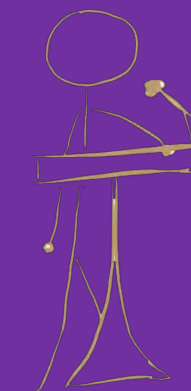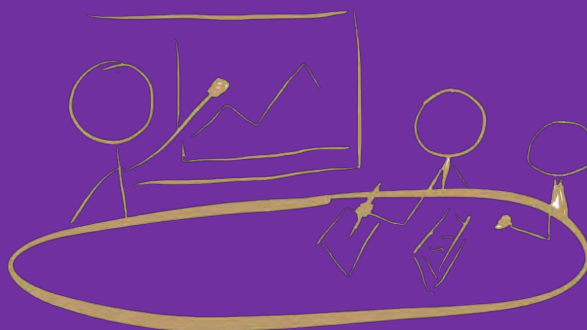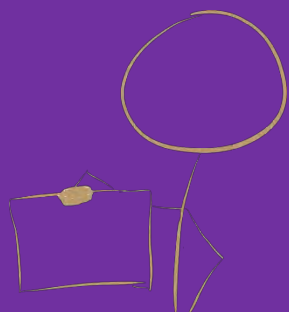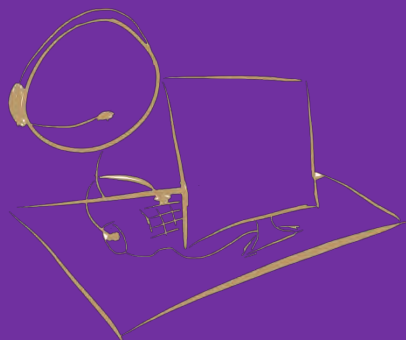**CLARK COUNTY SCHOOL DISTRICT**

Technology & Information Systems Services Division

Employee Business Training Department

Infinite Campus
Grade Book for Administrators

TABLE OF CONTENTS

Infinite Campus Grade Book for Administrators

Printable setup guides are available online at training.ccsd.net. After viewing the online resources, additional grade book technical support is available. For grade book technical support, contact User Support Services at 702-799-3300, submit a "Quick-IT" request, or e-mail "Gradebook Help" 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 directions in this document.

Campus Tools vs. Campus Instruction

Infinite Campus provides two applications for the user. *Campus Tools* allows users 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. Click the **Instruction** link.
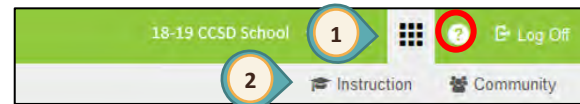
Campus Help (**?**) provides documents and tutorials from Campus Community relating to the area of Campus where you are working.

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.
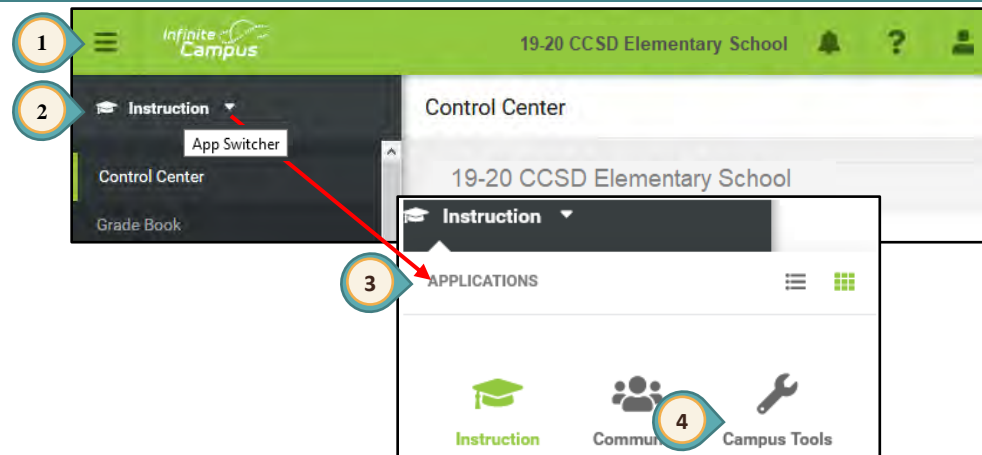
Managing the Grading Window

CCSD will automatically open and close the grading window according to the reporting calendars. Principals and assistant principals have been given the rights to open and close the grading window in the event a teacher does not post grades within the designated window. **Please use CAUTION when opening the grading window for the entire school as previously posted grades can be changed during this time**. You may consider using the exceptions enhancement to open the grading window for a specific grade, course, teacher, or student. See the Infinite Campus document, Grading Window Exceptions, at bit.ly/ICGWE. If you need to make a grade change for just a few students, directions are found on page 12.

If you would like assistance with this process, please call User Support Services at (702) 799-3300 or submit a Quick-IT request.

How to Open the Grading Window for the Entire School (Elementary)

- As a best practice, **generate report cards for all teachers and save the electronic file prior to opening the grading window** in the event grades will need to be restored.
- **Ask teachers not to access grade books, due to maintenance, until a time designated by you**.
  Designate a specific time the window will be opened for the teacher(s) to post grades.

1. From the *Index* tab, expand *Grading & Standards* and select GRADING WINDOW (NEW).
2. Verify the appropriate school year and calendar name.
3. Click SCHEDULE.

Color	Grading Window Status
Red	Closed
Green	Open
Blue	Scheduled
White	No Grading Window

PAGE 2
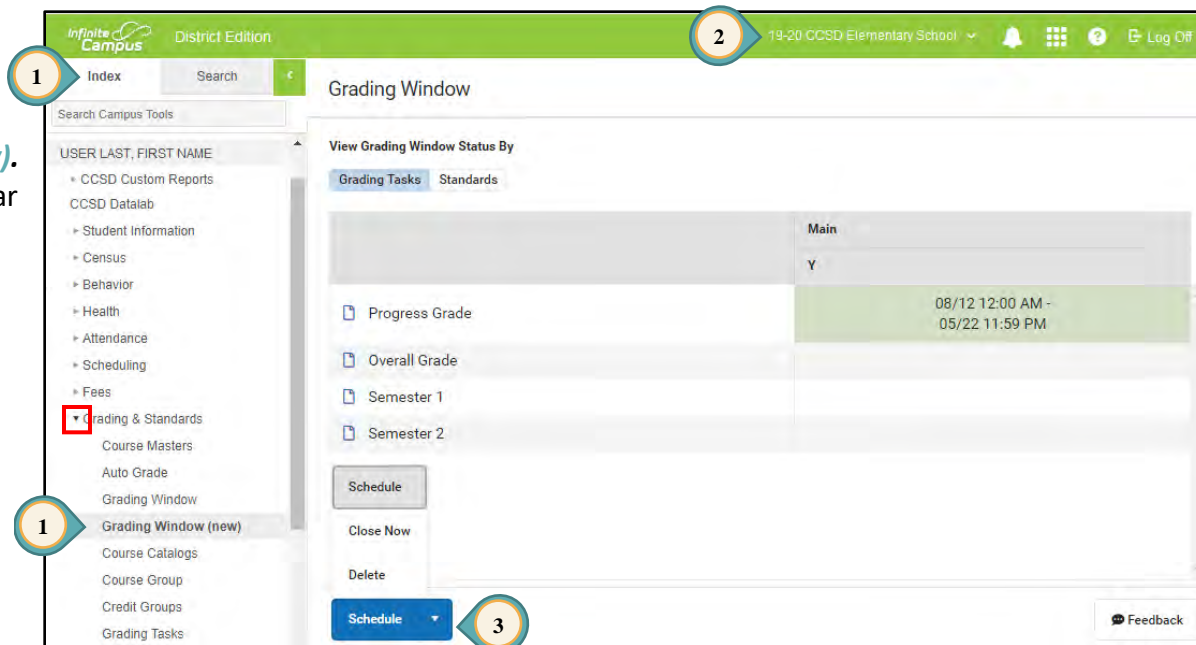
4. Select the CALENDAR GROUPS (year/school name). A search feature is provided if multiple schools are listed.
5. Select the TERMS (elementary schools are single term).
6. Click NEXT.

7. Select a DATE RANGE for the Grading Window (in this example the window has been opened after Semester 1).
   a. Choose the correct month(s) by clicking the navigation arrows.
   b. Click the date to open the window.
   c. Click the date to close the window.
   d. Modify the date/times for the window as required (in this example the window has been opened after Semester 1).
      NOTE: The OPEN/CLOSE DATES AND TIMES can be used to set the required Grading Window alternatively.
8. Click NEXT.
9. Select the appropriate GRADING TASKS (Semester 1 or Semester 2).
10. Click NEXT.
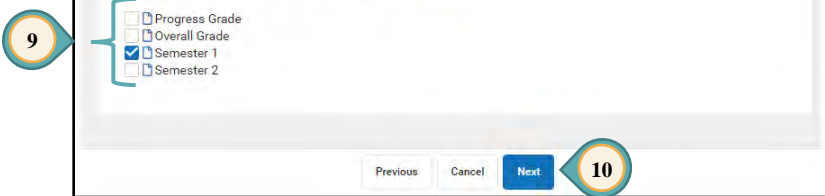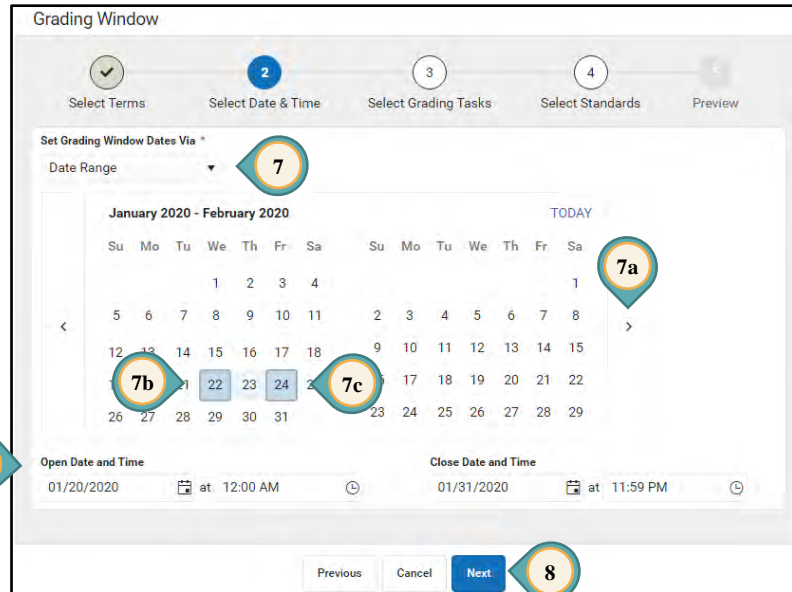
Important! Opening the grading window provides opportunity for all teachers to re-post grades to Semester 1 or 2. An abbreviated time of opening the window and a message to staff to exit Infinite Campus is recommended. Set the date for the SAME day, and the time for a short number of hours to limit access.

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PAGE 3

11. Select the *Successful Learner Behaviors* and *Teacher Comments* (click to expand for *1st or 2nd Term Comments*) from *Standards* (scroll to the end of the listed items to locate).

12. Click **Next**.

13. Verify that all *Successful Learner Behaviors* and appropriate *Term Comments* will be opened as scheduled (use the **Previous** button to change selected items).

14. Click **Finish** (use **Finish & Start Over** if additional grading windows are to be scheduled).

Grading Window

Select Terms — Select Date & Time — Select Grading Tasks — Select Standards — 4 Select Standards — Preview
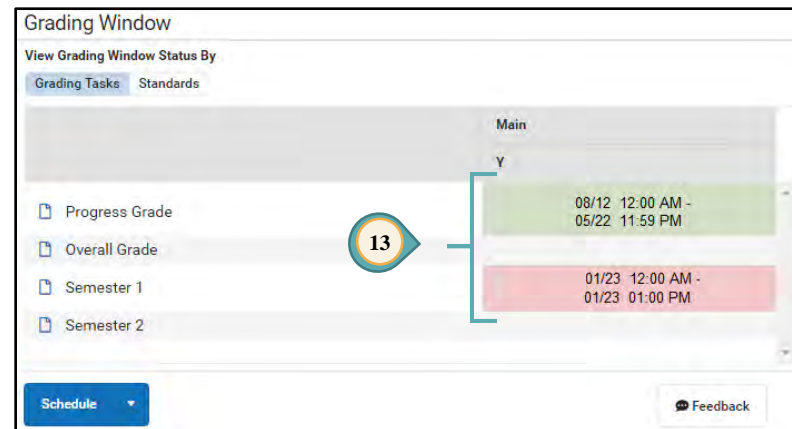
Standards   Include Children on Selection ON

Select All   Deselect All   Expand All   Collapse All

- Reading
- Reading
- Writing
- Speaking and Listening
- Language
- Math
- Science
- Physical Education
- Library
- ▼ ☑ Successful Learner Behaviors
  - ☑ Observes School Rules
  - ☑ Follows Classroom Rules
  - ☑ Follows Directions
  - ☑ Accepts Responsibility
  - ☑ Works Independently
  - ☑ Works Cooperatively
  - ☑ Completes and Returns Homework on Time
  - ☑ Quality of Work
- Teacher Comments
  - ☑ 1st Term Comments
  - ☐ 2nd Term Comments

Note: Multiple sets of subjects may display in the listed Standards. Do not select any of these choices. **ONLY** select *Successful Learner Behaviors* and *Teacher Comments* for the appropriate Term (1st or 2nd Term Comments).

(11)

Previous   Cancel   Next   (12)

Grading Window

Select Terms — Select Date & Time — Select Grading Tasks — Select Standards — 5 Preview

Calendar To Preview

19-20 CCSD Elementary School

	Y	
	Existing	After
Semester 1		01/22 12:00 AM - 01/24 11:59 PM
Successful Learner Behaviors		
Observes School Rules		01/22 12:00 AM - 01/24 11:59 PM
Follows Classroom Rules		01/22 12:00 AM - 01/24 11:59 PM
Follows Directions		01/22 12:00 AM - 01/24 11:59 PM
Accepts Responsibility		01/22 12:00 AM - 01/24 11:59 PM
Works Independently		01/22 12:00 AM - 01/24 11:59 PM
Works Cooperatively		01/22 12:00 AM - 01/24 11:59 PM
Completes and Returns Homework on Time		01/22 12:00 AM - 01/24 11:59 PM
Quality of Work		01/22 12:00 AM - 01/24 11:59 PM
Teacher Comments		
1st Term Comments		01/22 12:00 AM - 01/24 11:59 PM

(13)   (14)

Previous   Cancel   Finish   Finish & Start Over

Grading Window

View Grading Window Status By

Grading Tasks   Standards

	Main
	Y
Progress Grade	08/12 12:00 AM - 05/22 11:59 PM
Overall Grade	
Semester 1	01/22 12:00 AM - 01/24 11:59 PM
Semester 2	

(15)

Schedule ▼   Feedback

15. Grading Window displays the *Grading Tasks*: Progress Grade and Semester 1 **OPEN** (See Page 2 for Color Key).

IMPORTANT!
Close the grading window as soon as changes have been completed.

Closing the Grading Window for the Entire School (Elementary)

Closing the Grading Window is only necessary should the school wish to close the window earlier than previously scheduled (See Page 3 step 7).

1. From the *Index* tab, expand *Grading & Standards* and select *GRADING WINDOW (NEW)*.
2. Verify the appropriate school year and calendar name.
3. Click *CLOSE NOW* (the display automatically changes to Step 1: Select Terms).

Color	Grading Window Status
Red	Closed
Green	Open
Blue	Scheduled
White	No Grading Window

4. Select the *CALENDAR GROUPS* (year/school name). A search feature is provided if multiple schools are listed.
5. Select the *TERMS* (elementary schools are single term).
6. Click *NEXT*.
7. Select the appropriate *GRADING TASK* (Semester 1 or Semester 2).
8. Click *NEXT*.

Note: User MUST click the drop-down arrow to choose Close Now. If the Schedule button is clicked, Grading Window steps default to scheduling a grading window.

9. Select the *SUCCESSFUL LEARNER BEHAVIORS* and *TEACHER COMMENTS* (click to expand for *1ST OR 2ND TERM COMMENTS)* from *Standards* (scroll to the end of the listed items to locate).

10. Click *NEXT*.

11. Verify that all *SUCCESSFUL LEARNER BEHAVIORS* and appropriate *TERM COMMENTS* will be opened as scheduled (use the *PREVIOUS* button to change selected items).

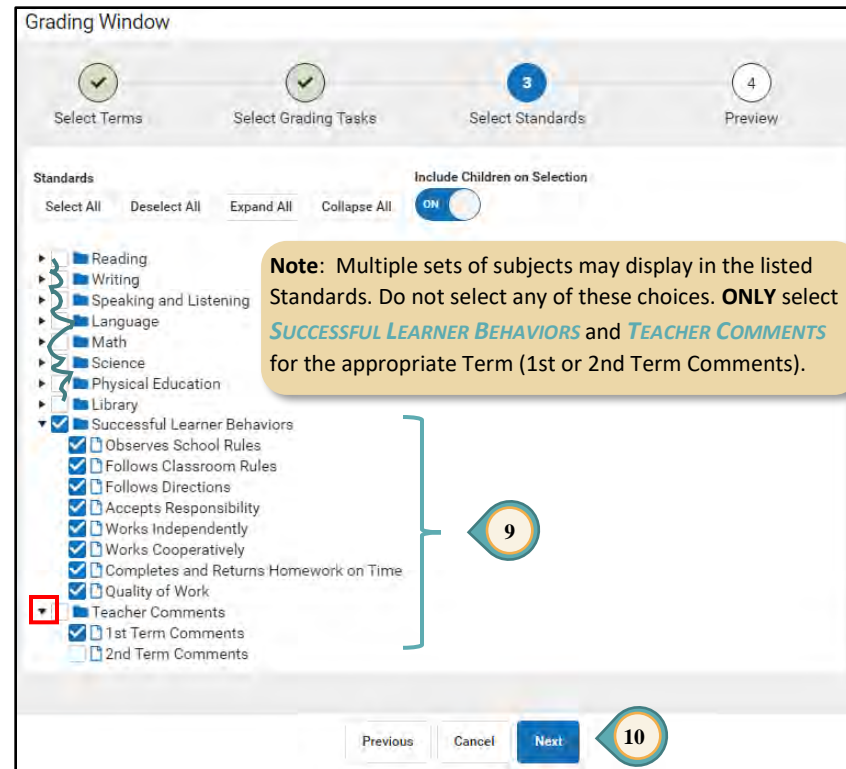12. Click *FINISH* (use *FINISH & START OVER* if additional grading windows are to be scheduled).

13. Grading Window displays the *Grading Tasks*: Progress Grade – **OPEN** and Semester 1 **CLOSED** (See Page 5 for Color Key).

How to Open the Grading Window for the Entire School (Secondary)

- As a best practice, **generate a Grades Report for all teachers and save the electronic file prior to opening the grading window** in the event grades will need to be restored. See the Reports section of this guide for assistance in generating the **Grades Report**. Principals and assistant principals can open the grading window.
- **Ask that teachers not access grade books, due to maintenance, until the designated time that you set**. Designate a specific time the window will be opened for the teacher(s) to post grades.

1. From the *Index* tab, expand *Grading & Standards* and select *Grading Window (new)*.
2. Verify the appropriate school year and calendar name.
3. Click *Schedule*.

Color	Grading Window Status
Red	Closed
Green	Open
Blue	Scheduled
White	No Grading Window

4. Select the *Calendar Groups* (year/school name). A search feature is provided if multiple schools are listed.
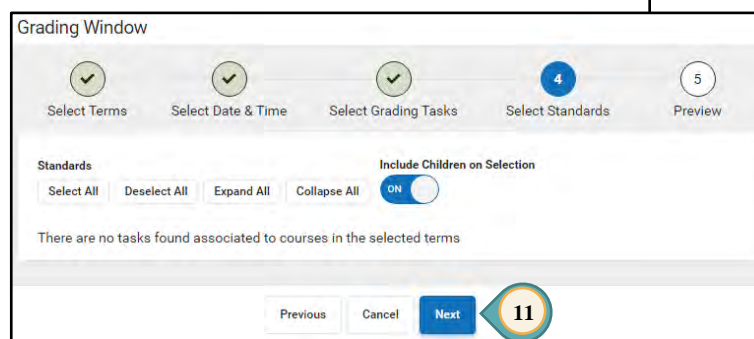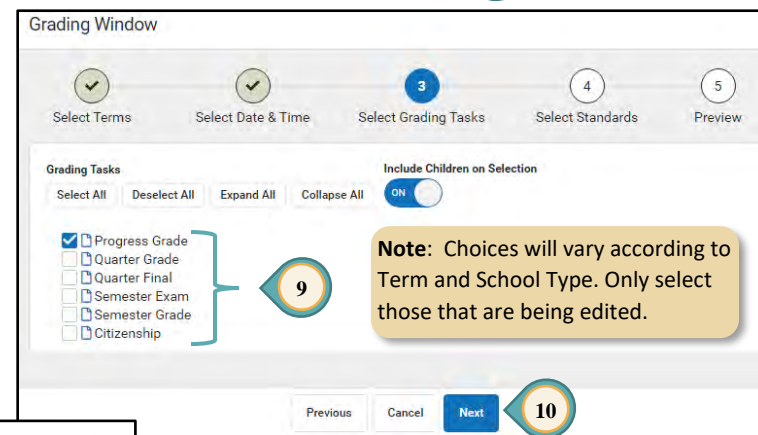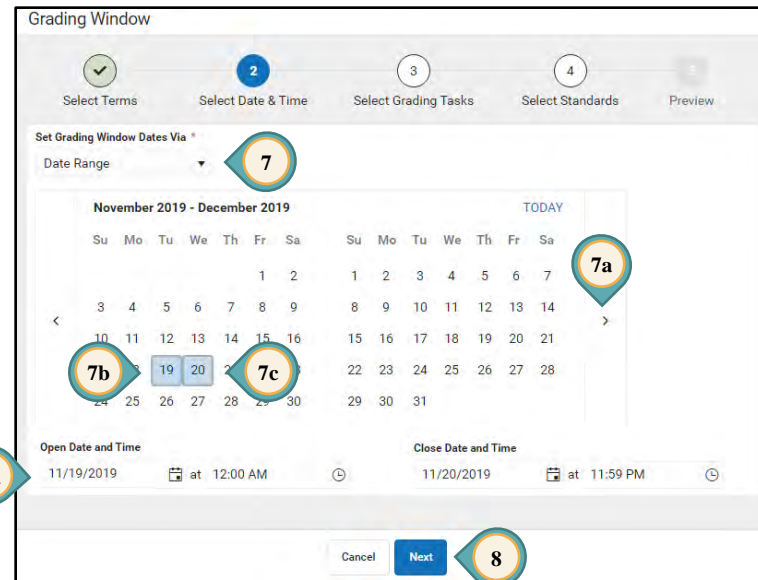5. Select the appropriate *Terms* (1, 2, 3, or 4).
6. Click *Next*.

NOTE: Only ONE term should be selected when opening the grading window during a grading period.

If a SECOND term must be opened to correct previous term grades, remember to check BOTH terms before clicking Next.

Infinite Campus Grade Book - Administrators

7. Select a *DATE RANGE* for the Grading Window (in this example the window has been opened after the Progress Report for Q2).
   a. Choose the correct month(s) by clicking the navigation arrows.
   b. Click the date to open the window.
   c. Click the date to close the window.
   d. Modify the date/times for the window as required (in this example the window has been opened after Semester 1). NOTE: The *OPEN/CLOSE DATES AND TIMES* can be used to set the required Grading Window alternatively.

8. Click **NEXT**.

Important! Opening the grading window provides opportunity for all teachers to re-post grades to Semester 1 or 2. An abbreviated time of opening the window and a message to staff to exit Infinite Campus is recommended. Set the date for the SAME day, and the time for a short number of hours to limit access.

9. Click the grading tasks to be opened:
   a. **Term 1** - Progress Grade, Quarter Grade (Q1) and/or Citizenship.
   b. **Term 2** - Progress Grade, Quarter Grade (Q2), Quarter Final, Semester Exam, Semester Grade, and/or Citizenship.
   c. **Term 3** - Progress Grade, Quarter Grade (Q3) and/or Citizenship.
   d. **Term 4** - Progress Grade, Quarter Grade (Q4), Quarter Final, Semester Exam, Semester Grade, and/or Citizenship.

10. Click **NEXT**.
11. Click **NEXT**.

Grading Window

Set Grading Window Dates Via *
Date Range

November 2019 - December 2019 TODAY

Open Date and Time 11/19/2019 at 12:00 AM

Close Date and Time 11/20/2019 at 11:59 PM

Cancel Next

Grading Window

Grading Tasks
Select All Deselect All Expand All Collapse All

Include Children on Selection ON

☑ Progress Grade
☐ Quarter Grade
☐ Quarter Final
☐ Semester Exam
☐ Semester Grade
☐ Citizenship

Note: Choices will vary according to Term and School Type. Only select those that are being edited.

Previous Cancel Next

Grading Window

Standards
Select All Deselect All Expand All Collapse All

Include Children on Selection ON

There are no tasks found associated to courses in the selected terms

Previous Cancel Next

Infinite Campus Grade Book - Administrators

12. Verify the *GRADING TASK(S)* will be opened as scheduled (use the *PREVIOUS* button to change selected items).

Color	Grading Window Status
Red	Closed
Green	Open
Blue	Scheduled
White	No Grading Window
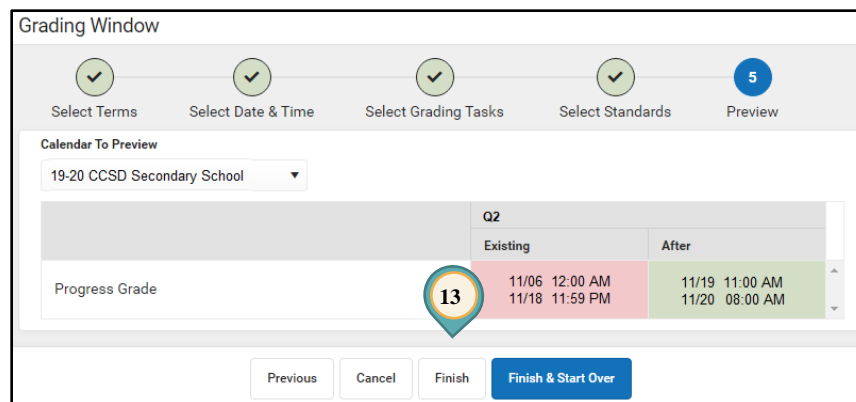
13. Click *FINISH* (use *FINISH & START OVER* if additional grading windows are to be scheduled).
14. Grading Window displays the *Task*: Progress Grade **OPEN**.

IMPORTANT!
Close the grading window as soon as changes have been completed.
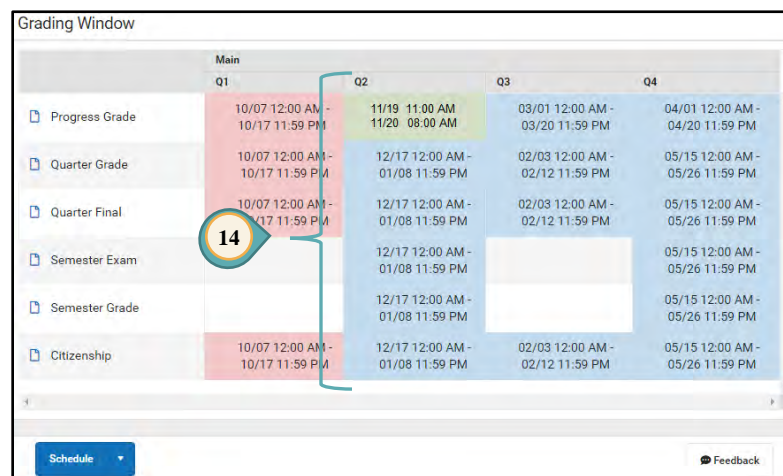
Closing the Grading Window for the Entire School (Secondary)

Closing the Grading Window is only necessary should the school wish to close the window earlier than previously scheduled (See Page 8 step 7).

1. From the *Index* tab, expand *Grading & Standards* and select *GRADING WINDOW (NEW).*
2. Verify the appropriate school year and calendar name.
3. Click *CLOSE NOW* (the display automatically changes to Step 1: Select Terms).
4. Select the *CALENDAR GROUPS* (year/school name). A search feature is provided if multiple schools are listed.
5. Select the appropriate *TERMS*.
6. Click *NEXT*.
7. Select the appropriate *GRADING TASKS*.
8. Click *NEXT*.

Note: User MUST click the drop-down arrow to choose Close Now. If the Schedule button is clicked, Grading Window steps default to scheduling a grading window.

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9. Click **NEXT**.
10. Verify the open *GRADING TASK(S)* will be closed (use the **PREVIOUS** button to change selected items).
11. Click **FINISH**.
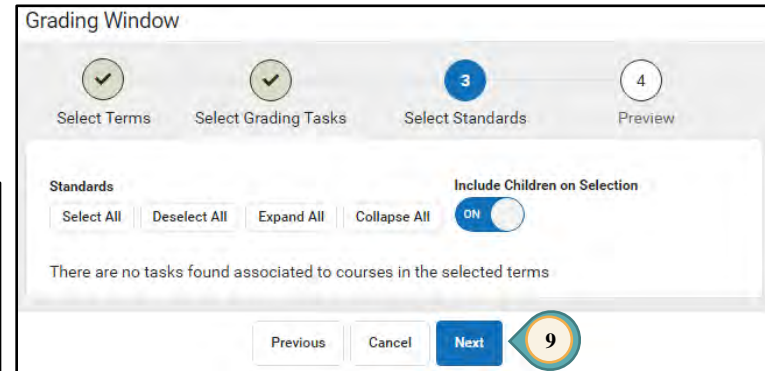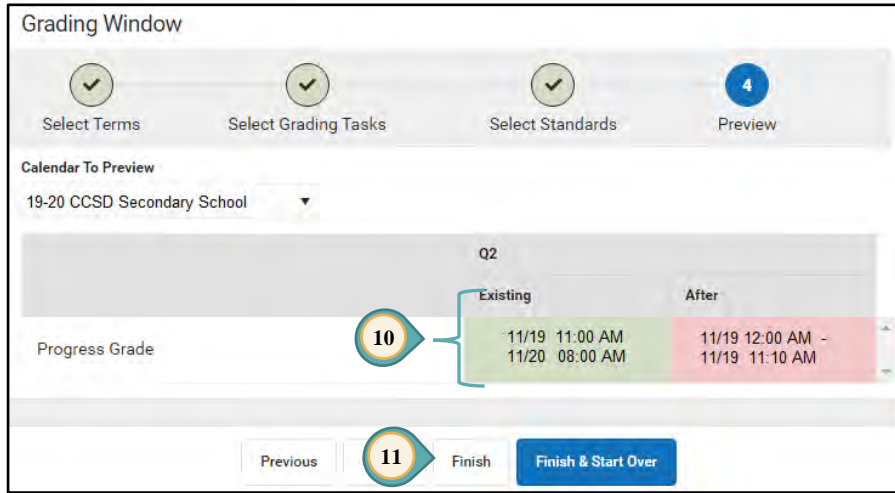
12. Grading Window displays the *Task*: Progress Grade – **CLOSED**.

Color	Grading Window Status
Red	Closed
Green	Open
Blue	Scheduled
White	No Grading Window
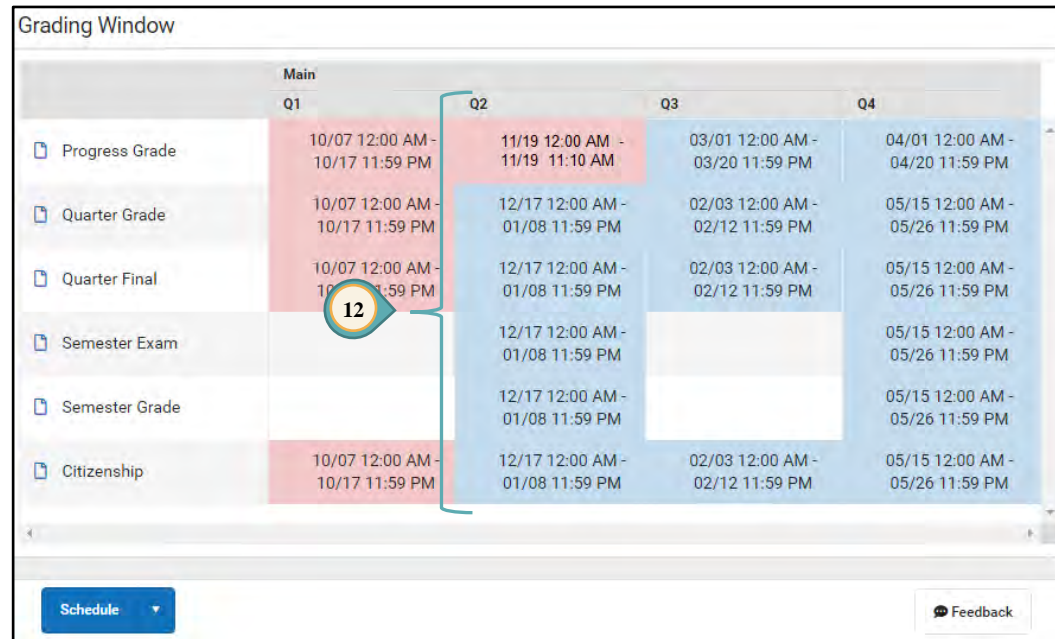
Changing or Entering a Grade for One or More Students

The principal and assistant principal have the Infinite Campus rights to add missing grades and/or adjust grades.

1. Select the SEARCH tab.
2. Change the drop-down menu to COURSE/SECTION.
3. Click GO or click the ADVANCED SEARCH link to identify a specific *Course/Section*.
4. Click on the *Course* from the search results to expand.
5. Click on the *Section* where the student's grade will be added or adjusted.

6. Click on:
   A. GRADING BY TASK to add or adjust grades for more than one student in the section (this choice allows users to see ALL of the students in the section), **or**
   B. GRADING BY STUDENT to work with only one student.

7. Select:
   A. A grading task from the *Please Select a Task* drop-down menu when using GRADING BY TASK.
      - Make the appropriate change(s).
      - Click SAVE.
   B. The student's name from the ***Please Select a Student*** drop-down menu when using GRADING BY STUDENT.
      - Make the appropriate change(s).
      - Click SAVE.

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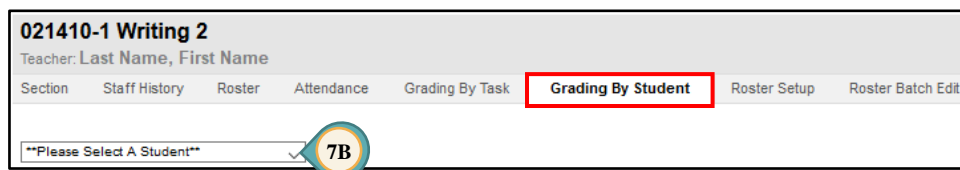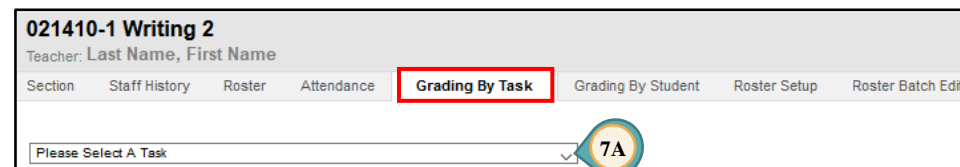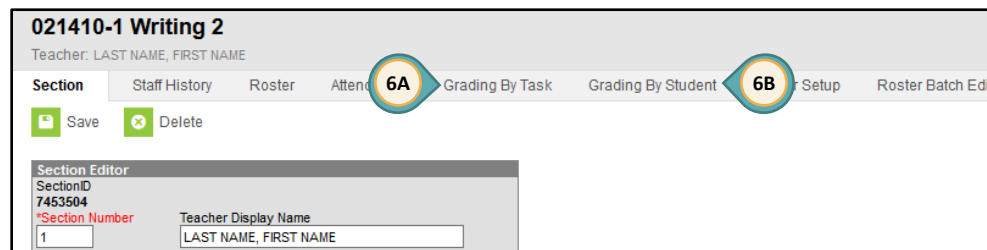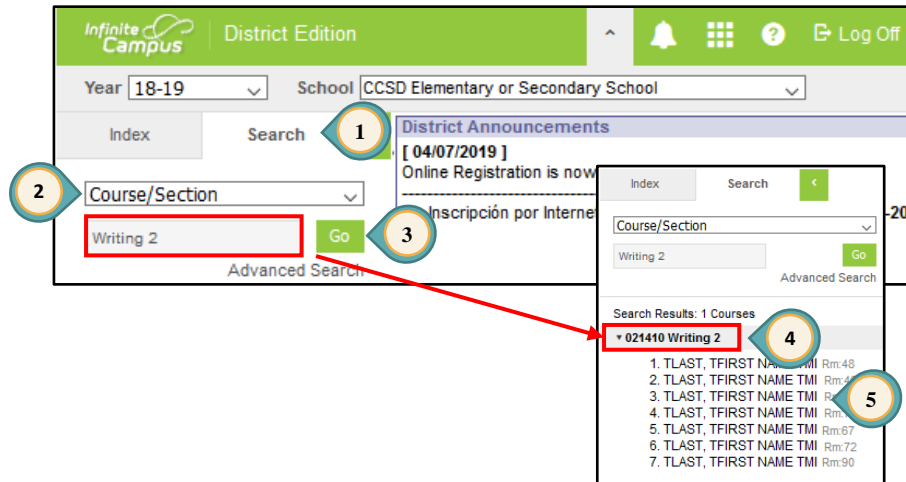
Guest Grade Book Access

An option is available for users to access a section of a teacher's grade book. This will assist administrators to review past grade books, troubleshoot current grade books, and review grade book usage. (Tool Rights- CCSD administrators will be given read-only rights and no changes can be made.) A video resource is available at http://tinyurl.com/gradebookguest.

Access is located in two areas and either can be used by elementary or secondary administrators.

Guest Access by Course: Search > Course/Section > Sections > Grade Book

Guest Access by Teacher: Search > All People > Schedule > Grade Book
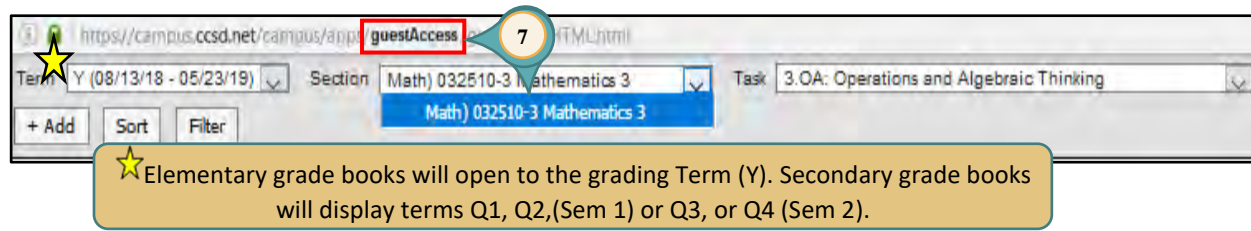
Guest Access by Course

1. Select the **SEARCH** tab.
2. Change the drop-down menu to **COURSE/SECTION**.
3. Click **GO** or click the **ADVANCED SEARCH** link to identify a specific *Course/Section*.
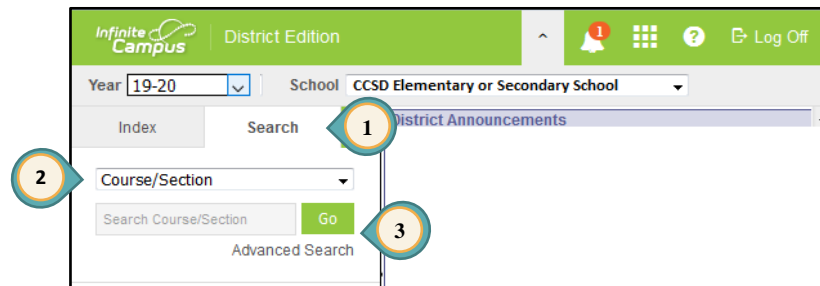
4. Select the *Course* from the Index Menu on the left, **not** the teacher display name.
5. Select the **SECTIONS** tab.
6. Click the **GRADE BOOK** link in the *Guest Access* column for the section.

7. Guest access is noted in the URL for the page. The grade book opens to the section selected in step 3 only (no other sections are available).

⭐Elementary grade books will open to the grading Term (Y). Secondary grade books will display terms Q1, Q2,(Sem 1) or Q3, or Q4 (Sem 2).
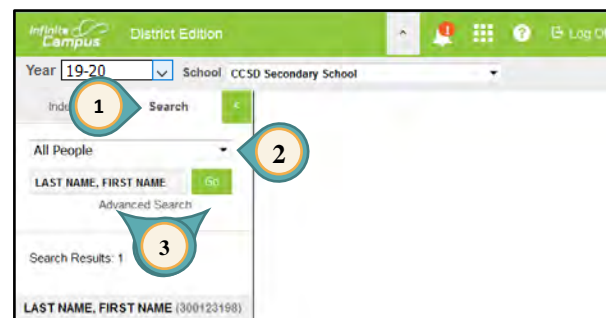
8. Changing to a different standard for the specific section is available with the guest access.

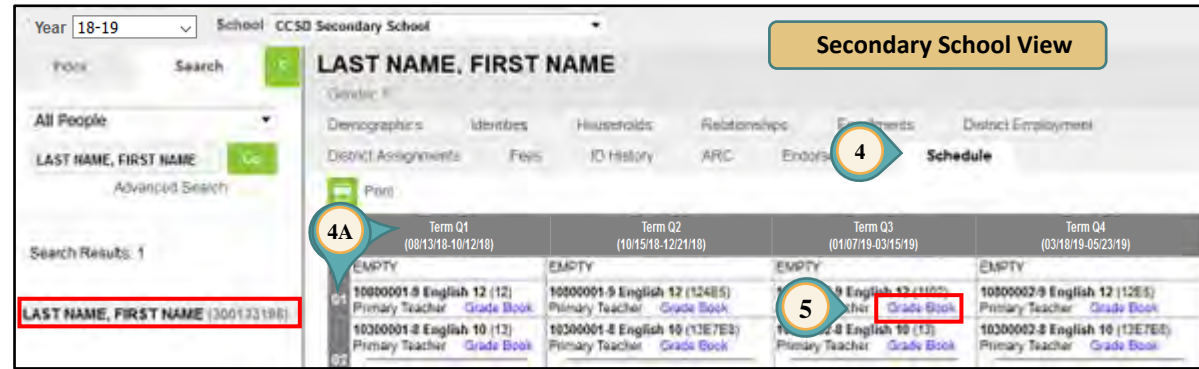9. Changing to a different grading task is available with the guest access.
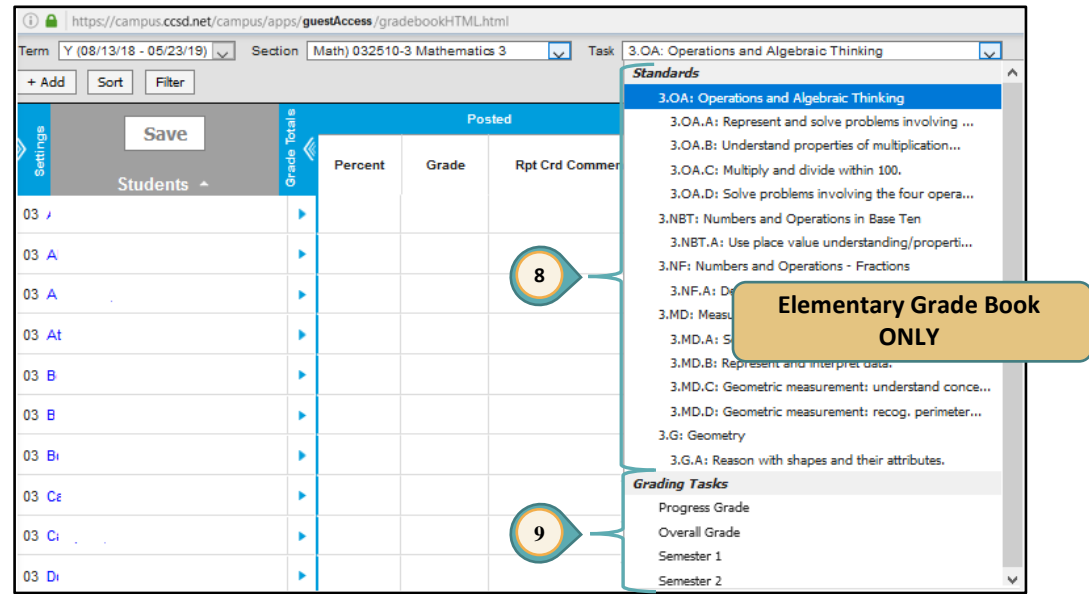
Guest Access by Teacher

1. Select the SEARCH tab.
2. Change the drop-down menu to ALL PEOPLE.
3. Type the teacher's name and click GO.

4. Select the SCHEDULE tab to display ALL sections.
   A. Secondary displays by terms and by periods.
   B. Elementary displays by yearlong and by section.

5. Click the GRADE BOOK link for the *Section* being viewed.

6. Guest access is noted in the URL for the page. The grade book opens to the section selected (Step 5). **No** other sections are available.

Elementary grade books have only one term. The grade book will always open to the *Term* (Y).
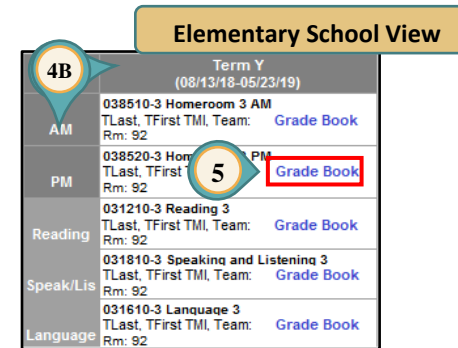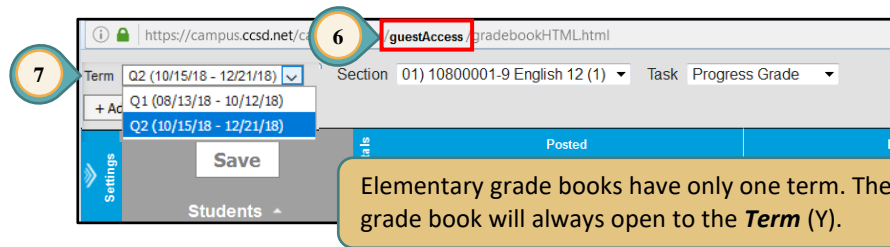
7. In a **secondary** grade book, when a *Quarter 1* or *Quarter 2* term is selected in step 5, the grade book will open to the Quarter 2 term. The user must change the *Term* to *Quarter 1* to view Quarter 1 grades. In the same manner, if *Quarter 3* or *Quarter 4* is selected in step 5, the grade book will open to the Quarter 4 term.

8. *Grading Tasks* can be changed in both the Secondary and Elementary grade books. Section (subject) and Term (Q1, Q2, Q3, Q4, or "Y") determine what Grading Tasks/Strands/Standards are displayed.

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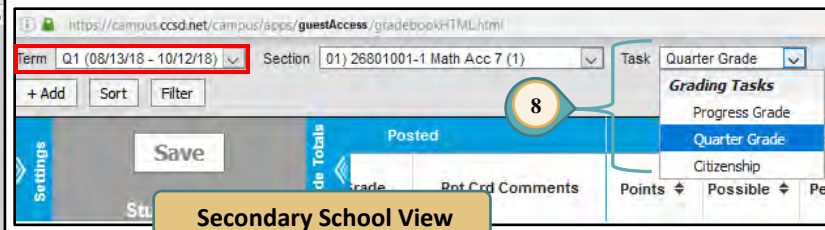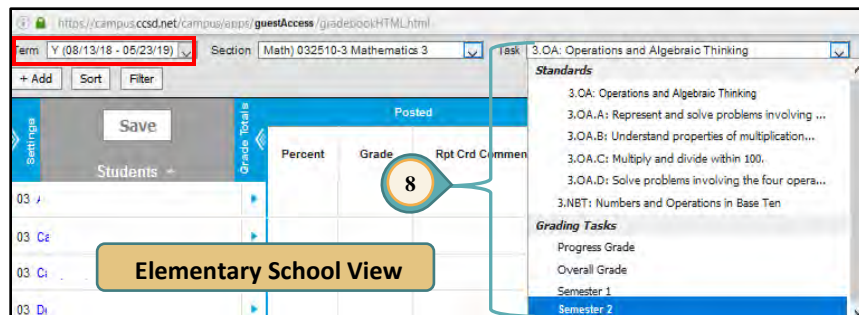
Setting Compositing for the Semester Grade (Secondary Only)

With a recent enhancement to Infinite Campus, administrators have an updated process for changing the compositing of grade books. Please follow the steps provided here closely.

1. From the *Search* tab, use the *Course/Section* drop-down menu to search for a specific course to set or update the compositing for ~~both~~ Semester 1 and/or 2.
2. Select the GRADE CALC OPTIONS tab.
3. Scroll down to Quarter 2 Semester Grade for Semester 1 courses (Q4 for Semester 2 courses) and adjust the Weight for Quarter 1, Quarter 2, and Semester Exam ONLY (Q3, Q4, and Semester Exam for Semester 2).
   Important! Do NOT alter any other settings on the Grade Calc Options tab as it will skew grades.
4. Click SAVE.

5. Go to the COURSE tab and click PUSH TO SECTIONS.

6. Under *Course data to be pushed*, REMOVE the selections for CATEGORIES and GRADE CALC OPTIONS. Only COMPOSITE GRADES should remain selected.
   Important! Not removing checkmarks next to Categories and Grade Calc Options could cause grade miscalculation.

7. Select PUSH. Repeat for each section, as necessary.

> **Important!** Semester Exams cannot weigh more than 20% of the Semester Grade for any class. Second Semester Compositing has been preset by the district for all courses aligned to the End of Course final exams. Second Semester Exams for all courses aligned to an End-of-Course exam **MUST** be weighted per the following schedule:
> - 2019-2020 School Year: 15%
> - 2020-2021 School Year: 20%

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Reports

Section Audit Report

The Section Audit Report displays category weights and placements as well as assignments that have been incorrectly added to the grade book. Assignments aligned to the incorrect grading tasks will **not** calculate into the Section's overall grade. This report will produce any errors with incorrect assignment alignment.

Running the Section Audit Report

1. From the Index tab, expand *Grading & Standards*, *Reports*, *Grading Setup*, and select SECTION AUDIT.
2. For *Teachers*: the choice **All Teachers** is highlighted (select the name of individual teachers as needed).
3. For *Courses*: the choice **All Courses** is highlighted (select a specific course(s) to display a grade level/department's data). Change the "Sort by" to see the courses listed alphabetically.
4. Determine the *Data to report* by checking one or more items:
   - **Categories** (Recommended)
   - **Assignments** (Recommended)
   - **Composite and Rollup Grade**
   - **Grade Calc Options**
5. Select GENERATE REPORT.

A sample of a default, a report with Categories and Assignments checked follows.
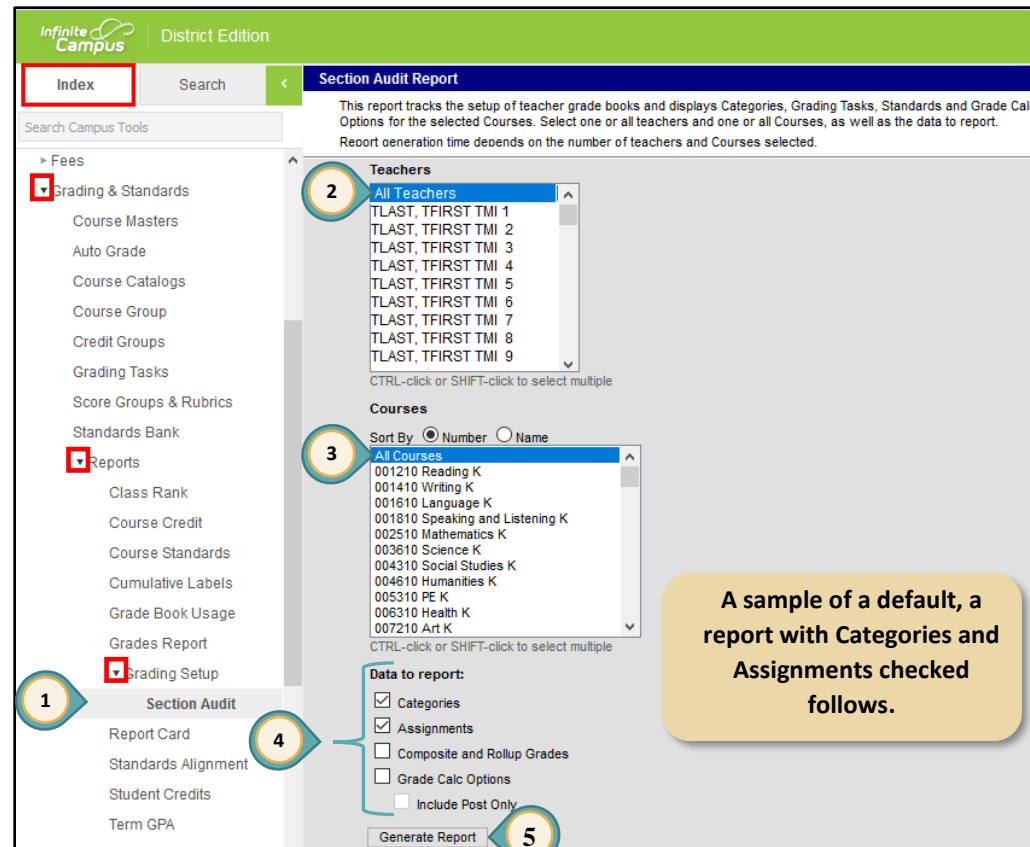
NOTE: A video discussing this report is part of the Guest Access video at:
http://training.ccsd.net.
Click GRADE BOOK > Professional Learning > Grade Book Usage Report > Watch Video

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Results

The Section Audit Report, an Excel document, displays all courses with categories and assignments. It can be filtered to show individual categories set up for courses and assignments placed in those categories.

Note for Elementary Administrators: Humanities teachers are the ONLY teacher type who are to place academic assignments in the Overall Grade category. This report will help determine if an assignment has been placed in the Overall Grade category accidentally.

With the Section Audit Report generated and opened in Excel:
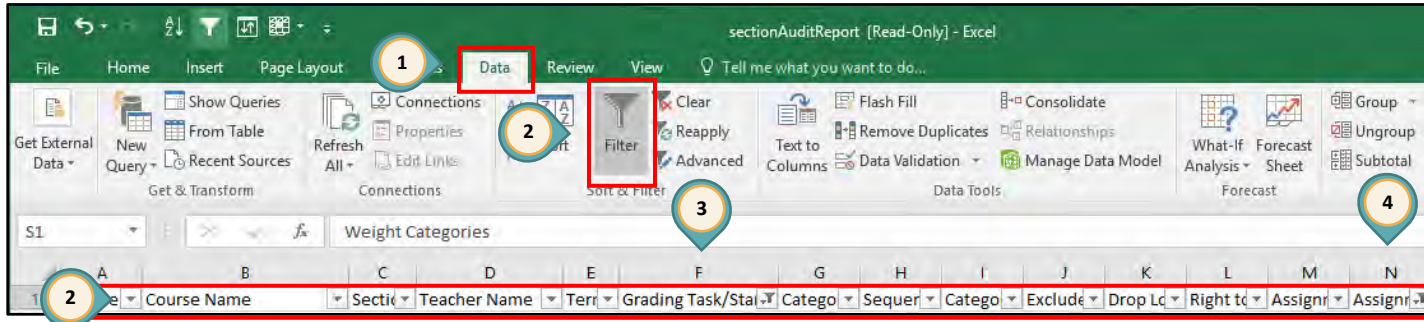
1. Choose **DATA** from the Excel Ribbon.
2. Click the **FILTER** tool to enable drop-down arrows.
3. **Elementary Administrators**: Find the title for the column *Grading Task/Standard* and click the drop-down arrow. Remove the check for *Select all* and add a check next to *Overall Grade*. Doing this will allow only the grading task of *Overall Grade* to be listed.
4. **Elementary Administrators**: Find the title for the column *Assignment Name* and click the drop-down arrow. Remove the check for the item "*(Blanks)*." The remaining data will show the Course Names that have assignments placed in the "Overall Grade" category. (*See NOTE above.*)

This example highlights assignments incorrectly aligned to the Overall Grade Grading Task for an elementary school.

The Humanities courses are placed correctly. The Math, Reading, and Language assignments should be moved to the correct standard/cluster.

Sample Report - Elementary

Course Name	Se	Teacher Name	Ter	Grading				Ri	Ass	Assignment Name
Humanities 3	8	Teacher 1	Y	Overall Grade	Summativ	0	90 No	No	Yes	1 Typing With Two Hand
Humanities 3	9	Teacher 1	Y	Overall Grade	Summativ	0	90 No	No	Yes	1 Typing With Two Hand
Math 3	1	Teacher 2	Y	Overall Grade	Formative	2	10 No	No	Yes	1 1 and 2 digit Multiplic
Reading 3	3	Teacher 2	Y	Overall Grade	Formative	2	10 No	No	Yes	1 The Good Deed Quiz
Humanities 4	1	Teacher 1	Y	Overall Grade	Summativ	0	90 No	No	Yes	1 Creating a Poster in M
Humanities 4	2	Teacher 1	Y	Overall Grade	Summativ	0	90 No	No	Yes	1 Creating a Poster in M
Language 4	4	Teacher 3	Y	Overall Grade	Formative	2	10 No	No	Yes	1 Getting to know you
Math 4	6	Teacher 3	Y	Overall Grade	Formative	2	10 No	No	Yes	1 2 digit Division
Reading 3	7	Teacher 4	Y	Overall Grade	Formative	2	10 No	No	Yes	1 Word meaning Quiz

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Grade Book Usage Report

This report provides a list of all assignments entered by teachers, including due dates and points possible for each assignment. It also shows the percentage of assignments graded, score codes/flags added to assignments, and allows comparisons of common assignments and assessments.

1. From the Index tab, expand *Grading & Standards*, *Reports*, and select GRADE BOOK USAGE.
2. Select the *Start Date* and *End Date* desired.
3. Set *Percent Scored* to 100%.
4. Select *Teachers* or *Course*, identifying All or selecting them individually.
5. Select GENERATE REPORT.

Sample Report

Features of this Sample Report:

A. Teacher name and course/section
B. Last date assignments and grades were added
C. Assignment titles, due dates, and points possible
D. Number of students with graded assignment(s)
E. Percentage of students with graded assignments
F. Number of assignment flags set for students

Infinite Campus Grade Book - Administrators

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Missing Assignments Report

This report, which generates as a PDF document, shows flagged assignments (Missing, Late, Incomplete and/or Exempt), for a specific Date Range or Term and/or Comments for particular Student(s), Course(s) and Teacher(s), Ad Hoc Filter, or Grade Level. It can be used to monitor teacher use of these flags. Using Ad Hoc Filters, this report can be generated for identified student groups.

Best Practice in Grading: Using the Missing flag calculates as a zero (0) and is punitive to students as well as an inaccurate reflection of student progress. Teachers should instead use the Late flag to better communicate with parents and students about assessment data not yet collected.

1. From the Index tab, expand *Grading & Standards*, *Reports*, and select MISSING ASSIGNMENTS.
2. Verify the *Calendar Year* for the search.
3. Set the *Date Range* or *Term* of the assignments to include.
4. Select which assignment flags to include.
5. Select comments and/or page breaks to included.
6. Select the "Population" for the report.
   A. **Student**: Search for the student(s) by LAST name to add them to the single/multi-select list.
   B. **Course and Teacher**: Search Course, Section, or Teacher, with individual sections listed below by teacher's name.
   C. **Ad Hoc**: Search using an Ad Hoc filter from the list of those available to you, which includes filters you have created and the ones assigned to your User Group.
   D. **Grade Level**: Search for all students in a specific grade level.
7. Select GENERATE REPORT.

Pro Tip! Use the **Late Assignment Report** to communicate with parents and students. This report is available in the Infinite Campus Instruction Menu: **Custom Links and Reports** > **Late Assignment Report**.

Sample Report with multiple flags checked

Grades Report

This report verifies all grading tasks have been completed for the correct grade reporting periods. It can help to monitor posted grades for interventions and recognition, particular classes or teachers for grades, and can also be generated by the teacher.

The provided screenshot is for a secondary school. Additional details will be provided, as needed, for elementary schools (ES).

1. From the Index tab, expand *Grading & Standards*, *Reports*, and select GRADES REPORT.
2. Select the desired *Grade* level(s).
3. Choose the *Grading Term(s)* (ES will choose "Y").
4. In *Select Teachers*, choose appropriately.
5. Determine *Group By* for the report's arrangement and details to display.
6. Select the desired *Standard/Grading Tasks* (SBRC and Kindergarten reports show Standards' posted grades, all other ES types will not).
7. Three report types can be generated:
    a. *All Grades/Scores* – displays all posted grades and scores for the selected grading task(s)/standard(s).
    b. *Missing Grades/Scores* – displays students with missing grades/scores. An additional choice to *Show Dropped Students* is available.
    c. *By Grade/Score* – displays grades and scores, selected by the user, by checkmarking listed grades.
8. Select GENERATE REPORT.

NOTE: A video discussing this report is part of the Guest Access video at:
http:/training.ccsd.net.
Click GRADE BOOK > Videos > Grades Report > Watch Video

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Marks Distribution Analysis Report

This report, generated either as a PDF or in Excel, allows users the ability to see the number and percentage of marks distributed by section or by teacher.

1. From the Index tab, expand *CCSD Custom Reports*, *Grading*, and select MARK DISTRIBUTION ANALYSIS BY COURSE or MARK DISTRIBUTION ANALYSIS BY TEACHER.
2. Select a *Grading Task* (ES will choose from Overall Grade, Progress Grade, Semester 1, or Semester 2).
3. Select a *Term*. (ES will choose "Y")
4. Select the report format (*PDF* or *Excel*).
5. Select GENERATE REPORT.

NOTE: A video discussing this report is part of the Guest Access video at:
(http://tinyurl.com/gradebookguest)

Secondary School View

Features of this sample report:
A. By course title, teacher last name, and period
B. Columns for each letter grade A-F and NM (no mark)
C. Total count of each grade type for the period
D. Percentage of grade type to all grades issued
E. Grade and percentage sub totals for each teacher's similar course

Sample Report

MARK DISTRIBUTION ANALYSIS BY COURSE
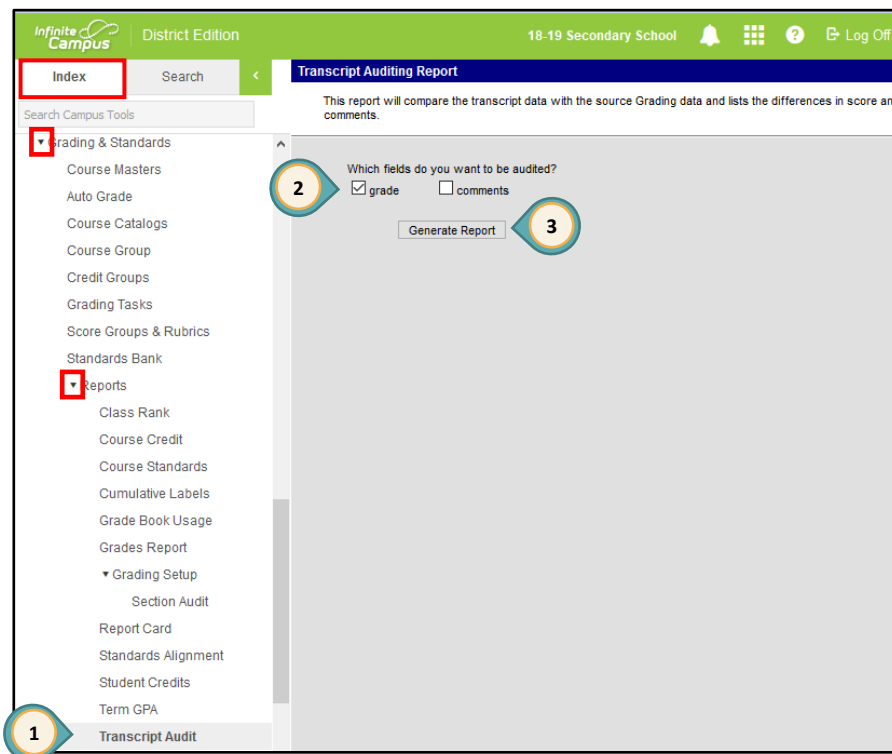0999 - CCSD Secondary School

06-13-2019

Q4 03/18/19 – 05/23/19

Course ID	Course Title	Teacher	Per	A Total	A Pct	B Total	B Pct	C Total	C Pct	D Total	D Pct	F Total	F Pct	NM Total	NM Pct	P Total	P Pct
26300002	Math 6	LAST, FIRST NAMES T1	01	0	0	1	5.88	2	11.76	6	35.29	6	35.29	0	0	0	0
			02	0	0	6	20.00	4	13.33	10	33.33	7	23.33	0	0	0	0
			03	0	0	3	10.71	14	50.00	4	14.29	6	21.43	0	0	0	0
			04	0	0	3	9.68	10	32.26	9	29.03	9	29.03	0	0	0	0
			05	1	2.70	5	13.51	8	21.62	13	35.14	7	18.92	0	0	0	0
			06	0	0	7	18.92	11	29.73	8	21.62	9	24.32	0	0	0	0
		LAST, FIRST NAMES T2	01	4	16.67	6	25.00	8	33.33	4	16.67	1	4.17	0	0	0	0
			02	0	0	9	30.00	11	36.67	7	23.33	2	6.67	0	0	0	0
			04	3	10.00	10	33.33	10	33.33	5	16.67	2	6.67	0	0	0	0
			05	1	5.88	7	41.18	3	17.65	5	29.41	1	5.88	0	0	0	0
			06	0	0	22	61.11	7	19.44	3	8.33	3	8.33	0	0	0	0
		LAST, FIRST NAMES T3	01	3	11.11	15	55.56	4	14.81	1	3.70	3	11.11	0	0	0	0
		LAST, FIRST NAMES T4	02	2	7.14	6	21.43	4	14.29	12	42.86	4	14.29	0	0	0	0
				14	3.92	100	28.01	96	26.89	87	24.37	60	16.81	0	0	0	0

Transcript Auditing Report

This report compares the grade on the transcript with the grade in the grade book, providing the opportunity to correct errors for graduation or promotion.

1. From the Index tab, expand *Grading & Standards*, *Reports*, and select TRANSCRIPT AUDIT.
2. Check the fields to be audited (by default *grade* and *comments* are checked).
   A. When *grade* is checked – a list of students that have a grade in the teacher's grade book that is different than the grade on their transcript record and/or if a transcript record has been modified on the student *Transcript* tab.
   B. When *comments* is checked – a list of students that have a comment in the teacher's grade book that is different than the comment on their transcript record and/or if a transcript record has been modified on the student *Transcript* tab.
3. Select GENERATE REPORT.

Sample Report- Grades without Comments

Grading Score – record from the teacher grade book.

Transcript Score – record posted on the student's transcript.

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Activity Eligibility Report

This report monitors academic grades to determine participation eligibility in sports and clubs using *In-Progress* or *Posted* grades. Activity courses must be rostered in order to run this report.

1. From the Index tab, expand *Student Information*, *Reports*, and select ACTIVITY ELIGIBILITY.
2. Select All Students, desired grade level(s), or select an Ad Hoc Filter containing the students participating in the activity.
3. Select the *Enrollment Effective Date* if different than the current date.
4. Choose the *Grading Term* for reporting.
5. Pick the sport(s) or activity(ies) for reporting (multiple activities can be selected for the report – Ad Hoc Filter may not apply).
6. Select IN-PROGRESS GRADE (student's current grade) or POSTED GRADE.
7. Sort as desired.
8. Select the *Grading Task*(s).
9. Check all *Grading Scores* needed for the report.
10. Select GENERATE REPORT.

Resources

Message Center

The Infinite Campus Message Center is a method of communication for reminders, important updates, and resources.


Guest Access Webinar Resource

Provides administrators information about the Read Only Access to teacher grade books.
Grade Book Guest Access Admin Video Link: http://tinyurl.com/gradebookguest

Infinite Campus – Community

News, Forums, and Knowledge Base documents provide Infinite Campus support for this national product.
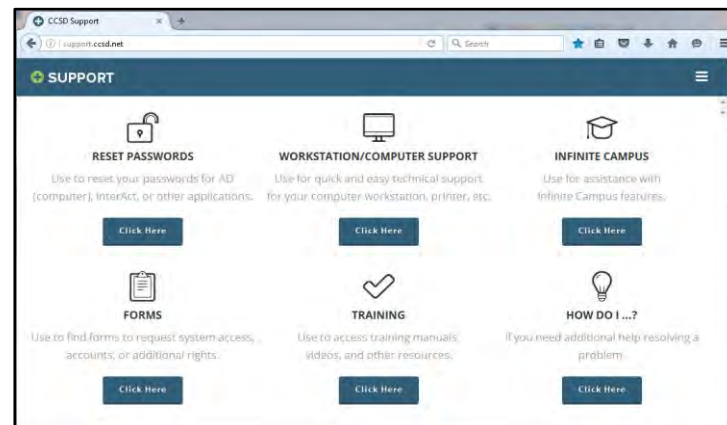Infinite Campus > App Switcher > Community
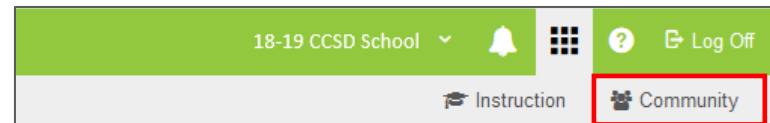
CCSD User Support

Technical support can be found at support.ccsd.net.

Topics include:

- Resetting Passwords
- Workstation/Computer Support
- Infinite Campus
- Forms
- Training
- How do I…?

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# Request Forms (IC Additional Rights, Accounts, or System Access)

Go to support.ccsd.net/forms-technical-support to request additional Infinite Campus Rights, Active Directory (AD) Account Request, CCSD WiFi Request, SAP/Shopping Cart and SAP/C5 Access, DP403 for Mainframe Access, VPN Remote Access, SEMS (Encore) Access, SBT Role Request, and Telecommunications/Phone FAQs.

NOTE: Form(s) must be sent from the site Administrator's or APPROVED Administrator's representative CCSD e-mail to be processed. E-mail address/location to send the e-mail is included with the form.

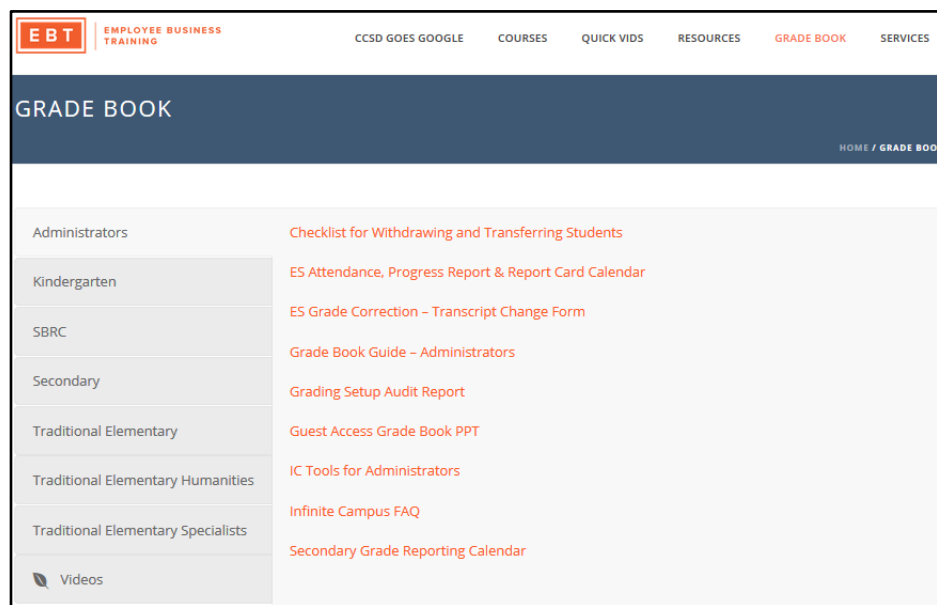# Request for Infinite Campus Assistance through Quick-IT

A help icon called "Quick-IT" is available on user Desktops with Windows 7 (or higher) or Mac OS 10.10 or higher (Yosemite) to request assistance with many issues, including Infinite Campus.

Quick-IT
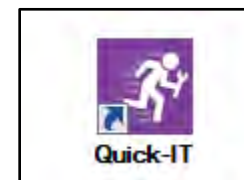
Grade Book Guides

Up-to-date setup guides are available at:

      training.ccsd.net > GRADE BOOK

By default, the Administrators tab is displayed. Click the grade book type or the Videos link.

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Grade Book Health Checklist for Administrators

VERIFY TEACHER SETTINGS ARE CORRECT (*Grade Calc Options*, *Categories*, and *Assignments*)

- Ensure teachers are aware of the location of the updated Grade Book guides. These resources can be found at training.ccsd.net > GRADE BOOK.
- Generate the *Section Audit Report* (See Pg. 13).
- *Grade Calc Options* with an incorrect setup may prevent grades from calculating properly. *Grade Calc Options* are currently preset at the District level. Teachers should verify the settings for **each** section.
  - At the Elementary level, *Grade Calc Options* are locked and cannot be changed at the site.
  - At the Secondary level, *Grade Calc Options* can be modified by the teacher except for the Semester's Composite Grade percentage if locked by the site.
- *Categories* and their *Weights* are determined by site administration.

VERIFY TEACHERS HAVE PLACED ASSIGNMENTS IN THE PROPER AREA

- *Assignment Overview* can help teachers locate assignments by *Term*, *Task*, and *Category*.
  - *Assignment Overview* is located on the Index Menu on the left.
  - Assignments that are in the wrong location can be recognized easily and moved appropriately. For more information, teachers may be directed to the section *Creating Assignments* in the appropriate Grade Book Guide.

VERIFY TEACHERS HAVE SELECTED THE CORRECT SCORING OPTION FOR ASSIGNMENTS – GUEST ACCESS

- Assignments using points or marks 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 also have a *Total Points* value set.
- Rubric scoring is for kindergarten teachers and SBRC schools **ONLY**. Grades must be manually posted in these grade books since automatic calculation does not occur.

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