Administrator Compositing Guide

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.

Setting Compositing for the Semester Grade:

1. From the *Search* tab, use the *Course/Section* drop down menu to search for a specific course where the Semester 2 compositing needs to be set or updated.
2. Select the GRADE CALC OPTIONS tab.
3. Scroll down to Q4 Semester Grade and adjust the Weight for Quarter 3, Quarter 4, and Semester Exam ONLY. *Important! Do NOT alter any other settings on the Grade Calc Options tab as it will skew grades.*
4. Click SAVE.
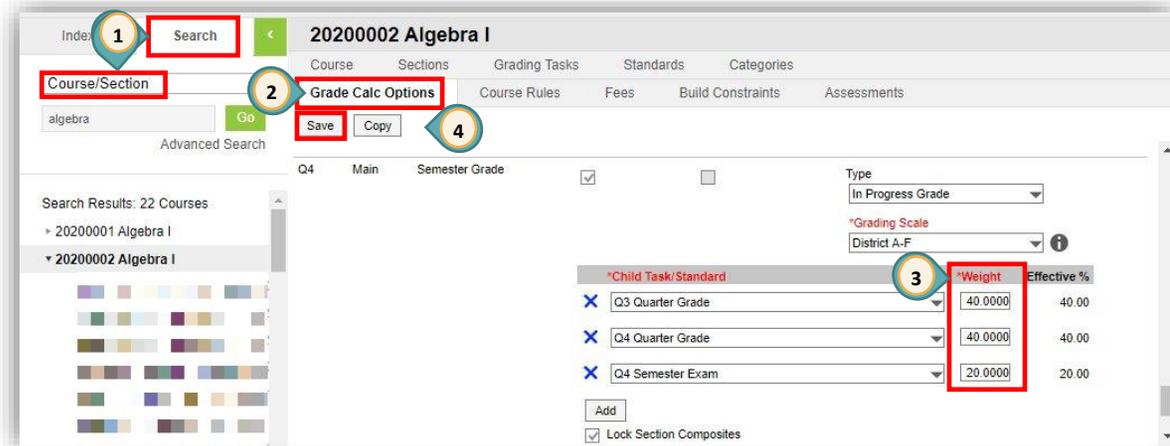
5. Got to the COURSE tab and click PUSH TO SECTIONS.
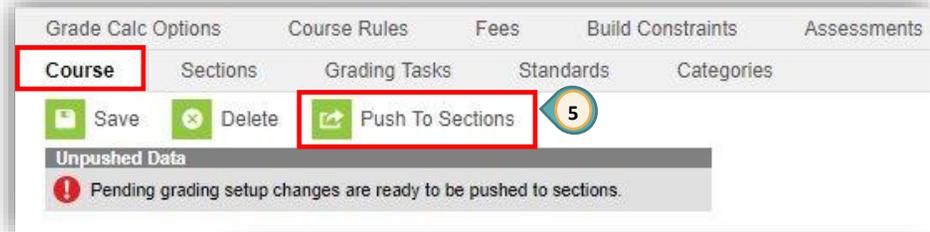
6. Under *Course data to be pushed*, REMOVE the selections for CATEGORIES and GRADE CALC OPTIONS. Only COMPOSITE GRADES should remain selected. *Important! Not removing checkmarks next to Categories and Grade Calc Options could cause grade miscalculation.*
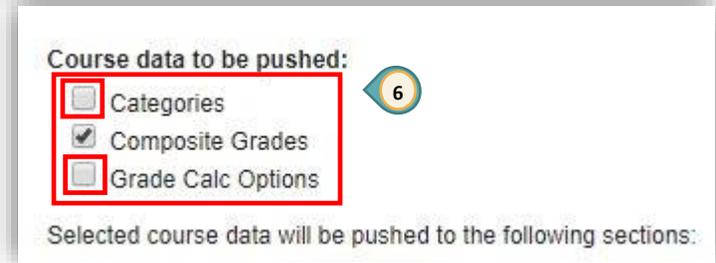
7. Select PUSH.

Repeat for each section, as necessary.

Infinite Campus Grade Book Secondary Compositing

Instructional Services Unit
Assessment, Accountability, Research and School Improvement (AARSI Division)
Assessment Department

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