



CLARK COUNTY SCHOOL DISTRICT
Technology & Information Systems Services Division
Employee Business Training Department

Infinite Campus Humanities Grade Book

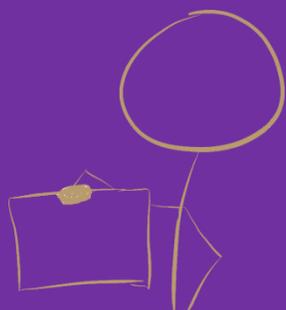


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Infinite Campus Grade Book Humanities

- Printable setup guides are available online at training.ccsd.net. Online tutorial videos are available on the Enterprise Learning Management System (ELMS) website, <http://learn.ccsd.net> by searching “Campus for Teachers.”
- 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.

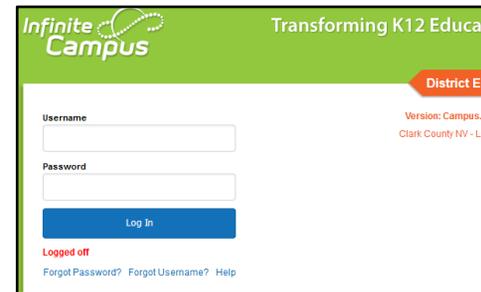


IMPORTANT!
Infinite Campus is a dynamic program that changes every four weeks. These updates might change the look of some of the images for the directions in this document.

Accessing Infinite Campus (IC)

Preferred browser: *Mozilla Firefox*

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

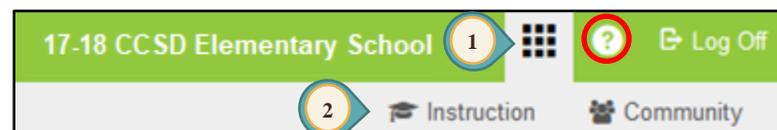


Campus Tools vs. Campus Instruction

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 Campus Tools

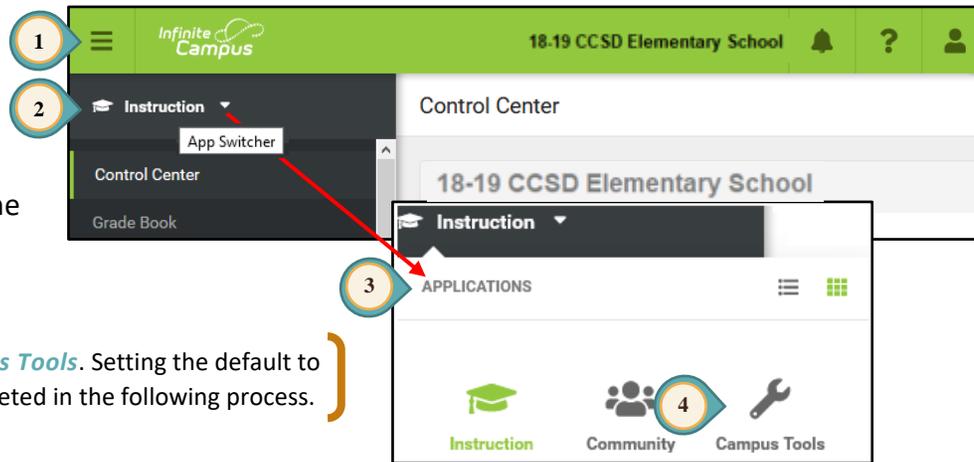
- Select the **APP SWITCHER** in the upper-right corner.
- Click the **INSTRUCTION** link.



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

Accessing Campus Tools from Instruction

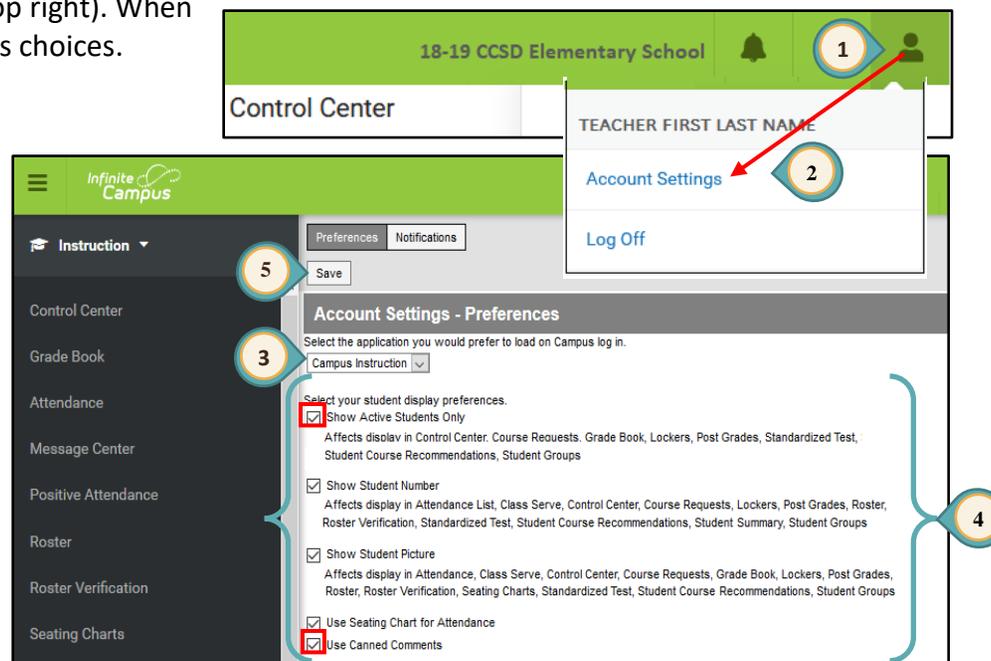
1. The **Open Menu** icon will open/hide the Index Menu (using this allows for additional display area for the **Grade Book**).
2. Select **INSTRUCTION (APP SWITCHER)** from the Index Menu at the left.
3. When clicked, **Instruction** expands to display the **Applications** window.
4. Click the **CAMPUS 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). 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' interface. On the left is a dark sidebar menu with 'Grade Book' selected. The top header shows 'Term: Y (08/14/17 - 05/24/18)' and 'Section: Specials) 037510-1'. The main content area is titled 'Settings' and contains several sections: 'Grade Book Setup' (with a 'Settings' arrow icon), 'Grade Book Tools', and 'Preferences'. The 'Preferences' section includes checkboxes for 'Display Sparkline Graph', 'Pass/Fail Coloring for Grades', 'Pass/Fail Coloring for Scores', 'Mute Pass/Fail Coloring', and 'Save Alert', all of which are checked. A dropdown for 'Assignments Per Page' is set to 100. At the bottom, it shows 'Grade Book Last Updated: 2018-05-14 11:09:00.0' and 'Preferences Last Modified: 2018-04-06 13:00:00.0'. A right sidebar shows a list of sections with '03' next to each.

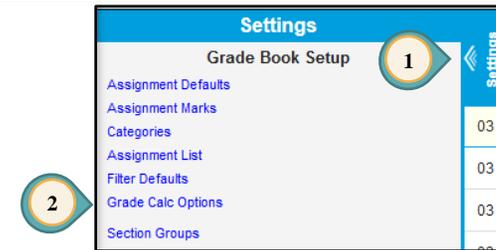
Grade Calc Options - Verification Process

Grade Calculations will be preset by the District for all active accounts; however, verify the settings in **EACH** section are correct. **Teachers should verify settings** using the directions below. (Humanities Grade Books **do not** have **STANDARDS**; they only have **Grading Tasks** to be verified.)

Note: Grade Calculations will be preset by the District for all NEW sections created. **Please verify settings** using the directions below.

Grade Calculation (Progress Grade, Overall Grade, Semester 1, and Semester 2)

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**.
4. Confirm **Overall Grade** under **Type** is set to **IN PROGRESS GRADE**.
5. Confirm **ESN GRADING** for the **Grading Scale**.
6. Confirm **WEIGHT CATEGORIES** box is checked for **OVERALL GRADE**.
7. Click **CLOSE** when the section has been verified.
Repeat steps 3 through 6 for each of the remaining sections.



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

Term	Standard/Grading Task	Composite	Rollup	Calculation
Y	Progress Grade	<input type="checkbox"/>	<input type="checkbox"/>	Type: No Calculation Post-only - No Calculation
Y	Overall Grade	<input type="checkbox"/>	<input type="checkbox"/>	Type: In Progress Grade *Grading Scale: ESN Grading <input checked="" type="checkbox"/> Weight Categories <input type="checkbox"/> Use Score's % Value <input type="checkbox"/> Limit Assignments to Last <input type="checkbox"/> Cumulative Grading Starting in
Y	Semester 1	<input type="checkbox"/>	<input type="checkbox"/>	Type: No Calculation Post-only - No Calculation
Y	Semester 2	<input type="checkbox"/>	<input type="checkbox"/>	Type: No Calculation Post-only - No Calculation

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

Grade Book Tip!

For a better understanding of grade calc setup, watch the videos in the Enterprise Learning Management System (ELMS) at (<http://learn.ccsd.net>). Search for "Campus for Teachers."

WARNING!

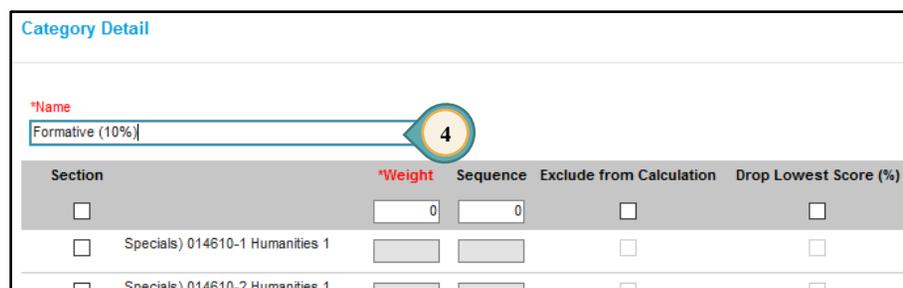
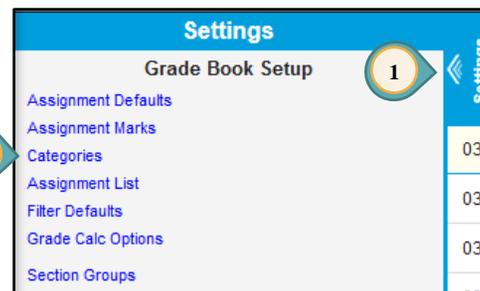
If the Grade Calculations are different than those described above for Humanities Grade Books, please submit a Quick-IT or contact the USS Help Desk at (702)799-3300.

Verify that Composite is not checked for any Grading Task!

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 the categories.
4. Enter the category **Name**. If weights are used, put the weight amount in parenthesis after the title. This ensures that category weights will show on the Parent Portal.



Best Practice in Grading: Formative scores should not have an impact on the overall grade. A range of 0%-10% for a formative category would be 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%

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**. Leave the 0 and the categories will be placed in alphabetical order.
8. When creating the category **Does Not Count Towards Grade** mark the **Exclude from Calculation** check box. (This can be used for entering work not at grade level and additional information.)
9. Click **SAVE**. Repeat the steps to create each new category.
10. Verify each section has all categories you have chosen to add by changing the Section from **All** to a specific section (i.e., Humanities 3).

Grade Book Tip!

Using the boxes in the dark gray bar will place the settings for ALL of the sections listed.

Category Detail

*Name
Formative (10%)

Section	*Weight	Sequence	Exclude from Calculation	Drop Lowest Score (%)
<input checked="" type="checkbox"/>	10	0	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Specials) 014610-1 Humanities 1	10	0	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Specials) 014610-2 Humanities 1	10	0	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Specials) 024610-1 Humanities 2	10	0	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Specials) 034610-1 Humanities 3	10	0	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Specials) 044610-1 Humanities 4	10	0	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Specials) 054610-1 Humanities 5	10	0	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Specials) 004610-2 Humanities K	10	0	<input type="checkbox"/>	<input type="checkbox"/>

Save Delete Close

Grade Book Tips!

1. The **Category List** will display ALL of the Categories that were created for sections in the grade book.
2. If 0% is selected, make sure to check the **Exclude From Calculation** box.
3. Created categories will only display in the **Standards** and the **Assignment Overview** when an assignment is created and placed in that category.
4. 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."

Category List

Section Specials) 034610-1 Humanities 3 10

Name	Weight	Sequence	Exclude From Calculation	Drop Lowest (%)
Does Not Count Towards Grade	0.000	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Formative (10%)	10.000	0	<input type="checkbox"/>	<input type="checkbox"/>
Summative (90%)	90.000	0	<input type="checkbox"/>	<input type="checkbox"/>

Add Close

Example showing:
Category weights equaling 100% and Category Excluded.



IMPORTANT!

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

Assignment Marks

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., 19-20 Humanities).
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, as shown below.

IMPORTANT!

1. When creating Assignment Marks 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:

E	90-100	Exceptional Progress
S	70-89	Satisfactory Progress
N	0-69	Needs Improvement

Seq	Score	% Earned	Passing
1	E	95.0	<input checked="" type="checkbox"/>
2	S	80.0	<input checked="" type="checkbox"/>
3	N	80.0	<input type="checkbox"/>

Section Groups (Optional)

SECTION GROUPS allow a teacher to group similar sections together in a single grade book view or create an Alias (Teacher Name) for the numbered sections.

Creating a Section Group

This optional tool will be especially convenient for those teaching more than one section of a particular grade level. Section Groups make scoring assignments easier by combining matching assignments into shared columns in the grade book. Selected groups apply to the grade book view only.

1. Click the triple white **SETTINGS** arrows to expand the **Settings** window.
2. Click **SECTION GROUPS** in the **Settings** window.
3. On the **Section Groups** page, click **ADD** to continue.
4. Name the section group.
5. Select the **Sequence** and **Sort** pattern you would like the **Section Group** to appear in the **Section** list.
6. Select the sections to be added to the group by checking the appropriate boxes under **Active**.
7. Optional: **Color** may be selected to assist in viewing students within a section of a **Section Group**.
8. Click **SAVE**.
9. **Section Groups** can be accessed by using the **Section** drop-down menu. When viewing a **Section Group** here, common assignments may be scored together.

Section Group Detail

*Name
Gr1-Johnson

Seq
2

Sort
 Active
 Period
 Course Name

The section with the lowest sequence number will be used to set the preferences for the section group.

Active	Name	Terms	Color	Seq
<input checked="" type="checkbox"/>	Specials) 014610-1 Humanities 1		■	0
<input checked="" type="checkbox"/>	Specials) 014610-2 Humanities 1		■	0
<input checked="" type="checkbox"/>	Specials) 014610-3 Humanities 1		■	0
<input checked="" type="checkbox"/>	Specials) 014610-4 Humanities 1		■	0

Save Delete Close

Section Group Detail

*Name
Gr1-Johnson

Seq
2

Sort
 Active
 Period
 Course Name

The section with the lowest sequence number will be used to set the preferences for the section group.

Active	Name	Terms	Color	Seq
<input checked="" type="checkbox"/>	Specials) 014610-1 Humanities 1		■	0
<input type="checkbox"/>	Specials) 014610-2 Humanities 1		■	0

Save Delete Close

Section Specials) 014610-1 Humanities 1

Group

- Kindergarten
- Gr1-Johnson**
- Gr2-Smith
- Grade 1

Section

- Specials) 014610-1 Humanities 1
- Specials) 014610-2 Humanities 1
- Specials) 014610-3 Humanities 1

Assignment Defaults (Optional)

This feature creates templates for assignments that can be applied either automatically or by selection. **NOTE:** Assignments created with defaults may still be edited.

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 assignments).
5. Click the **Apply Automatically** button if you would like the settings entered here to be applied in each new assignment created.
6. Section groups, 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 **Scoring Type** – **Points** or **Marks** and **Assignment Marks** (19-20 Humanities – if created).
11. If most or all assignments have the same **Total Points** value, enter it here.
12. Click **SAVE**.

Grade Book Tips!

1. Assignment Marks cannot be changed once used to score an assignment. If an Assignment Mark is created for each school year (i.e., 19-20 Humanities), the Default Assignment will ensure that current year's Assignment Mark is being used.
2. For additional information regarding Assignment Defaults, use the following link:

<https://content.infinitecampus.com/sis/Campus.1921/documentation/assignment-defaults/>

The screenshot shows the 'Settings' window with 'Grade Book Setup' selected. The 'Assignment Defaults' section is expanded, and the 'Add' button is highlighted. The 'Setup Defaults' form is shown with the following fields and callouts:

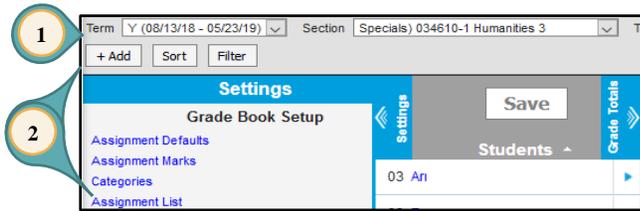
- 1:** Settings menu icon
- 2:** Assignment Defaults menu item
- 3:** Add button
- 4:** *Name field (Socratic Seminar)
- 5:** Apply Automatically checkbox
- 6:** Sections dropdown (Any Sections)
- 7:** Portal checkbox (checked)
- 8:** Assigned Date dropdown (Current Date)
- 9:** Grade Book Sequence radio button (Increment)
- 10:** Scoring Type dropdown (Marks)
- 11:** Assignment Marks dropdown (19-20 Humanities)
- 12:** Save button

The 'Assignment Default List' window shows a table with columns: Template Name, Section Group, and Apply Automatically. The table is currently empty with 'No Results' displayed.

Assignments

Creating Assignments

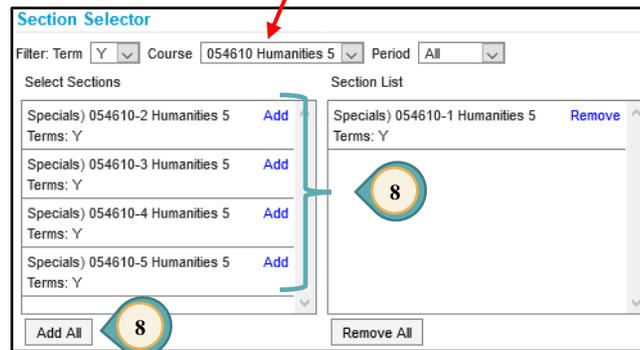
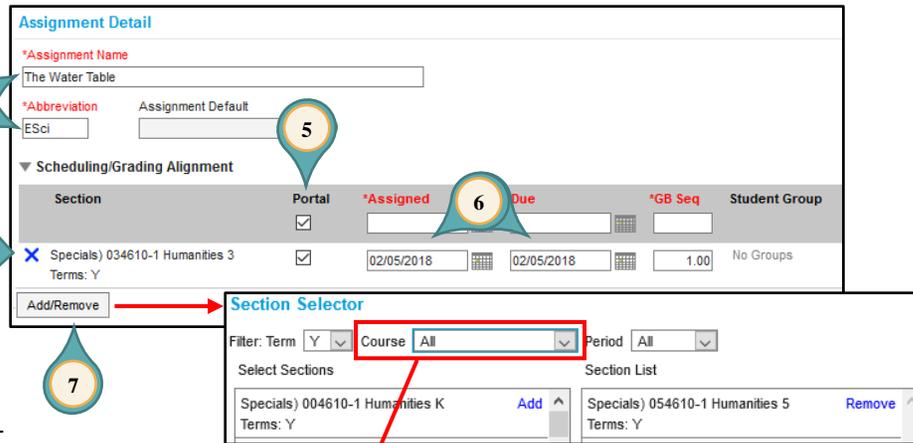
Assignments can be created in the *Assignment List* under *Settings* or from the **+ADD** button within the grade book.



1. Select the appropriate *Term*, *Section*, and **OVERALL 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 if not already applied automatically.
4. The current *Section* will display.
5. *Portal* allows assignments to be displayed in the parent portal and is selected by default.
6. Choose an *Assigned* and *Due* date.
7. Click the *Add/Remove* button. The *Section Selector* window displays **ALL** sections of the grade book. Change the *Course* to the appropriate grade level course.
8. Click the *Add* link, next to each section that receives the assignment, or use the *Add All* button, if appropriate.

Grade Book Tip!

The *Assignment List* displays all of the assignments for the section.



Grade Book Tips!

1. Once the *Course* drop-down is set to the correct grade level course, the *Add All* button can be used instead of selecting the like sections.
2. Using *Section Groups* can add ALL like sections to an assignment without using the *Add/Remove* button (Search Help (?) for additional details).

9. Click the **REMOVE** link for any section that does not receive the assignment.
10. Click **OK** to continue (if additional sections were added, the assigned and due dates may need to be reset).
11. Choose the **Category** where the assignment will be placed from the drop-down menu.
12. Leave **Include in Grade Calculation** checked.
13. **OVERALL GRADE** is selected as the **Grading Task** for assignments by default.
14. Select **Points/Marks** for **Scoring Type**. Select the appropriate **Assignment Marks** if **Marks** are used. (See page 7 for more about **Assignment Marks**.)
15. Enter a **Total Points** value.
16. Click **SAVE** before closing.

Section	Portal	*Assigned	*Due	*GB Seq	Student Group
Specials) 034610-1 Humanities 3 Terms: Y	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	No Groups
Specials) 034610-2 Humanities 3 Terms: Y	<input checked="" type="checkbox"/>	02/05/2018	02/05/2018	1.00	No Groups
Specials) 034610-3 Humanities 3 Terms: Y	<input checked="" type="checkbox"/>	02/05/2018	02/05/2018	1.00	No Groups
Specials) 034610-4 Humanities 3 Terms: Y	<input checked="" type="checkbox"/>	02/05/2018	02/05/2018	1.00	No Groups
Specials) 034610-5 Humanities 3 Terms: Y	<input checked="" type="checkbox"/>	02/05/2018	02/05/2018	1.00	No Groups
Specials) 034610-6 Humanities 3 Terms: Y	<input checked="" type="checkbox"/>	02/05/2018	02/05/2018	1.00	No Groups

*Category: Formative (10%)
 Include in Grade Calculation:
 *Standard/Grading Task: Overall Grade
 Scoring Type: Points
 *Total Points: 10
 *Multiplier: 1

Grade Book Tips!

1. Click **Score** to add scores in multiple cluster view.
2. Click **New Assignment** to add another assignment. Infinite Campus automatically saves the created assignment and opens a new **Assignment Detail** window.
3. 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.

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** and **Multi-Score** allow mass scoring options in one assignment.
- 📍 When scoring assignments using **Marks**, type the appropriate mark such as: **E, S, N** (a numeric value can be used, as well as **Fill Scores/Comments**, if desired).

Grade Book Tip!

Use the **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**.

The screenshot shows the Infinite Campus Grade Book interface. At the top, there are dropdown menus for Term (Y (08/24/15 - 06/01/16)), Section (Specials) 014610-2 Humanities 1, and Task (Overall Grade). Below these are buttons for '+ Add', 'Sort', and 'Filter'. The main area is divided into 'Settings' (with a double blue arrow), 'Save', and 'Grade Totals' (with a double blue arrow). The 'Save' button is highlighted with a red callout box. The 'Grade Totals' section shows 'Proc: Procedures', 'Seq: 1.00', 'Due: 11/05', 'Summative (100%)', and 'Points: 50'. To the right of this section are buttons for 'Fill Scores/Comments' and 'Multi-Score', which are highlighted with a yellow callout box. Below this is a table with columns 'T', 'M', 'L', 'I', 'Ch', 'X', 'Dr' and a 'Evaluate Work' button. The table has three rows, each with a student ID (01 /, 01 B, 01 B:) and a score of 'S' in a green cell.

Best Practice 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.

IMPORTANT!

Do not forget to click **SAVE** after entering scores in the grade book!

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

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

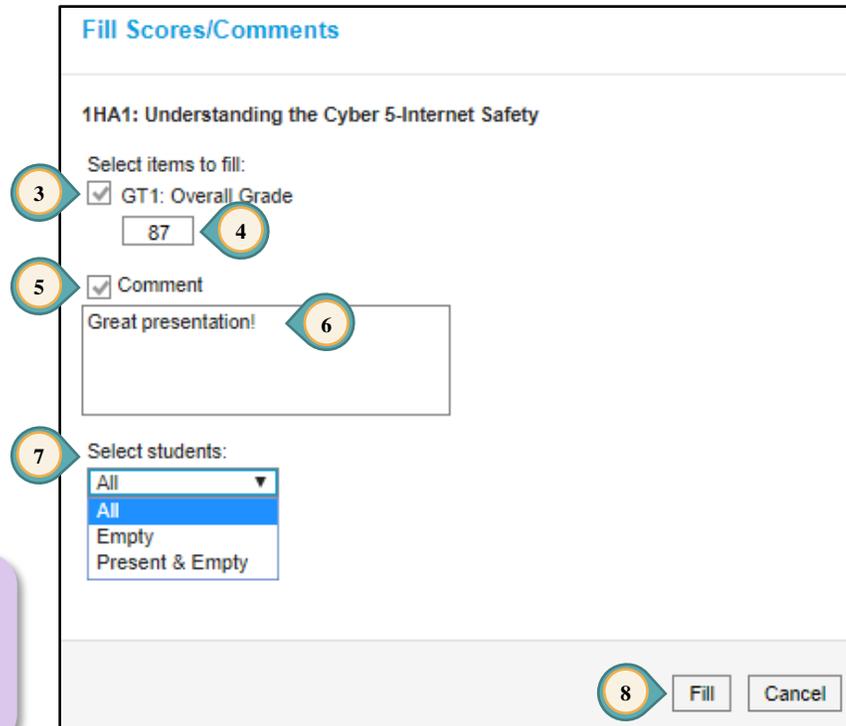
Fill Scores/Comments (Optional)

Teachers can choose to use the **Fill Scores** option to apply the same score to multiple students at once. Individual scores can still be adjusted for specific students.

1. Click double blue arrows to expand the assignment window.
2. Click **FILL SCORES/COMMENTS**.



3. Check the box next to **Overall Grade**.
4. Enter a score (if **Points** are the **Scoring Type**) or select from the drop-down menu (If **Marks** are the **Scoring Type**).
*This example shows **Fill Options** for an assignment using **Points**.*
5. Check the box next to **Comment** (if applicable).
6. Type a comment (if applicable).
7. Click the correct group for **Select students** from the drop-down menu.
8. Click **FILL**.
9. Verify scores and click **SAVE**.



Grade Book Tip!

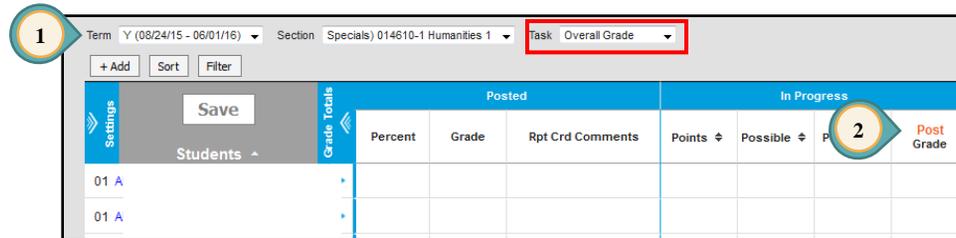
To better understand using the **Fill Scores/Comments** feature, watch the Humanities Grade Book video “Grading & Posting Scores” in the Enterprise Learning Management System (ELMS) at (<http://learn.ccsd.net>). Search for “Campus for Teachers.”

Custom Progress Reports

Posting Progress Grades

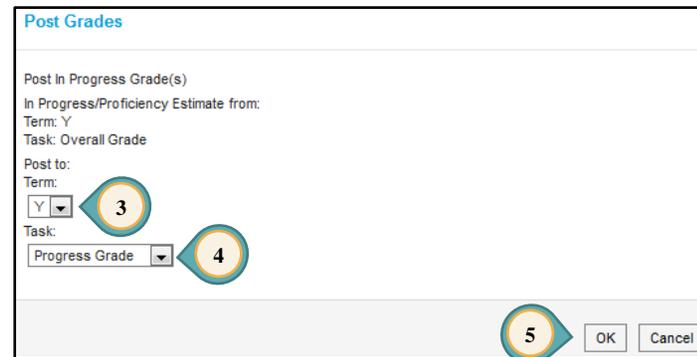
Posting grades for progress reports can be done at any time throughout the year. Overall grades should be updated, posted, and printed prior to a student's withdrawal.

1. Select appropriate **Term**, **Section**, and **OVERALL GRADE** for the **Task**.
2. Under **In Progress**, select **POST**.
3. Select **TERM Y**.
4. Select **PROGRESS GRADE** from the **Task** drop-down menu.
5. Click **OK**.



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

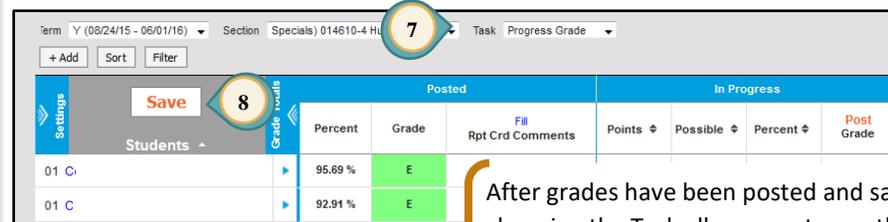
6. Read the warning and click **OK**.
7. Ensure the **Task** is **PROGRESS GRADE** and verify all grades are posted.
8. Click **SAVE**.



Grade Book Tips!

1. The **Show Active Students Only** box under **Account Settings** (see page 2) should be checked before posting grades.
2. A **Multi-Post Grades** option is available from the Settings > Grade Book Tools menu (See Page 16). Additional information for using the tool can be found in Campus Help at:

<https://content.infinitecampus.com/sis/1921/documentation/multi-post-grades/>



After grades have been posted and saved, changing the Task allows you to see the Overall or Progress Grades.

Report Cards

Posting Grades for Report Cards

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. Teachers **must** post grades to Semester 1 or 2 for students withdrawing with fewer than 15 days left in that semester. When all grades are finalized and posted, report cards are printed by the classroom teacher or by the administration at the school.

1. Select appropriate **Term**, **Section**, and **Overall Grade** for the **Task**.
2. Under **In Progress** area, select **POST**.
3. Select **TERM Y**.
4. Select appropriate **Task** (Semester 1 or Semester 2) from the **Task** drop-down menu.

Note (Step 4):

1. When posting grades for Semester 1 select the task - **Semester 1**.
2. When posting grades for Semester 2 select the task - **Semester 2**.

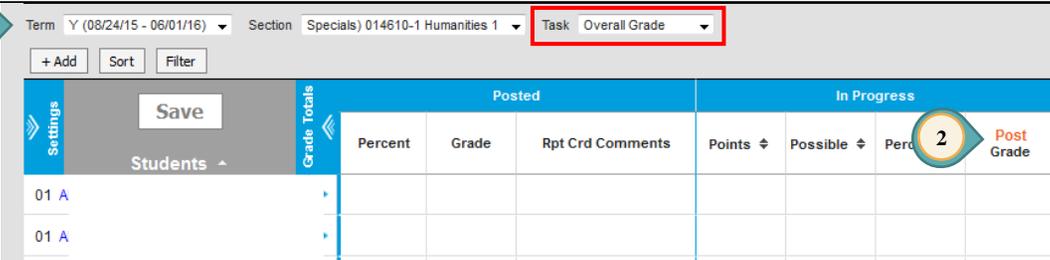
5. Click **OK**.
6. Click **OK** when the warning screen appears.

Grade Book Tip!

The **Show Active Students Only** box under **Account Settings** (see page 2) should be checked before posting grades for report cards.

IMPORTANT!
 Dates when all grades must be finalized and posted can be found at: training.ccsd.net > GRADE BOOK > Traditional Elementary Humanities > Attendance, Progress Report & Report Card Calendar.

1



Students	Posted			In Progress		
	Percent	Grade	Rpt Crd Comments	Points	Possible	Perd
01 A						
01 A						

Post Grades

Post In Progress Grade(s)
 In Progress/Proficiency Estimate from:
 Term: Y
 Task: Overall Grade

Post to:
 Term: Y (3)
 Task: Semester 1 (4)

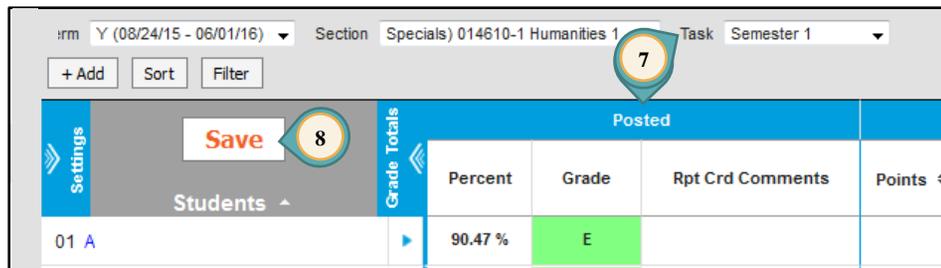
5 OK Cancel

Warning

Grades will be posted upon save.

6 OK

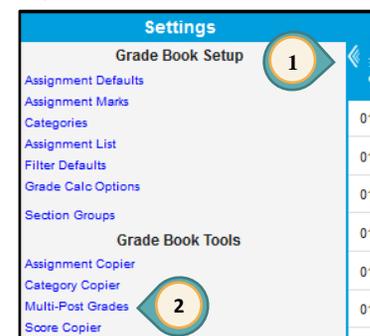
7. Ensure the appropriate **Task** is displaying (Semester 1 or Semester 2) and verify all grades are posted.
8. Click **SAVE**.



Posting using Multi-Post Tool (Optional)

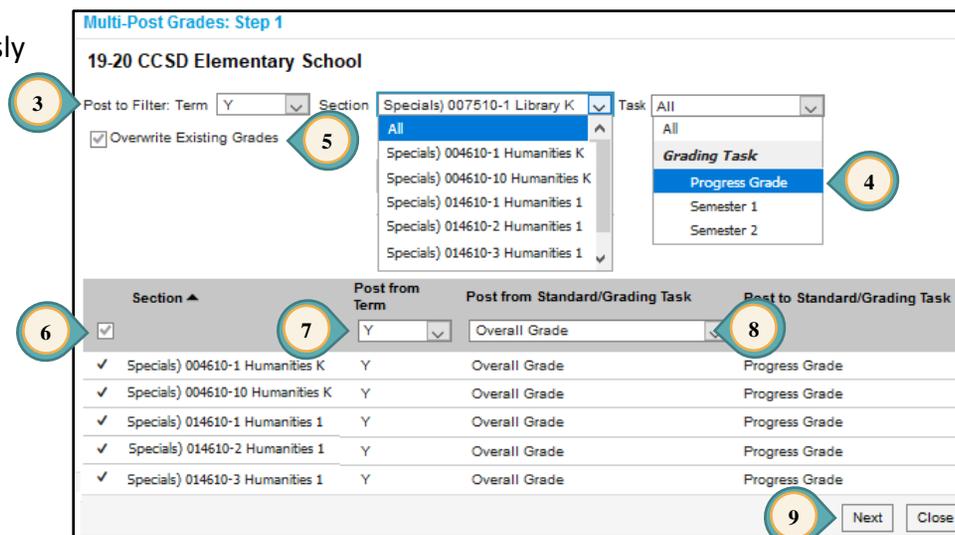
The Multi-Post Grades tool allows teachers to post grades for multiple tasks at the same time. Grades are posted from the Overall Grade Task of the In-Progress grades area of the grade book.

1. Click the triple white **SETTINGS** arrows to expand the **Settings** window.
2. Click **MULTI-POST GRADES** in the **Settings** window.



MULTI-POST GRADES: STEP 1

3. Leave the default setting **Y** for the **Post to Filter: Term** and change the **Section** to **ALL**.
4. Select the appropriate grading task (Progress Grade or Semester 1 or 2 for report cards) from the **Task** drop-down menu.
5. Select **OVERWRITE EXISTING GRADES**. **NOTE:** Selecting **OVERWRITE EXISTING GRADES** will replace **ALL** previously posted grades for the Grading Task selected.
6. Click the **Section** check box (in the gray bar) to select ALL of the sections.
7. Choose **Y** from the **Post from Term** menu.
8. Choose **Overall Grade** from the **Post from Standard/Grading Task** (Overall Grade is located at the end of the list).
9. Click **NEXT**.



MULTI-POST GRADES: STEP 2

- Optional: Review what grades will be posted by clicking on the Section name. (Click the ? for additional details by searching Multi-Post Grades.)
- Click **POST** to complete the Multi-Post process.
- A message indicating "Your grades have been posted successfully" displays.
- Click **CLOSE** to return to the grade book.
- Click **BACK** to post another set of grades.

Grade Book Tip!

When reviewing the *Step 2* summary, the *No Grades* column will indicate when students in a section have no overall grade. Click the listed section link to view the student(s).

Multi-Post Grades: Step 2

19-20 CCSD Elementary School
Post to Y

Section ▲	Post from Term	Post from Standard/Grading Task	Post to Standard/Grading Task	New/Updated Grades	No Grades
Specials) 004610-1 Humanities K	Y	Overall Grade	Progress Grade	23	0
Specials) 004610-10 Humanities K	Y	Overall Grade	Progress Grade	23	0
Specials) 014610-1 Humanities 1	Y	Overall Grade	Progress Grade	18	0
Specials) 014610-2 Humanities 1	Y	Overall Grade	Progress Grade	22	0
Specials) 014610-3 Humanities 1	Y	Overall Grade	Progress Grade	23	0

Back Post Close

Multi-Post Grades: Step 2

Your grades have been posted successfully.

19-20 CCSD Elementary School
Post to Y

Section ▲	Post from Term	Post from Standard/Grading Task	Post to Standard/Grading Task	New/Updated Grades	No Grades
Specials) 004610-1 Humanities K	Y	Overall Grade	Progress Grade	23	0
Specials) 004610-10 Humanities K	Y	Overall Grade	Progress Grade	23	0
Specials) 014610-1 Humanities 1	Y	Overall Grade	Progress Grade	18	0
Specials) 014610-2 Humanities 1	Y	Overall Grade	Progress Grade	22	0
Specials) 014610-3 Humanities 1	Y	Overall Grade	Progress Grade	23	0

Back Close

Adjusting Posted Grades

Posted grades can be adjusted in the *Posted* section of your 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.

- Select **POST GRADES** from the Index Menu on the left.
- Select the appropriate *Term* (Y), *Section*, and *Task* (Semester 1 or Semester 2).
- Posted grades will already be present. To adjust these grades, use the *Percent* and *Grade* fields. (Use the Grade drop-down menu to select an E, S, or N.)
- Click **SAVE**.

Instruction ▼ 2 Term Y (08/29/16 - 06/08/17) Section Specials) 034610-6 Humanities 3 Task Semester 2

Save 4 Post, Grade, Comment Multi-Post Grades Graphs Show Post by Standard/Grading Task

Post by Standard/Grading Task

Students	Posted			In Progress	
	Percent	Grade	Report Card Comments	Grade	Evidence
03 A #137	80.00	S			Manage
03 Anx #12C	96.00	N			Manage
03 Bar #113	96.00	E			Manage

Student Withdrawals

Prior to withdrawing a student, grades must be posted. If the student is transferring **within** the District, grades should be posted to **Progress Grade**. If the student is transferring **outside** of the District, grades should be posted either to **Progress Grade** or to the report card's **Semester Grade** (1 or 2), as appropriate. Teachers **must** post grades to Semester 1 or 2 for students withdrawing with fewer than 15 days left in that semester.

Posting Withdrawal Grades

1. Select **POST GRADES** from the Index Menu on the left.
2. Select the appropriate **Term** (Y), **Section**, and **Task** (Progress Grade for progress reports or Semester 1 or 2 for report cards).
3. Overall grades may be present. To change these grades, use the **Percent** and **Grade** fields.
4. Click **SAVE**.

The screenshot shows the 'Post by Standard/Grading Task' interface. The left sidebar has 'Post Grades' selected (1). The top navigation shows 'Term' as 'Y (08/29/16 - 06/08/17)', 'Section' as 'Specials) 034610-6 Humanities 3', and 'Task' as 'Progress Grade' (2). Below this are buttons for 'Save' (4), 'Percent, Grade, Comment', 'Multi-Post Grades', 'Graphs', 'Show', and 'Post by' set to 'Standard/Grading Task'. The main table has columns for 'Students', 'Percent', 'Grade', 'Report Card Comments', 'Canned Comment', 'In Progress', and 'Evidence'. Three students are listed: 03 A #137 (80.00, S), 03 Anc #12C (96.00, N), and 03 Bar #113! (96.00, E). The 'Grade' dropdown for the first student is open, showing options S, E, S, N (3).

Grade Book Tip!

To enter grades for a report card:

1. When the Grading Window is open, grades and percentages can be entered into Semester 1 or 2 as described in Steps 1-4.
2. When the Grading Window is closed, teachers can provide the school administration with the student's Overall grade and percentage to be entered into the report card – Semester 1 or 2 record.

Transfer Grades

When a student enrolls in a section, scores/grades do not automatically transfer. 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 are put into the grade book for the student.

Teachers are not required to use transfer grades.

Method 1 - Using Student Summary Report

Teacher 1 (the student is being withdrawn)

1. In Instruction, select **REPORTS** from the Index Menu on the left.
2. In the **Reports** menu, select **STUDENT SUMMARY**.
3. Select the appropriate **Term** and **Section**.
4. For the **Report Options** select the desired fields.
5. For the **Format Options** select the desired fields.
6. Select individual students or all.
7. Select the assignments to be included.
8. Select **GENERATE PDF** (or Word DOCX).
9. **Repeat** steps 3-8 for all sections.
10. Select **CLOSE** when finished.

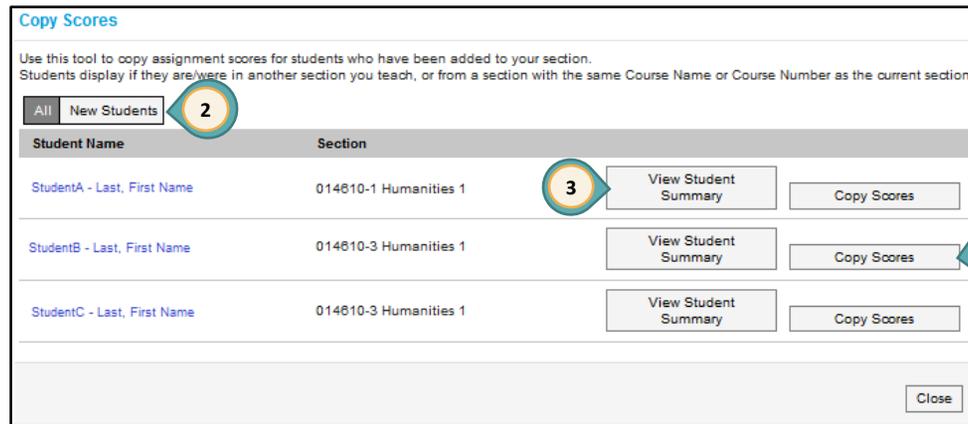
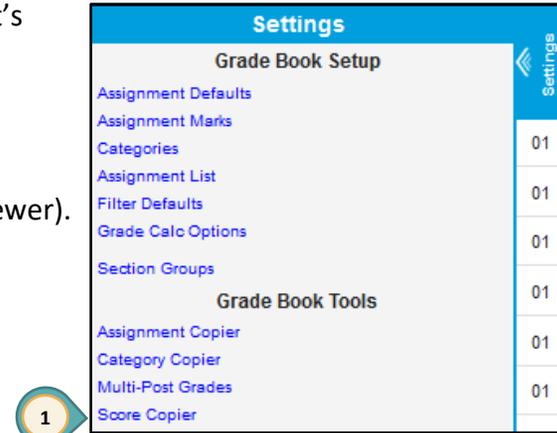
The screenshot shows the 'Reports' menu on the left with 'Reports' highlighted (1). The main area shows the 'Reports' page with 'STUDENT SUMMARY' selected (2). A callout box says 'NEW report display and Favorites menu.' The 'Student Summary' page is shown with 'Instructions' (3), 'Context' (Term: Y - (08/13/18 - 05/23/19), Section: (Specials) 034610-5 Humanities 3), 'Report Options' (4), and 'Format Options' (5). The 'Report Options' section includes checkboxes for 'Show These Assignment Detail Fields' (Name, Category Name, Due Date, Assigned Date, Multiplier, Score, Points Possible, Percent, Score Comments, Student Instructions) and 'Grade Summary' (Show Assignment Categories, Show Total Points, Show In-Progress Grade, Show Final Grade, Show Grade Percentages, Parent/Guardian Signature, Attendance Summary, Student-level Comments, Hide Exempt Assignments, Report Card Comments). The 'Format Options' section includes 'Student Sort' (Student Name), 'Shade' (Alternate Grade Rows, Alternate Assignment Rows), and 'Display Student' (Name, Number). At the bottom, the 'Select Students' table (6) shows a student 'Abi' selected (7), and the 'Select Assignments' section shows '034610-5 Humanities 3' selected (7). The 'Generate PDF' button (8) and 'Close' button (10) are also visible.

Teacher 2 (the student is being enrolled)

Accessing the Student Summary Report

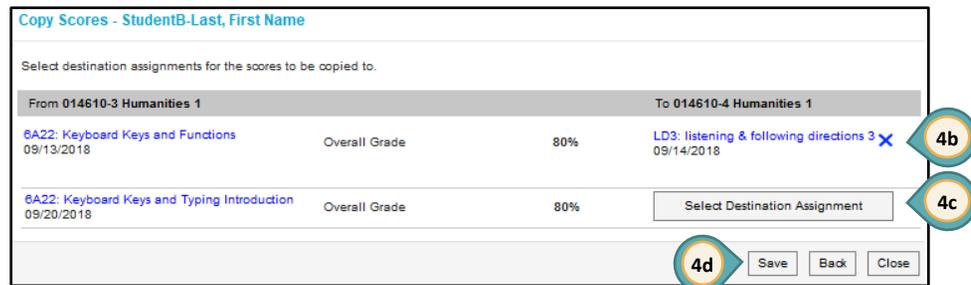
With a recent enhancement to Infinite Campus, teachers have access to the Student Summary report for students transferring to their sections. This new access also includes the option to copy scores from the student's previous section, as determined by the receiving teacher.

1. In **Settings** select **SCORE COPIER** under **Grade Book Tools**.
2. The **Copy Scores** window allows teachers to view the Student Summary for **All** currently-enrolled students or just for **New Students** (enrolled for five days or fewer).
3. To access a Student Summary report for the student's previous section at your school, select **VIEW STUDENT SUMMARY**.
4. An additional option is available to copy scores into your grade book from the student's previous section at your school.
 - a) Click **COPY SCORES** to view assignments and scores.
 - b) Assignments with a match in the new section will be listed on the right under the destination section (**To:**).
 - c) If an assignment does not have a direct match, click **SELECT DESTINATION ASSIGNMENT** to see a list of possible destination assignments.
 - d) Click **SAVE** to copy scores into the student's new section.



Grade Book Tips!

1. As always, please use professional judgement when adding ANY student scores to the grade book.
2. Copied scores automatically include a comment indicating where the assignment's score originated.



Once previous scores are obtained, the receiving teacher may enter transfer scores as they see fit. For this example, a Transfer Grade is being added to a Grade 1 Humanities section.

1. Add a new assignment using the title **Transfer Grade** for each section. (See page 10 and 11 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 enter 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 12 for Exempt grade code.)

Assignment Detail

*Assignment Name: 1

*Abbreviation: Assignment Default i

▼ Scheduling/Grading Alignment

Section	Portal	*Assigned	*Due	*GB Seq	Student Group
✕ Specials) 014610-1 Humanities 1 Terms: Y	<input checked="" type="checkbox"/>	<input type="text" value="02/07/2018"/>	<input type="text" value="02/07/2018"/>	<input type="text" value="1.00"/>	No Groups

*Category:

Include in Grade Calculation

*Standard/Grading Task	Scoring Type	*Total Points	*Multiplier
✕ Overall Grade	Points	100	1

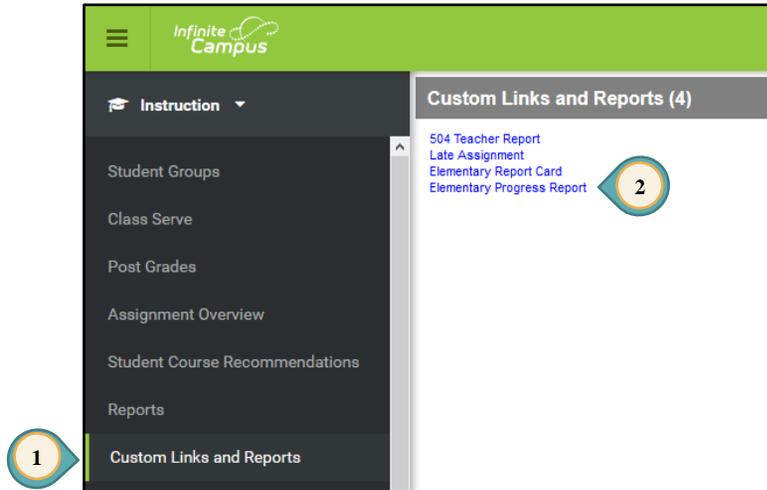
Grade Book Tips!

1. Selecting the appropriate standard(s), as presented on the progress report, will show matching placement areas for all grades entered. (This allows for the student's grade reports to show the standard(s) assessed during the current school year.)
2. After clicking the **SAVE** button, click **SCORE** to enter the transfer grade for the new student and then **EXCLUDE** existing students.
3. After entering the student transfer grade, exclude the assignments that have already been scored for the other students in the section. This removes the assignments from the student's "To Do List" in the portal.

Method 2 - Using Extended Date Progress Report

Teacher 1 (the student is being withdrawn)

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



3. From the **Select by Section** field choose the correct Teacher and Section/Grade.
4. From the **Single Student** field 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**, 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 Instruction Index Menu.

The screenshot shows the 'Elementary Student Progress Report' form. At the top left is a 'Back' link circled with '11'. The form title is 'Elementary Student Progress Report'. Below the title is a note: '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.' The 'Report Options' section includes:

- 'Select Students by' with a dropdown menu showing 'TEACHER LAST, FIRST NAME-- 034610-1 Humanities 3' circled with '3'.
- 'OR' separator.
- 'Single Student' dropdown menu showing 'Last Name, First Name' circled with '4'.
- 'From Date' field with '04/01/2019' circled with '5' and 'To Date' field with '05/01/2019' circled with '6'.
- 'Active Only' checkbox checked, circled with '7'.
- 'Sort Options' with radio buttons for 'Student Name' (selected) and 'Teacher', circled with '8'.
- 'Print Options' dropdown menu showing 'English Only' circled with '9'. A dropdown menu is open below it, listing options: 'English Only', 'English with Home Primary Language', 'Home Primary Language', 'English with Preferred Language', 'Preferred Language', and 'English Only' (highlighted).
- 'Generate Report' button circled with '10' at the bottom.

Teacher 2 (the student is being enrolled)

For this example, a transfer grade is being added to a Grade 1 Humanities section.

1. Add a new assignment using the title **Transfer Grade** for each section. (See pages 10 and 11 for creating an assignment.)
2. Use the **Progress 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 enter into the grade book for the student.



IMPORTANT! When entering the score for a new **Transfer Grade** assignment, all other existing students must be **excluded** for the assignment. (See page 12 for Exempt grade code.)

Assignment Detail

*Assignment Name
Transfer Grade

*Abbreviation TG Assignment Default

▼ Scheduling/Grading Alignment

Section	Portal	*Assigned	*Due	*GB Seq	Student Group
<input checked="" type="checkbox"/> Specials) 014610-1 Humanities 1 <small>Terms: Y</small>	<input checked="" type="checkbox"/>	02/07/2018	02/07/2018	1.00	No Groups

Add/Remove

*Category
Summative (90%)

Include in Grade Calculation

*Standard/Grading Task	Scoring Type	*Total Points	*Multiplier
<input checked="" type="checkbox"/> Overall Grade	Points	100	1

Add

Delete Copy New Assignment Score Save Close

Grade Book Tips!

1. Selecting the appropriate standard(s), as presented on the Progress Report, will show matching placement areas for all grades entered. (This allows for the student's grade reports to show the standard(s) assessed during the current school year.)
2. After clicking the **SAVE** button, click **SCORE** to enter the transfer grade for the new student and then **EXCLUDE** existing students.
3. After entering the student transfer grade, exclude the assignments that have already been scored for the other students in the section. This removes the assignments from the student's "To Do List" in the portal.

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 website, <http://learn.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 you teach.
- Categories* and their *Weights* are determined by the site administration.
 - Verify the categories are associated with all appropriate sections.
 - Verify the weight of the categories used in each section total 100%.

MY ASSIGNMENTS HAVE BEEN PLACED AT THE OVERALL GRADE TASK

- 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 in the Index Menu on the left.
 - Assignments in the wrong location can be recognized easily and moved appropriately.

I HAVE SELECTED THE CORRECT SCORING TYPE FOR MY ASSIGNMENTS (Points or Marks only)

- Points* scoring is for assignments using points and must have a *Total Points* value set.
- Marks are only for teachers who have created *Assignment Marks* in their grade book. When using *Assignment Marks*, all assignments must have a *Total Points* value set.

MY ASSIGNMENT MARKS ARE CORRECT (if created)

- Verify *Assignment Marks* score(s) **DO NOT** use the same abbreviation as a grade code (i.e., L = Late, I = Incomplete, etc.).
- If *Assignment Marks* are different for the current school year, verify a **NEW** set marks has been created. (**WARNING:** Modifications of previously created *Assignment Marks* can affect grades in previous grade books.)