grades Summary - Multiple Students Per Page
- ○ Student Grades Summary - One Student Per Page
- ● Show Assignment Detail - One Student Per Page
  Show These Assignment Detail Fields:

☑ Name	☑ Score	☑ Category Name
☑ Points Possible	☑ Due Date	☐ Percent
☐ Assigned Date	☑ Score Comments	☐ Multiplier
☑ Portal Description	☑ Shade Alternate Rows	

Grade Summary
| ☑ Show Assignment Categories | ☑ Show Total Points | ☑ Show In-Progress Grade |
| ☑ Show Final Grade | ☑ Show Grade Percentages | ☑ Shade Alternate Rows |

Extra Items
| ☐ Parent/Guardian Signature | ☐ Attendance Summary | ☑ Student-level Comments |
| ☐ Hide Exempt Assignments | ☐ Display Student Number Instead Of Name | ☐ Display Report Card Comments |

Sort
- ● Student Name
- ○ Student Number
- ○ Random

Teacher Comments (printed for each student)

Grade Book Tip!
The default for *Select Students* is for ALL students to be included in the report. Deselect the check mark to the left of *Name* to individually pick student names for printing.

***Select Assignments** can be adjusted by clicking the **Expand All** link. Remove the check mark to affect an entire term (Example: S5).

*Select Students
(5)
☑	Name ▲	Student #	Grade
☑	A	11	07
☑	B	120	07

*Select Assignments
☑ Select All   Expand All
▶ ☑ S5
▶ ☑ S6

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Report Cards

Posting Grades and Comments for Report Cards

Posting grades for Summer School will be done during the appropriate window for each session (see Page 1).

1. Select appropriate *Term*, *Section*, and *Task*.
2. Under *In Progress* area, select *Post*.

3. Select appropriate *Term*.
4. Select SEMESTER GRADE for the *Task*.
5. Click *OK*.
6. Read the warning and click *OK*.
7. Again, ensure the appropriate *Term* and *Task* are selected.
8. Click the **CC** (Canned Comments) link to enter comments (Canned Comments are **required** by CCSD for secondary report card grading).
9. Click SAVE.

Grade Book Tips!

1. The *Show Active Students Only* box under *Account Settings* should be checked before Posting Grades for Report Cards.
2. If the **CC** link is **NOT** available for entering Report Card comments, select *Account Settings*, from the Index Menu on the left, check the item *Use Canned Comments*. **Save** before leaving.
3. Select **ONLY ONE** comment for each student. Do N**OT** use free text when entering comments.

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Finalizing Grades and Comments for Report Card

Adjustments for grades and comments can be made from the *Posted* section of the grade book **or** from the *Post Grades* menu item. Adjustments in both the *Percent* and *Grade* fields are **required**. Directions using the *Post Grades* menu item are shown below.

1. Select **Post Grades** from the Index Menu on the left.
2. Select appropriate *Term*, *Section*, and *Task* (Semester Grade).
3. Semester grades will already be present. To adjust these calculations, use the *Percent* and *Grade* fields. Note that grades other than A-F should only be used with the permission of school administration.
4. Select **Manage** to use **required** *Canned Comments*.
5. Click **Save.**

> **Grade Book Tips!**
> 1. Canned Comments are **ONLY** entered in the Report Card Comments field under the *Semester Grade* task.
> 2. The *Post Grades* window shows the *Semester Grade* and the *Sparkline Evidence Graph*. These displays assist the teacher with grading entries.

Citizenship

Citizenship grades will be entered when the window for posting grades opens.

1. Select appropriate *Term* and *Section.*
2. Select **Citizenship** for the *Task*.
3. Choose the appropriate mark from the *Grade* drop-down menu.
4. Click **Save**.

> **Grade Book Tip!**
> A **Fill** option is available.

Canvas Grade Passback to Infinite Campus

These directions are only for teachers using the Canvas Learning Management System (LMS) grade book.

The Canvas (LMS) grade book syncs with the Infinite Campus (IC) Grade Book, "passing" assignments and grades from Canvas to Infinite Campus nightly. The assignment names and scores are placed in the Infinite Campus (IC) Grade Book in the **Uncategorized Assignments** list. Assignments that will be used for the calculation of the student's Semester Grades can be moved into the teacher's Infinite Campus (IC) Grade Book categories *(categories created by the teacher in the IC Grade Book).*

Teachers using the Canvas (LMS) **do not** manage scoring in the Infinite Campus (IC) grade book. All assignments are created and scored in Canvas. **This grading process only flows in one dircetion**. If a teacher wishes to enter a new score or make a score change, it must be done in Canvas.

Viewing Uncategorized Assignments

1. Select **GRADE BOOK** from the Index Menu on the left.
2. Select the correct *Term*, *Section* and set *Task* to **SEMESTER GRADE**.
3. If Canvas assignments are available to be passed into Infinite Campus, a tab will appear next to the drop-down for *Task*. Click the tab to open the list of assignments. Assignments in this list are **not** included in the grade calculation by default.
4. From the *Assignments to Align to Grade Book* window, move the assignments to *Semester Grade*:
   a. Check the *Assignment Name* box for the assignments you wish to edit.
   b. Use the drop-down menus to select the *Grading Task* and *Category*.
   c. Click **SAVE ALL**.

Note: The former "Imported Canvas Assignments" grading task is no longer used.

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Note: Alternatively, you can click the individual Assignment Name (blue hyperlink) to open *Assignment Detail*.

5. In the *Assignment Detail* window, check the PORTAL check box.
6. Select the *Category*.
7. Select the *Grading Task* (SEMESTER GRADE) for the assignment.
8. Click SAVE.

NOTICE: The number of Uncategorized Assignments will decrease after moving the assignment(s) to the Semester Grade Task.

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Alternate Passback Method

There is another way to set up Passback without going into each assignment individually and changing the grading task by hand.

If a teacher creates a Canvas assignment and then creates an Infinite Campus (IC) assignment with the exact same name, it will automatically link to the IC assignment, remaining in the desired grading task and category.

Many questions can be answered by the school's Canvas "Controller" and a support ticket can be submitted if needed.

Canvas FAQs

☐ I have many Canvas assignments but only a few are in Infinite Campus, what's wrong?
- Until you grade one assignment in Canvas, it won't create the assignment in Infinite Campus (or once the due date is passed, then students will have it show up as a missing assignment in Infinite Campus).

☐ After I changed a grade in Infinite Campus, why would it change back the next day?
- Grades come from Canvas in a one-way fashion. To change the grade, change it in Canvas.

☐ After I deleted an assignment in Canvas, why would it still be in Infinite Campus the next day?
- The passback process should not delete things from your Infinite Campus Grade Book. Delete it from both locations or move it to an uncalculated task.

☐ Can I put an assignment back into the "Uncategorized Assignments" tab after moving it to another task?
- No, delete it in both Canvas and IC or move it to a grading task without weight.

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Grade Book Health Checklist

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

- ○ Updated grade book guides and other resources can be found on the Employee Business Training (EBT) website: training.ccsd.net > GRADE BOOK.
- ○ Updated video tutorials can be found on the ELMS Web site learning.ccsd.net by searching "Campus for Teachers."
- ○ *Grade Calc Options* with 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 taught.
- ○ *Categories* and their *Weights* are determined by the site administration.

  Verify:
  - ♦ A *Semester Exam* category has been created (if applicable).
  - ♦ The categories are associated with all appropriate sections.
  - ♦ The weight of the categories used in each section total 100%.

☐ **MY ASSIGNMENTS HAVE BEEN PLACED AT THE SEMESTER GRADE TASK**

- ○ Verify assignments have been associated to the appropriate section(s).
- ○ *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 in the wrong location can be recognized easily and moved appropriately.

☐ **MY SEMESTER EXAM ASSIGNMENT(S) HAVE BEEN PLACED AT THE SEMESTER GRADE TASK**

- ○ Verify assignment has been associated to the appropriate sections and category.
- ○ Verify the *Semester Exam* category has a weight no more than 20%.

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