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.

#### Summer School Dates and Times

<table>
<thead>
<tr>
<th>Session</th>
<th>Date Range</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPD Session I</td>
<td>June 3 to June 20, 2019</td>
<td>7:30 a.m.</td>
<td>12:15 p.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Progress</strong></td>
<td><strong>Reporting Window</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Opens June 7, 2019</td>
<td>Closes June 11, 2019 at 10:00 a.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Report Card Grade Reporting Window</strong></td>
<td>Opens June 12, 2019</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Grades Posted to the Transcript</strong></td>
<td>June 24, 2019</td>
</tr>
<tr>
<td>CPD Session II</td>
<td>June 24 to July 12, 2019</td>
<td>7:30 a.m.</td>
<td>12:15 p.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Progress</strong></td>
<td><strong>Reporting Window</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Opens June 28, 2019</td>
<td>Closes July 2, 2019 at 10:00 a.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Report Card Grade Reporting Window</strong></td>
<td>Opens July 3, 2019</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Grades Posted to the Transcript</strong></td>
<td>July 15, 2019</td>
</tr>
<tr>
<td>NVLA Session</td>
<td>June 4 to July 11, 2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>All coursework must be completed and submitted by:</strong></td>
<td><strong>11:59 p.m. PST on July 9, 2019</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Semester Exams (may not be taken early):</strong></td>
<td>July 10, 2019</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Report Card Grade Reporting Window</strong></td>
<td>Opens July 8, 2019</td>
</tr>
<tr>
<td>ESY Session</td>
<td>June 24 to July 23, 2019</td>
<td>7:30 a.m.</td>
<td>12:15 p.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Session Hours</strong></td>
<td><strong>Grading period will be completed and submitted by:</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Start – 7:30 a.m.</td>
<td>End – July 23, 2019</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Grading period will be completed and submitted by:</strong></td>
<td>July 23, 2019</td>
</tr>
</tbody>
</table>

**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

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.
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.
**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.
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.

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

2. Pass/Fail Coloring for Grades or Scores.
3. Mute Pass/Fail Coloring
4. Save Alert
5. Assignments Per Page

Will generate a message that you have saved your grade book.

Customize the number of assignments viewed per page.
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.

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.

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.
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.

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%

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

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.”

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

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.

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

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

### 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**.

**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).

**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.

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.
**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**.

---

**Assignment Copier: Step 1**

Select the source and destination sections, along with the assignments to copy. Content that already exists in the destination cannot be copied.

**Source**
- **Year**: 10-19
- **Section**:
  - 02: 20200002-1 Algebra I

**Destination**
- **Year**: 12-19
- **Section**:
  - Select a Section
  - 18-10 Durango H5 Summ
    - 18-10 Durango H5 Summ
      - 00: 20190001-1 Algebra I
      - 02: 20200002-1 Algebra I
      - 03: 20200003-1 Algebra I
      - 04: 20200004-1 Algebra I
      - 05: 20200005-1 Algebra I
      - 06: 20200006-1 Algebra I
      - 07: 20200007-1 Algebra I
      - 08: 20200008-1 Algebra I
      - 09: 20200009-1 Algebra I
      - 10: 20200010-1 Algebra I
      - 11: 20200011-1 Algebra I

**Selected**: 45 assignments

**Assignments in destination**: 0 assignments

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**Note**: The diagram illustrates the steps for copying assignments from one grade book to another, highlighting the source and destination sections and the process for selecting and copying assignments.
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).
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)**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>T</td>
<td>Turned in but not graded yet</td>
</tr>
<tr>
<td>M</td>
<td>Missing (calculates as 0)</td>
</tr>
<tr>
<td>L</td>
<td>Late</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>CH</td>
<td>Cheated (calculates as 0)</td>
</tr>
<tr>
<td>X</td>
<td>Exempt</td>
</tr>
<tr>
<td>Dr</td>
<td>Dropped</td>
</tr>
</tbody>
</table>

**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.
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.
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:
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).

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).
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 NOT use free text when entering comments.
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 direction. 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.
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.
**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.
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%.