CCSD

CLARK COUNTY
SCHOOL DISTRICT

Infinite Campus
Kindergarten Grade Book

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Infinite Campus Grade Book Kindergarten

- 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*

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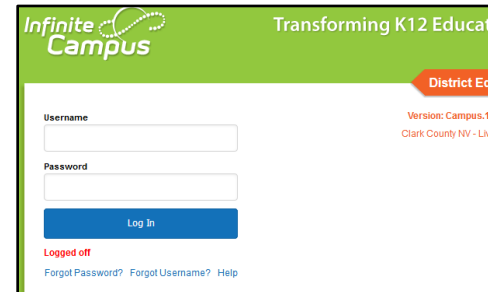
Campus Tools vs. Campus Instruction

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 Campus Tools

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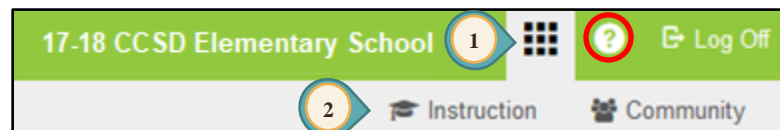
Campus Help (?) provides documents and tutorials from Campus Community that relates to the area of Campus where you are working.

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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

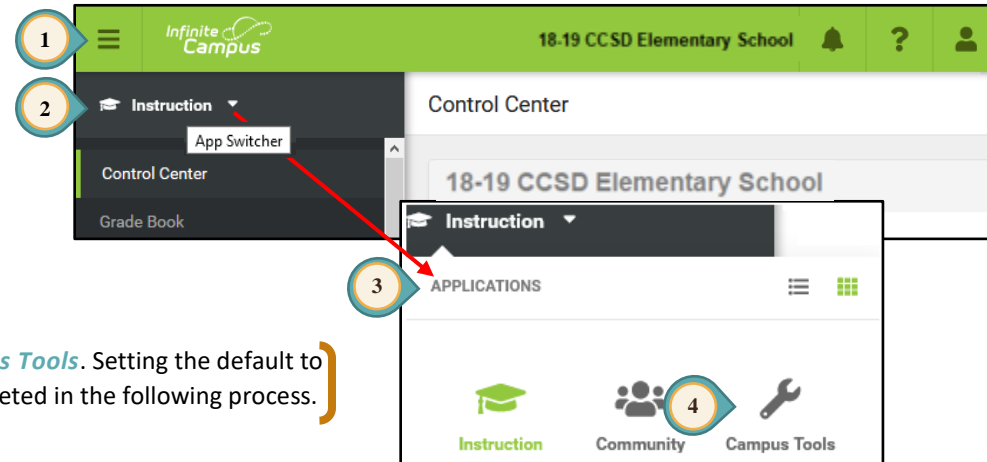1. In *Instruction*, click the **USER MENU** icon (at the top right). When clicked, the *User Menu* icon expands to display its choices.
2. Click **ACCOUNT SETTINGS**.
3. Change the application in the drop-down menu to **CAMPUS INSTRUCTION**. Once **SAVED**, this will make *Instruction* the default application 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.

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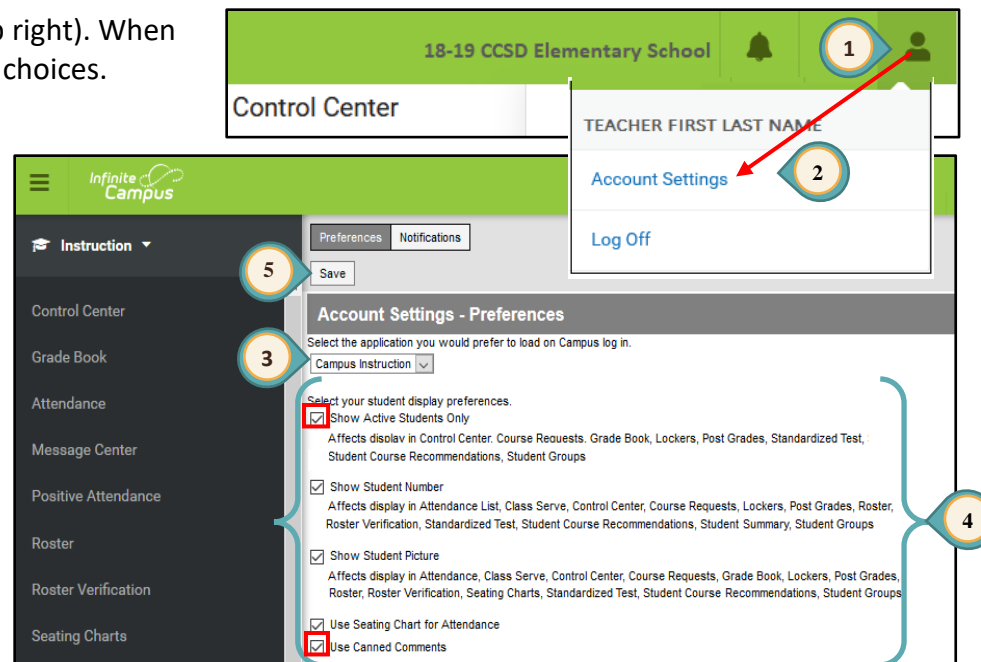
Grade Book Setup

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 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.

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Grade Calc Options – Verification Process

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

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

Grade Calculation (Strands and Standards/Clusters)

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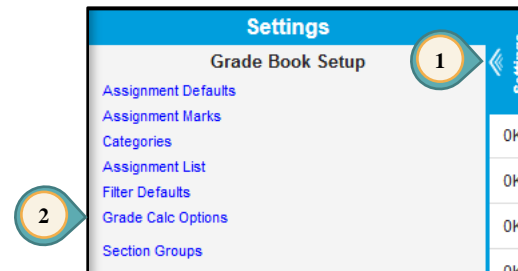
The Filters above the gray line are to remain set to All.

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

Grade Book Tip!
For a better understanding of how the Grade Calc Options affect your grade book, watch the videos in the Enterprise Learning Management System (ELMS) at (http://learn.ccsd.net).

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

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

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

Grade Calculation

Y	Progress Grade	☐	☐	Type
			6	No Calculation
				Post-only - No Calculation

Y	Overall Grade	☑	☐	Type
		7	8	In Progress Grade
				*Grading Scale
				Kinder Mastery ⓘ

IMPORTANT!

Kindergarten will utilize a two level mastery scale.

2 = Meets
1 = Approaches

	*Child Task/Standard	*Weight	Effective %
7	Y Speaking and Listening	0.0000	0.00

Y	Semester 1	☐	☐	Type
				No Calculation
				Post-only - No Calculation

Composite will not be selected for Semester 1 or Semester 2.

9

Y	Semester 2	☐	☐	Type
				No Calculation
				Post-only - No Calculation

10 Close

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

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Creating Categories

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

1. Click the triple white **SETTINGS** arrows to expand the *Settings* window.
2. Select **CATEGORIES** in the *Settings* window.
3. Click **ADD** to create the categories.
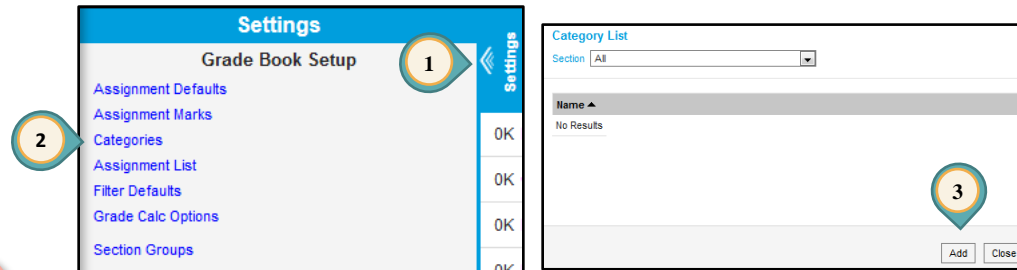
> **Best Practice in Grading:** Formative scores should not have an impact on the overall grade.
>
> **Category Examples:**
> Formative
> Summative
> Does Not Count Towards Grade

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

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

> **Grade Book Tip!**
> Create a category called **Does Not Count Towards Grade**. This can be used for entering work that is done below grade level and additional information.

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

Category List

Section: Reading) 001210-3 Reading K ⑩

- All
- Health) 006310-3 Health K
- AM) 008530-3 Homeroom K AM All Day
- PM) 008540-3 Homeroom K PM All Day
- Language) 001610-3 Language K
- Math) 002510-3 Mathematics K
- Reading) 001210-3 Reading K
- Science) 003610-3 Science K
- Social Stu) 004310-3 Social Studies K
- Speak/Lis) 001810-3 Speaking and Listening K
- Writing) 001410-3 Writing K

Name	Weight	Sequence	Exclude From Calculation	Drop Lowest (%)
Does Not Count Towards Grade	0.000	0		
Formative	0.000	0		
Summative	0.000	0		

Weighting of categories is not applicable (see note).

Add Close

Grade Book Tips!

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

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

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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*.
5. Click the *Apply Automatically* button if you would like the settings entered here to be applied in each new assignment created. NOTE: Assignments created with defaults may still be edited.
6. Section groups, if created, can be selected.
7. The *Portal* button is automatically checked, indicating that the assignment will be shown on the portal.
8. Desired Assigned and Due dates may be selected.
9. *Sequence* may be selected.
10. *Scoring Type* can be set to *Rubrics*, applying it automatically to each assignment created.
11. Click SAVE.

Settings

Grade Book Setup

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

Assignment Default List

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

Template Name	Section Group	Apply Automatically
No Results		

Add   Close

Setup Defaults

*Name
Working with Capital Letters

Apply Automatically ☐

Sections
Any Sections ▼
No section groups exist.

Portal
☑

Assigned Date
Current Date ▼

Due Date
Same as Assigned Date ▼

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

Grade Book Sequence
○ Increment
⦿   1.00

Scoring Type
Rubrics ▼

Save   Close

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Assignments

Creating Assignments

Assignments can be created in the *Assignment List* under *Settings* **or** from the **+ADD** button within the grade book.
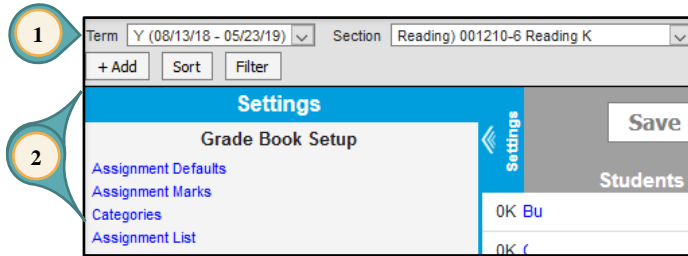
Grade Book Tip!
The **Assignment List** displays all of the assignments that have been created for the section.

1. Select the appropriate *Term*, *Section*, and *Task* (standards/clusters **only**).
2. Click the **+ADD** button to create an assignment.
3. Enter the *Assignment Name* and an *Abbreviation* (up to 5 characters). An *Assignment Default* may be selected here.
4. The current *Section* will display. (***Do not** use the *Add/Remove* button unless you teach more than one of the same *Section*.)
5. *Portal* allows assignments to be displayed in the parent portal and is selected by default.
6. Choose an *Assigned* and *Due* date.
7. Choose the *Category* where the assignment will be placed from the drop-down menu.
8. Leave *Include in Grade Calculation* checked.

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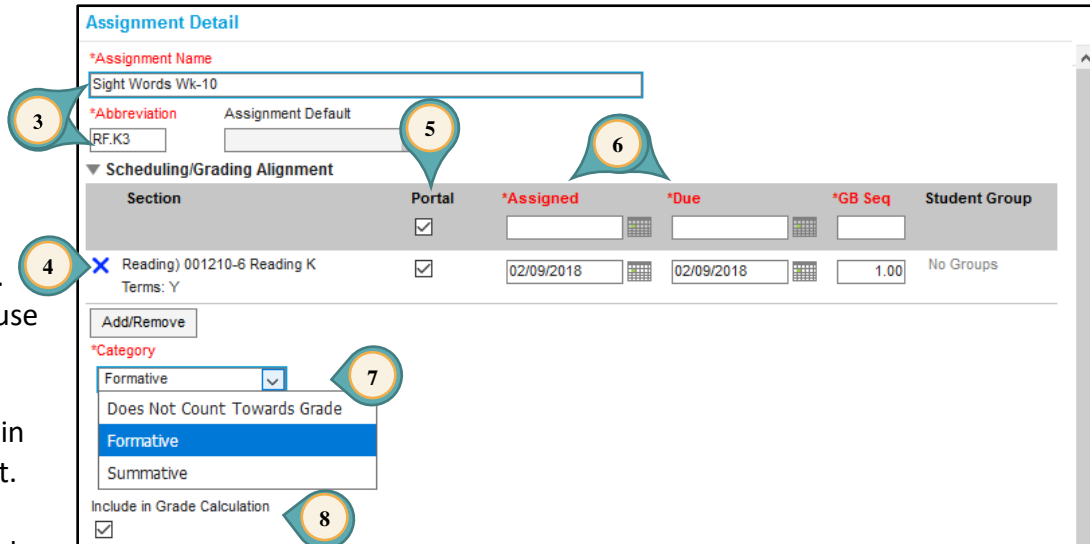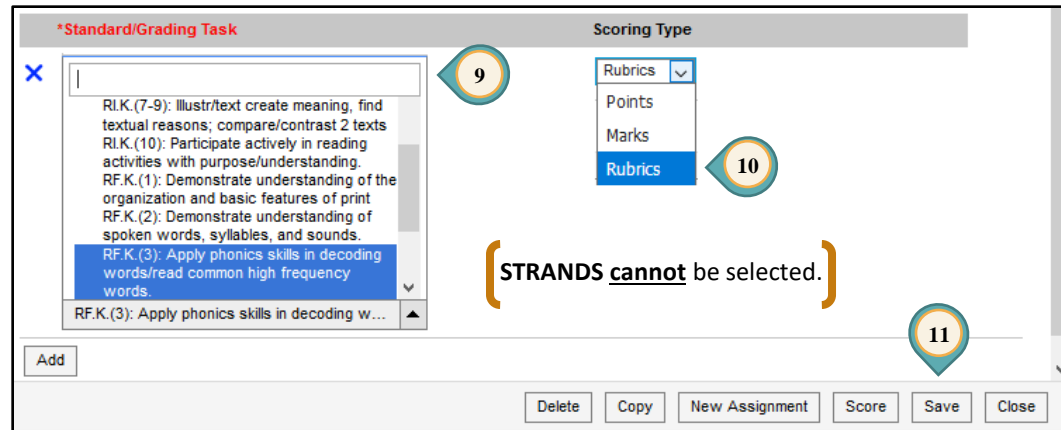
9. Select the standard(s)/cluster(s) that applies from the drop-down menu. ***Do NOT*** select Overall Grade.
10. Select RUBRICS for *Scoring Type*.
11. Click SAVE **before** closing.

> **IMPORTANT!**
> Kindergarten teachers will only select the **Rubrics** option when entering assignments.
>
> **Caution**: Other options will **NOT** trend properly.

*Standard/Grading Task	Scoring Type

RI.K.(7-9): Illustr/text create meaning, find textual reasons; compare/contrast 2 texts
RI.K.(10): Participate actively in reading activities with purpose/understanding.
RF.K.(1): Demonstrate understanding of the organization and basic features of print
RF.K.(2): Demonstrate understanding of spoken words, syllables, and sounds.
RF.K.(3): Apply phonics skills in decoding words/read common high frequency words.
RF.K.(3): Apply phonics skills in decoding w...

Rubrics / Points / Marks / Rubrics

STRANDS cannot be selected.

Add | Delete | Copy | New Assignment | Score | Save | Close

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

ASSIGNMENT SETUP EXCEPTION: When entering an assignment using the "**Does Not Count Towards Grade**" category, after naming the assignment and choosing the section:
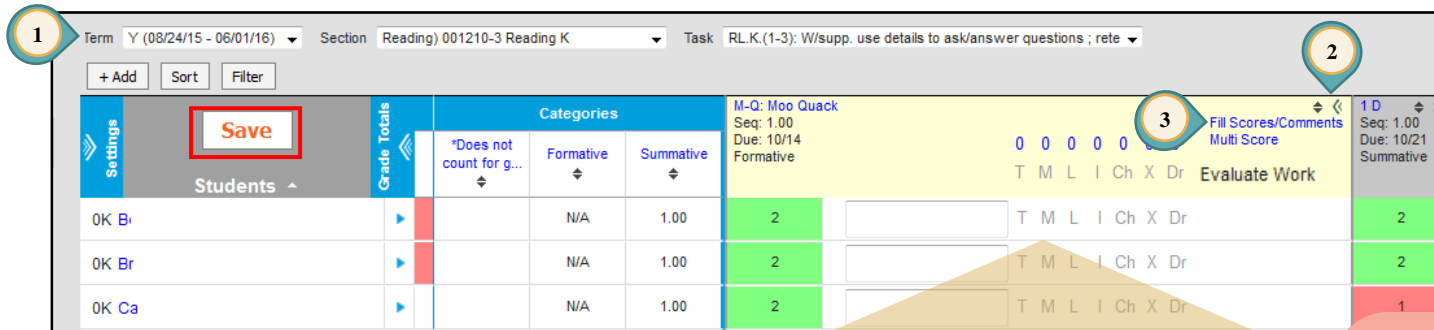
- Select OVERALL GRADE **ONLY** for the *Standard/Grading Task.
- Select POINTS/MARKS for *Scoring Type*.
- Enter a value for the *Total Points*.
- Click SAVE before closing.

*Category
Does Not Count Towards

Include in Grade Calculation ☑

*Standard/Grading Task	Scoring Type	*Total Points	*Multiplier
Overall Grade	Points	10	1

Add | Delete | Copy | New Assignment | Score | Save | Close

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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* and *Multi Score* allow mass scoring options and scoring multiple clusters in one assignment.
   - The feature, *Section Groups*, allows teachers with multiple **Same** subject sections to grade all sections sharing the **Same** assignment (search "Section Groups" in Infinite Campus help ❓).

IMPORTANT!

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

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

IMPORTANT!

Kindergarten will utilize a two-level mastery scale.

2 = Meets
1 = Approaches

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

Best 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.

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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**.

Custom Progress Reports

Posting Progress Grades
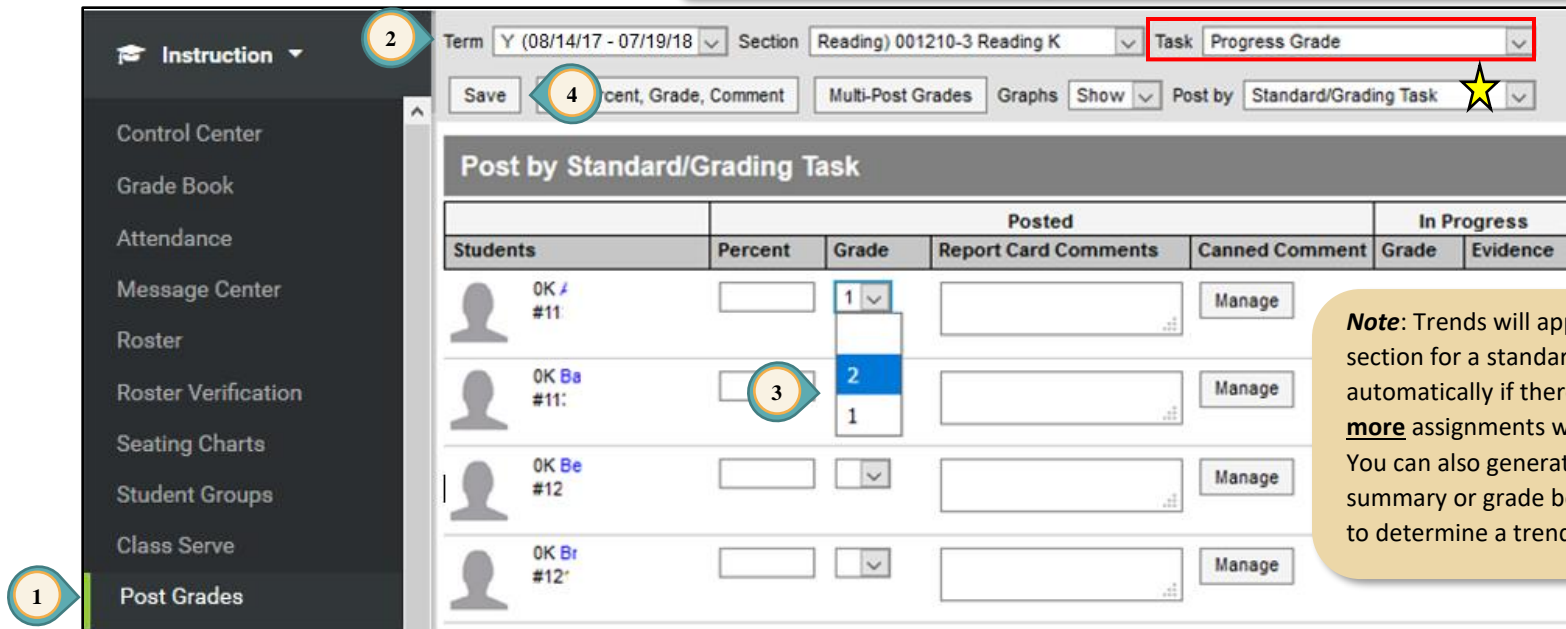
Grades will not post by using the orange *Post* link in the grade book to auto populate the *Progress Grade*. A grade is determined by analyzing the trend(s) of a student's scores for the standard/clusters. Posting grades for Progress Reports can be done at any time throughout the year. Overall grades should be updated, posted, and printed prior to a student's withdrawal.

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

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

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

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

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

Printing Custom Progress Reports

Progress Reports are printed by the classroom teacher or by the administration at the school. Overall grades should be updated, posted, and printed prior to a student's withdrawal.

1. Select *Custom Links and Reports* from the Index Menu on the left.
2. Single click the *Elementary Progress Report* link.
3. *Select by Section*: Select the teacher's Homeroom AM section.
4. Date Range: Dates since last Progress Report.
5. *Active Only*: Select the checkbox.
6. *Sort Options*: Select STUDENT NAME.
7. From the *Print Options* drop-down menu, select ENGLISH ONLY.
8. Click GENERATE REPORT.
9. Close the report when finished, and click BACK to return to the Campus Instruction Index Menu.
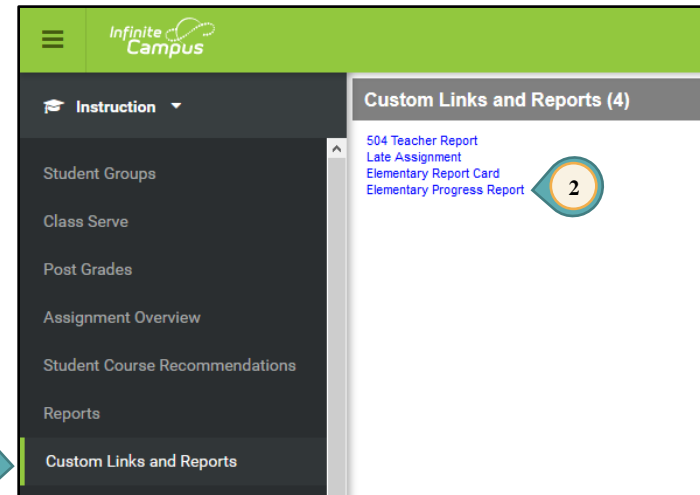
Late assignments will only be visible for the date range selected.

Grade Book Tip!
To print a Progress Report without assignments, select the "From Date" and "To Date" to be the same as the date the report is being printed (ex. From 05/01/2020 – To: 05/01/2020).

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Report Cards

Grades will **not** auto-populate. Determine grades by analyzing trends. Posting grades for report cards will be done at set times throughout the year. You will be given the dates when all grades must be finalized and posted. Teachers **must** post grades to Semester 1 or 2 for students withdrawing with fewer than 15 days left in that semester. Report cards are printed by the classroom teacher or by the administration at the school.

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

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

Tasks Requiring Grades (Strands/Domains and Semester)

Section: Reading (K)
Task: Semester 1 & 2
Task: Reading Literature
Task: Reading Informational Text
Task: Reading Foundational Skills

Section: Writing (K)
Task: Semester 1 & 2

Section: Speaking and Listening (K)
Task: Semester 1 & 2

Section: Math (K)
Task: Semester 1 & 2
Task: Counting and Cardinality
Task: Operations and Algebraic Thinking
Task: Numbers and Operations in Base Ten
Task: Measurement and Data
Task: Geometry

Section: Language (K)
Task: Semester 1 & 2

Section: Science (K)
Task: Semester 1 & 2
Task: Nature of Science
Task: Physical Science
Task: Earth and Space Science
Task: Life Science

Section: Health (K)
Task: Semester 1 &2

Section: Social Studies (K)
Task: Semester 1 & 2

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

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Posting Grades for Report Cards

Posting grades for report cards will be done at set times throughout the year.

NOTE: If a student is being withdrawn from a teacher's sections AND grades have been posted to the report card (Semester 1 or 2), a report card should be printed BEFORE the student is withdrawn.

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

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

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Grade Book Tips!

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

Fill Percent, Grade, Comment (Optional)

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

For this example, a grade is being added to the Kindergarten Reading Strand (Reading Literature).

1. Click **Fill Percent, Grade, Comment**.
2. Check the *Grade* box and select the grade from the drop-down menu.
3. **Leave** the *Strand*/*Domain* **checked**.
4. **Uncheck** each *standard*/*cluster* under the *Tasks'* strand.
5. **Do not** select any of the *Canned Comments*.
6. Click **Fill**.
7. Verify grades and click **Save**.

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

Successful Learner Behaviors

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

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

Grade Book Tip!

Use the **Fill Percent, Grade, Comment** button to fill all grades at one time (See page 15).

DO NOT *enter Report Card Comments.*

Report Card Comments

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

Best Practice: Type comments in a word processing document, copy, and paste into the **Report Card Comments** area. **(1,200 character limit)**

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Printing Report Cards

When all grades are finalized and posted, Report Cards are printed by the classroom teacher or by the administration at the school. Teachers **must** post grades to Semester 1 or 2 for students withdrawing with fewer than 15 days left in that semester. In addition, a report card should be printed BEFORE the student is withdrawn.

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

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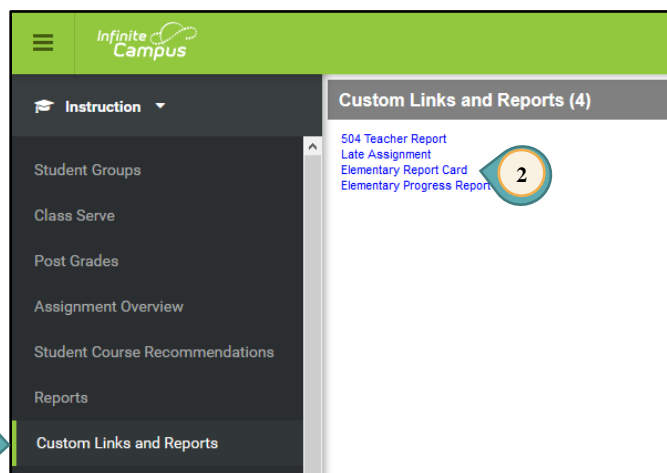
3. Select the section **HOMEROOM AM**.
4. Select all students.
5. Leave *Effective Date* set to default (today's date).
6. Select **TERM 1** (Semester 1) **or TERM 2** (Semester 2).
7. Set appropriate *Attendance Term 1 Ending Date*.
   (See Elementary Report Card Calendar for this date.)
8. From the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

> **Grade Book Tip!** When printing the Semester 2 Report Card, STRAND grades for Reading, Mathematics, and Science appear in the Semester 2 Overall Grade column (no longer displaying in the Semester 1 column).

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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 *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 and ensure a report card is printed BEFORE the student is withdrawn.

Posting Withdrawal Grades

1. Select **POST GRADES** from the Index Menu on the left.
2. Select the appropriate *Term* (Y), *Section* (reading, math, language, etc.), and *Task* (*Progress Grade* for Progress Reports **or** Semester 1 or 2 for report cards).
3. Grades may be present. To change these grades, use the *Grade* field.
4. Click **SAVE**.

IMPORTANT!

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

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

Grade Book Tip!
To enter grades for a report card:
1. When the Grading Window is open, trends 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 section's trend information to be entered into the report card – Semester 1 or 2 record.

Infinite Campus Grade Book - Kindergarten

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 to input in his/her 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.

NEW report display and Favorites menu features.

Reports

Show me reports about — Students, Grades, Assignments, Attendance, Families

Favorites
Click the ☆ that appears next to a report to add it to your favorites list.

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

Student Summary

Instructions
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 term.

Context
Term: Y - (08/13/18 - 05/23/19)
Section: Reading) 001210-2 Reading K

Report Options

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
- ☑ Category Name
- ☑ Due Date
- ☐ Assigned Date
- ☐ Multiplier
- ☑ Score
- ☐ Points Possible
- ☐ Percent
- ☑ Score Comments
- ☑ Student Instructions

Grade Summary
- ☑ Show Assignment Categories
- ☐ Show Total Points
- ☑ Show In-Progress Grade
- ☑ Show Final Grade
- ☐ Show Grade Percentages

Extra Items
- ☐ Parent/Guardian Signature
- ☐ Attendance Summary
- ☑ Student-level Comments
- ☐ Hide Exempt Assignments
- ☐ Report Card Comments

Teacher Comments (printed for each student)

Format Options

Student Sort
Student Name

Shade
- ☑ Alternate Grade Rows
- ☑ Alternate Assignment Rows

Display Student
- ● Name
- ○ Number

Select Students

	Name ↑	Student #	Grade
☑	Bu	12	0K

Select Assignments
☑ Select All   Expand All
▶ ☑ 001210-6 Reading K

[Generate PDF ▼] [Close]

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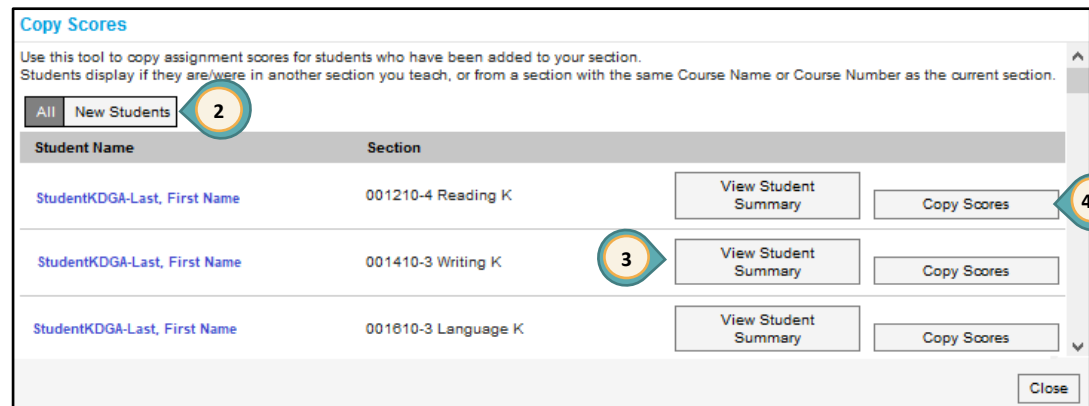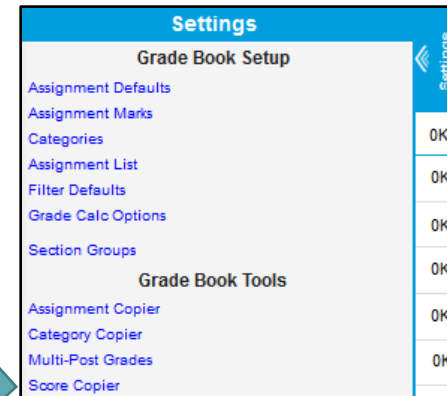
Grade Book Tips!
1. As always, please use professional judgement when adding ANY student scores to the grade book.
2. Copied scores automatically include a comment indicating where the assignment's score originated.

Settings

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

Grade Book Tools
- Assignment Copier — OK
- Category Copier
- Multi-Post Grades — OK
- Score Copier

Copy Scores

Use this tool to copy assignment scores for students who have been added to your section.
Students display if they are/were in another section you teach, or from a section with the same Course Name or Course Number as the current section.

All	New Students			
Student Name	**Section**			
StudentKDGA-Last, First Name	001210-4 Reading K	View Student Summary	Copy Scores	
StudentKDGA-Last, First Name	001410-3 Writing K	View Student Summary	Copy Scores	
StudentKDGA-Last, First Name	001610-3 Language K	View Student Summary	Copy Scores	

Close

Copy Scores - Last, First Name

Select destination assignments for the scores to be copied to.

From 001210-4 Reading K			To 001210-3 Reading K	
LCL: Lower CaseLetter 08/28/2018	Demonstrate understanding …	1	LOWLE: LOWER CASE LETTERS 09/07/2018	✕
A/I: Author/Illustrator 09/07/2018	W/supp. ask/ans. ?'s about u…	1	Select Destination Assignment	

Save Back Close

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 3 Kindergarten Standard.

1. Add a new assignment using the title **Transfer Grade** for each section's standards. (See pages 8 and 9 for creating an assignment.)

2. Use the *Student Summary Report* to enter the previous grades into the **Transfer Grade** assignments**.** It is at the discretion of the new teacher to determine which grades to input in his/her grade book for 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 10 for Exempt grade code.)

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 the SCORE button to complete the transfer grade 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.

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Method 2 – Using Extended Date Progress Report

Teacher 1 (the student is being withdrawn)

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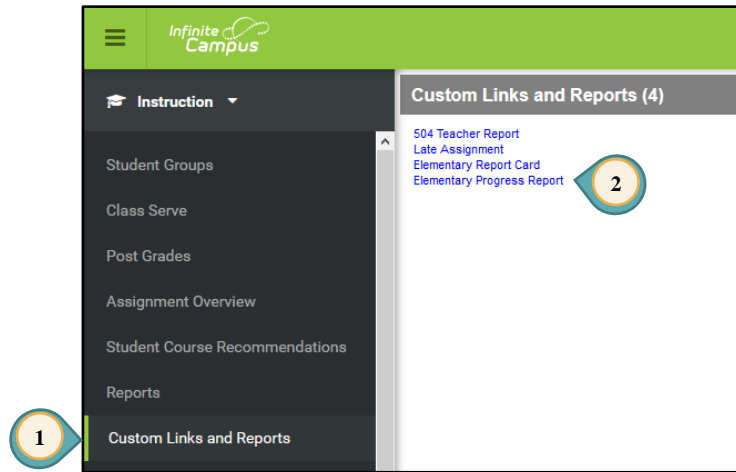
3. From the *Select by Section* field choose HOMEROOM AM (All Day, if indicated).
4. Use the *Single Student* field to choose the needed student.
5. In the *From Date* field, use the initial enrollment date.
6. In the *To Date* field, use the final date of student's attendance.
7. For *Active Only*,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

Teacher 2 (the student is being enrolled)

For this example, a Transfer Grade is being added to a Kindergarten Reading Standard.

1. Add a new assignment using the title *Transfer Grade* for each section's standards. (See pages 8 and 9 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 input 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 10 for Exempt grade code.)

Grade Book Tips!
1. Selecting the appropriate standard(s)/cluster(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 the SCORE button to complete the transfer grade 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.

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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 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* are determined by the site administration.
  - *Categories* have been associated with all applicable sections.
  - *Category Weights* are not applicable when a rubric system is used; the default weight of 0.0% is appropriate.

MY ASSIGNMENTS HAVE BEEN PLACED AT THE STANDARD/CLUSTER LEVEL

- Assignments placed at the *Grading Task* Overall Grade will not be included in the section's trends.
  - Assignments can be moved from a grading task to a cluster/standard if needed.
  - *Overall Grade* **MUST** be checked for any of your *Assignments* placed in the "Does Not Count Towards Grade" category.
- *Assignment Overview* can help you check where your assignments are located: by *Term*, *Task*, and *Category*.
  - *Assignment Overview* is located on the Index Menu on the left.
  - Assignments in the wrong location can be recognized easily and moved appropriately.

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

- The **Rubrics** scoring option is for use by kindergarten teachers and SBRC schools **only**.

Infinite Campus Grade Book - Kindergarten