

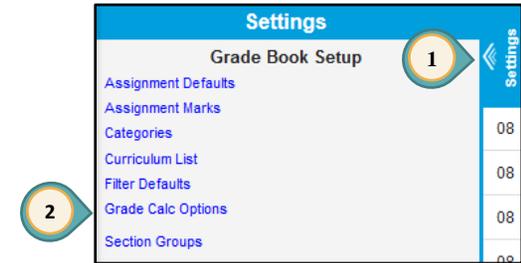
## Secondary Compositing in the Infinite Campus Grade Book for Teachers

Teachers will have access to make updates to the Grade Calc Options in the Infinite Campus Grade Book for each section they teach in Semester 2 of the 2017-2018 school year. One key area of the Grade Calc Options is Semester Grade Compositing, determining the weight of Quarter 3, Quarter 4, and the Semester Exam toward the Semester Grade. The instructions here guide teachers to update the Grade Calc Options for each section per school site administrator instructions.

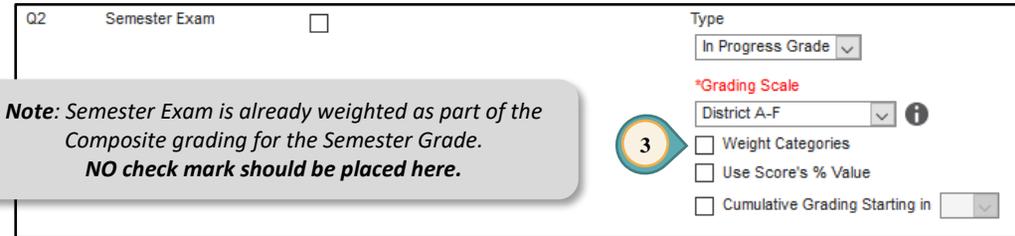
### Grade Calc Options

The Grading Tasks include: Progress Grade, Quarter Grade, Citizenship, Semester Exam, and Semester Grade.

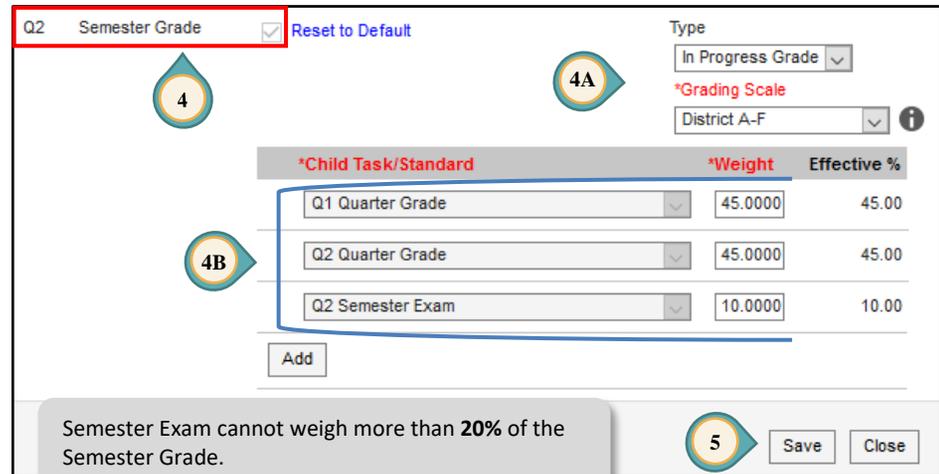
1. Click the triple white **SETTINGS** arrows to expand the **Settings** window.
2. Click **GRADE CALC OPTIONS** in the **Settings** window.



3. Confirm the **Semester Exam** task does **NOT** have a check mark for **WEIGHT CATEGORIES**. (The **Semester Exam** is calculated in the **Semester Grade** task.)



4. Confirm the **Composite Grading** box is checked for **Semester Grade** (Q4).
  - A. Confirm the **Type** is set to **IN PROGRESS GRADE** and **Grading Scale** is set to **DISTRICT A-F**.
  - B. Confirm **\*Weight** is set for the value as determined by the site's administration.
5. Click **SAVE** if changes have been made.



#### Helpful Hint!

**Reset to Default** indicates that the current teacher has changed the original setting set for the course. Teachers **must** receive approval by the administration to make changes.