



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

# Infinite Campus

## Elementary Traditional Grade Book




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# Infinite Campus Grade Book: Elementary Traditional

- Printable setup guides are available online at [training.ccsd.net](http://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.

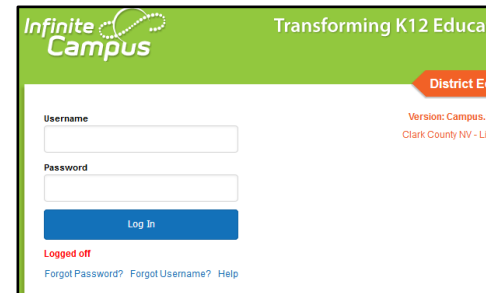


**IMPORTANT!**  
Infinite Campus is a dynamic program that changes every four weeks. These updates might change the look of some of the images for the directions in this document.

## Accessing Infinite Campus (IC)

Preferred browser: *Mozilla Firefox*

- Open Firefox, go to: [campus.ccsd.net](http://campus.ccsd.net).
- Log in using your Active Directory (AD) credentials.

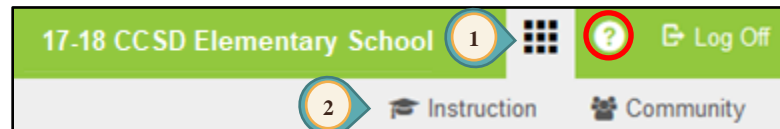


## Campus Tools vs. Campus Instruction

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

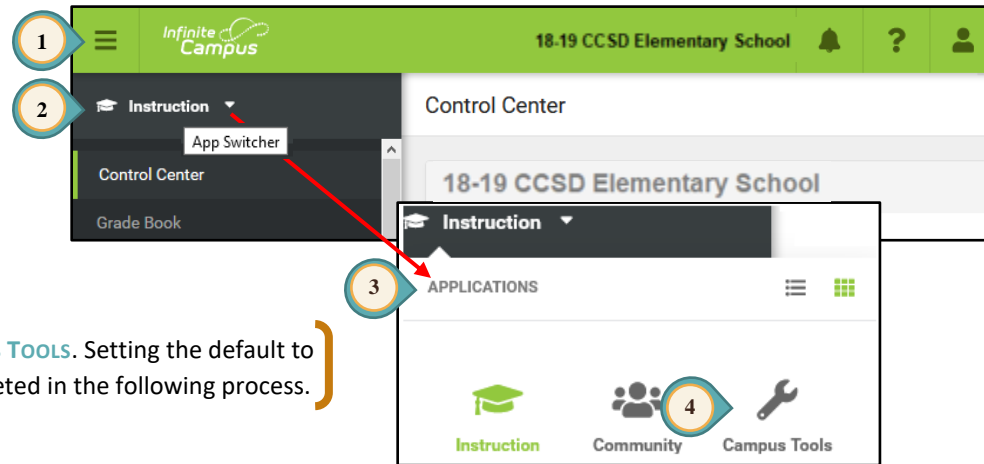
- Select the **APP SWITCHER** in the upper-right corner.
- Click the **INSTRUCTION** link.



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

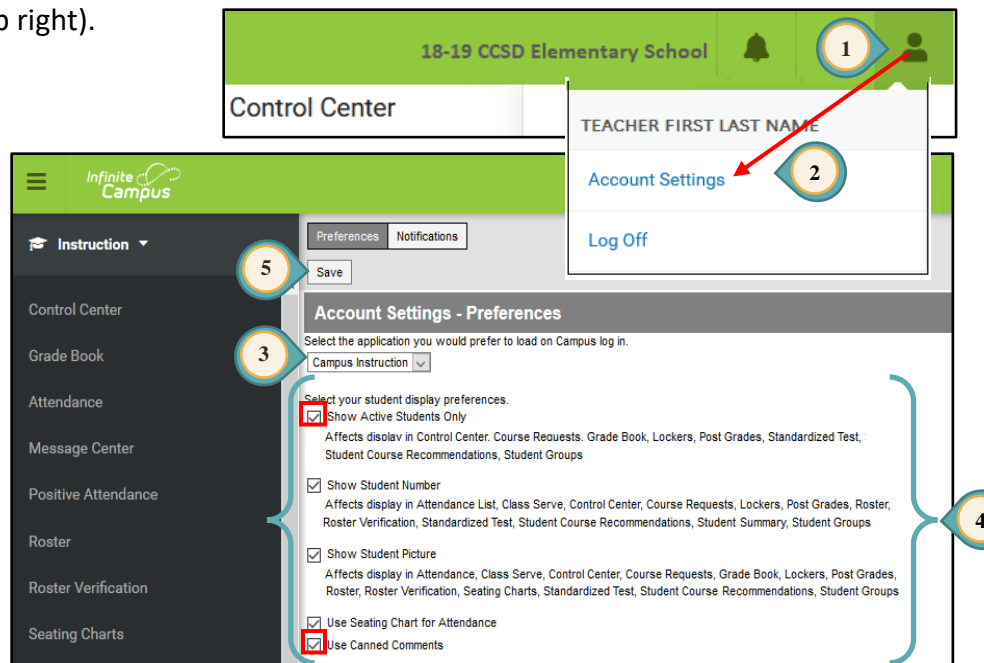
1. The **Open Menu** icon will open/hide the Index Menu (using this allows for additional display area for the **Grade Book**).
2. Select **INSTRUCTION (APP SWITCHER)** from the Index menu at the left.
3. When clicked, **Instruction** expands to display the **Applications** window.
4. Click the **CAMPUS 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).
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 (callout 1). Above the menu is an 'Instruction' dropdown (callout 2). The main area is titled 'Settings' and contains sections for 'Grade Book Setup', 'Grade Book Tools', and 'Other'. The 'Preferences' section at the bottom has several checkboxes: 'Display Sparkline Graph' (checked, callout 4), 'Pass/Fail Coloring for Grades' (checked), 'Pass/Fail Coloring for Scores' (checked), 'Mute Pass/Fail Coloring' (checked), and 'Save Alert' (checked). A 'Settings' arrow in the top right of the settings panel is circled (callout 3). The top of the interface shows 'Term Y (08/13/18 - 05/23/19)' and 'Section (Reading) 031210-3'.

## Grade Calc Options - Verification Process

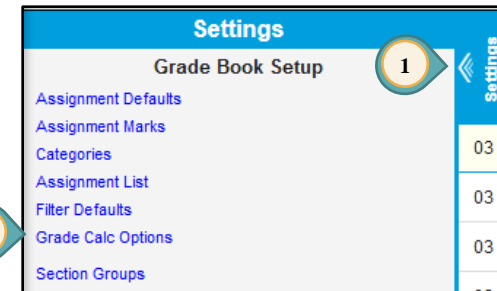
Grade Calculations will be preset by the District for all active accounts; however, verify the settings in **EACH** section are correct.

Teachers should verify settings using the directions below.

**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 **IN PROGRESS GRADE** for all standards.
4. Confirm **Grading Scale** is set to **MASTERY**.
5. Confirm Strands/Domains have the **COMPOSITE** grading box checked and the appropriate standards are attached and weighted.
6. Confirm **WEIGHT CATEGORIES** box is checked for individual standards.



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

**Grade Calculation**

Filter: Type All Term All Task All

Term	Standard/Grading Task	Composite	Rollup	Calculation									
Y	Speaking and Listening	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Type: In Progress Grade *Grading Scale: Mastery									
<table border="1"> <thead> <tr> <th>*Child Task/Standard</th> <th>*Weight</th> <th>Effective %</th> </tr> </thead> <tbody> <tr> <td>Y Collaborative discussions; deter. main idea/</td> <td>1.0000</td> <td>50.00</td> </tr> <tr> <td>Y Speak in sentences when reporting/creatin</td> <td>1.0000</td> <td>50.00</td> </tr> </tbody> </table>					*Child Task/Standard	*Weight	Effective %	Y Collaborative discussions; deter. main idea/	1.0000	50.00	Y Speak in sentences when reporting/creatin	1.0000	50.00
*Child Task/Standard	*Weight	Effective %											
Y Collaborative discussions; deter. main idea/	1.0000	50.00											
Y Speak in sentences when reporting/creatin	1.0000	50.00											
Y	Collaborative discussions; deter. main idea/details, ask/ans quest. w/info	<input type="checkbox"/>	<input type="checkbox"/>	Type: In Progress Grade *Grading Scale: Mastery <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									

#### 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."

#### IMPORTANT!

The Mastery Grading Scale utilizes a two level scale.

2 = Meets  
1 = Approaches

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

7. Confirm *Progress Grade* under *Type* is set to **NO CALCULATION**.
8. Confirm *Overall Grade* under *Type* is set to **IN PROGRESS GRADE** and *Grading Scale* is set to **DISTRICT A-F**.
9. Confirm *Composite* is checked for *Overall Grade* and ALL correct *\*Child Task/Standards* are listed.
10. Confirm *Semester 1* and *Semester 2* under *Type* is set to **NO CALCULATION**.
11. 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 Grading Task* may also be displayed when a task is set to **NO CALCULATION**.

**Grade Calculation**

Filter: Type All Term All Task All

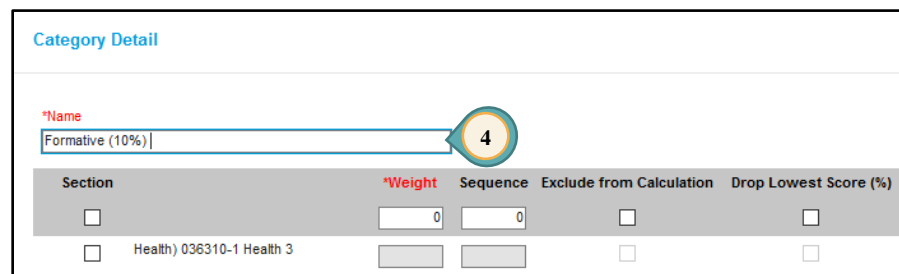
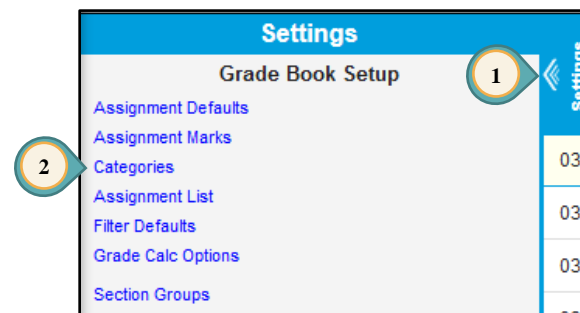
Term	Standard/Grading Task	Composite	Rollup	Calculation												
Y	Progress Grade	<input type="checkbox"/>	<input type="checkbox"/>	Type No Calculation Post-only - No Calculation												
Y	Overall Grade	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Type In Progress Grade *Grading Scale District A-F												
<table border="1"> <thead> <tr> <th>*Child Task/Standard</th> <th>*Weight</th> <th>Effective %</th> </tr> </thead> <tbody> <tr> <td>Y Reading Literature</td> <td>1.0000</td> <td>33.33</td> </tr> <tr> <td>Y Reading Informational Text</td> <td>1.0000</td> <td>33.33</td> </tr> <tr> <td>Y Reading Foundational Skills</td> <td>1.0000</td> <td>33.33</td> </tr> </tbody> </table>					*Child Task/Standard	*Weight	Effective %	Y Reading Literature	1.0000	33.33	Y Reading Informational Text	1.0000	33.33	Y Reading Foundational Skills	1.0000	33.33
*Child Task/Standard	*Weight	Effective %														
Y Reading Literature	1.0000	33.33														
Y Reading Informational Text	1.0000	33.33														
Y Reading Foundational Skills	1.0000	33.33														
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												

Close

## 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.
4. Enter the category **Name**. If weights are used, put the weight amount in parenthesis after the title. This ensures the category weight 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 non-grade level work 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 each specific section (i.e., Reading 3).

**Grade Book Tip!**

Using the boxes in the dark gray bar will place the settings for ALL of the sections listed. **REMOVE** the checkmark for ALL Homeroom Sections.

Category Detail

\*Name  
Formative (10%)

Section	*Weight	Sequence	Exclude from Calculation	Drop Lowest Score (%)
<input type="checkbox"/>	10	0	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Health) 036310-3 Health 3	10	0	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> AM) 038510-3 Homeroom 3 AM			<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> PM) 038520-3 Homeroom 3 PM			<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Language) 031610-3 Language 3	10	0	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Math) 032510-3 Mathem	10	0	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Reading) 031210-3 Reading 3	10	0	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Science) 033610-3 Science 3	10	0	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Social Stu) 034310-3 Social Studies 3	10	0	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Speak/Lis) 031810-3 Speaking and Listening 3	10	0	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Writing) 031410-3 Writing 3	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."

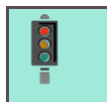
Category List

Section Reading) 031210-1 Reading 3

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 Reading section selected:  
Category weights equaling 100% and Category Excluded.



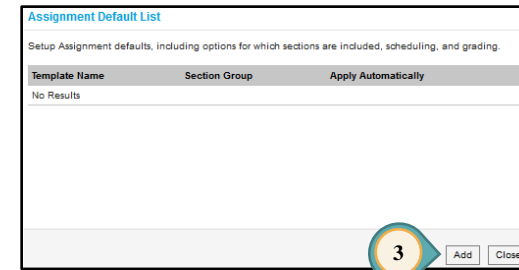
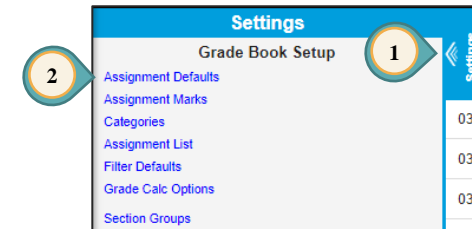
**IMPORTANT!**

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

## 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 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 **Points** (or **Marks**), applying it automatically to each assignment created.
11. If most or all assignments have the same **Total Points** value, it can be entered here.
12. Click **SAVE**.



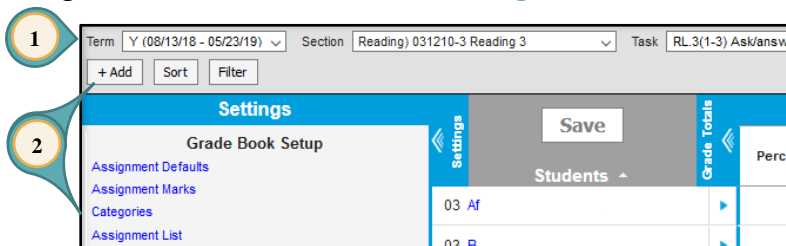
A screenshot of the 'Setup Defaults' form. The form contains the following fields and options:

- \*Name:** Text input field containing 'Weekly vocabulary'. Callout bubble '4' points to this field.
- Apply Automatically:** Check box, currently unchecked. Callout bubble '5' points to this checkbox.
- Sections:** Dropdown menu set to 'Any Sections'. Callout bubble '6' points to this dropdown.
- Portal:** Check box, currently checked. Callout bubble '7' points to this checkbox.
- Assigned Date:** Dropdown menu set to 'Current Date'. Callout bubble '8' points to this dropdown.
- Due Date:** Dropdown menu set to 'Same as Assigned Date'. Callout bubble '8' points to this dropdown.
- Grade Book Sequence:** Radio buttons for 'Increment' and '1.00'. Callout bubble '9' points to the '1.00' value.
- \*Scoring Type:** Dropdown menu set to 'Points'. Callout bubble '10' points to this dropdown.
- Total Points:** Text input field containing '10'. Callout bubble '11' points to this field.
- Multiplier:** Text input field containing '1'. Callout bubble '11' points to this field.
- Save/Close:** Buttons at the bottom right. Callout bubble '12' points to the 'Save' button.

# Assignments

## Creating Assignments

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



### 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 window using "Copy of" in the title.

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.
9. Select the standard(s)/cluster(s) that applies from the drop-down menu. **Do NOT** select **Overall Grade**.
10. Select **Scoring Type**. **Do NOT** select **Rubric**.
11. Enter a **Total Points** value.
12. Click **SAVE** before closing.

**IMPORTANT!**

1. Elementary Traditional schools **DO NOT** choose Rubric for the Scoring Type.
2. Elementary Traditional schools **DO NOT** choose Overall Grade for the Standard/Grading Task. (The scores will **NOT** calculate.)

**{ STRANDS cannot be selected. }**

**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.

The screenshot shows a form with the following fields and values:

- \*Category:** Does Not Count Towards
- Include in Grade Calculation:**
- \*Standard/Grading Task:** Overall Grade
- Scoring Type:** Points
- \*Total Points:** 10
- \*Multiplier:** 1

Buttons at the bottom include: Add, Delete, Copy, New Assignment, Score, Save, Close.

## Creating Assignments Across Identical Sections

These are directions for grade levels that departmentalize. (Traditional elementary teachers **cannot** add an assignment to a section where the standards are **not identical**.)



For this example, an assignment is being created to be placed in TWO Grade 4 Reading sections.

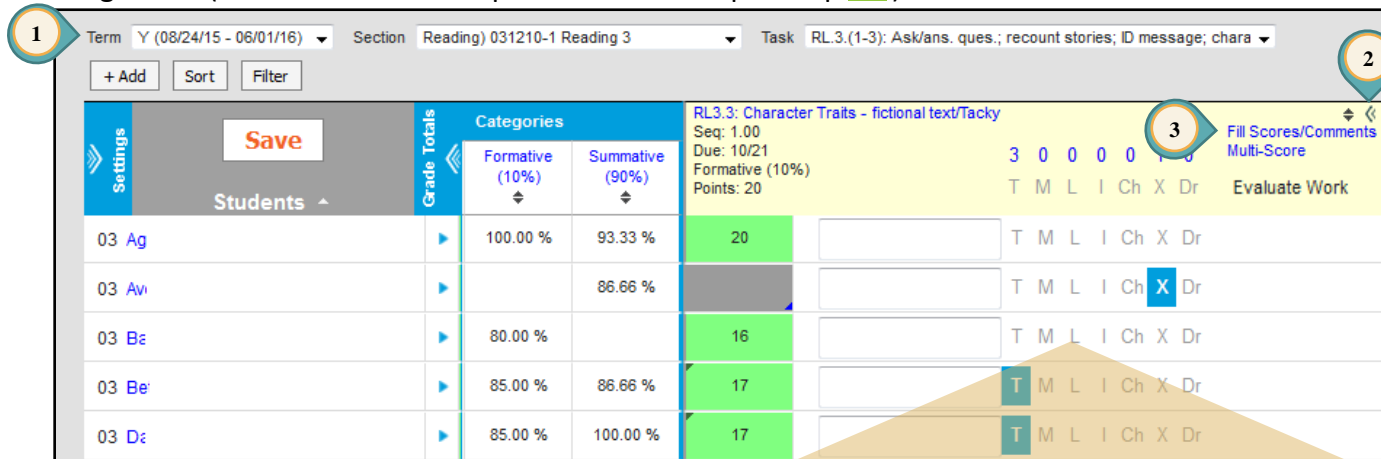
1. Start an assignment using steps on page 8.
2. The **Section** that is open will display.
3. Choose an **Assigned** and **Due** date.
4. Click the **ADD/REMOVE** button if you **teach** more than one course with identical standards.
5. The **Section Selector** provides access to the sections of the grade book. Leave the Filter set to: Term = “Y,” and Period = “All.”
6. Change the Course to be the **LIKE** section that is receiving this **SAME** assignment (i.e., Reading 4).
7. From the **Select Sections** list, on the **left**, click the **ADD** link for a **Section(s)** with identical standards as the section found in the **Section List**, on the **right**.
8. Click the **REMOVE** link if a section should **NOT** be included.
9. Click **OK**. Use steps on page 8 to complete creating the assignment.

The screenshot shows the 'Assignment Detail' form and the 'Section Selector' dialog. Numbered callouts indicate the following steps:

1. Assignment Name: Family Under the Bridge Chapter 1 Comprehension
2. Section: Reading) 041210-1 Reading 4
3. Assigned and Due dates: 04/11/2018 and 04/13/2018
4. Add/Remove button
5. Section Selector dialog
6. Filter: Course 041210 Reading 4
7. Select Sections list: Reading) 041210-2 Reading 4
8. Section List: Reading) 041210-1 Reading 4
9. OK button

## 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 standards 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). For additional information search “Assignment Marks” in Infinite Campus help .
  - 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 .



**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 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!**

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

### 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

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 the **In Progress** area, select **POST**.
3. Select **TERM Y**.
4. Select **PROGRESS GRADE** from the **Task** drop-down menu.
5. Click **OK**.

Points	Possible	Percent	Post Grade
03 A		88.19 %	B
03 A		75.66 %	C

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

6. Read the warning and click **OK**.
7. Ensure the **Task** is **PROGRESS GRADE**.
8. Click **SAVE**.

**Post Grades**

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

Post to:  
Term: Y  
Task: Progress Grade

OK Cancel

**Warning**

Grades will be posted upon save.

OK

Percent	Grade	Points	Possible	Percent	Post Grade
88.19 %	B				
75.66 %	C				

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

### Grade Book Tips!

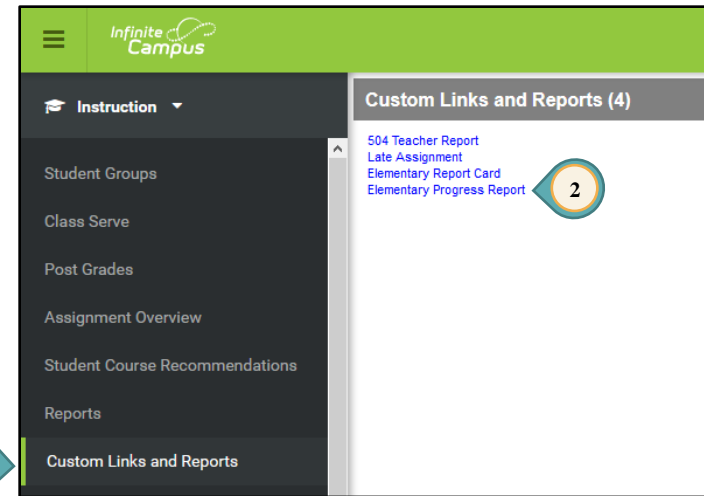
1. The **Show Active Students Only** box under **Account Settings** (see page 2) should be checked before posting grades.
2. A **Multi-Post Grades** option is available from the **Settings > Grade Book Tools** menu. Additional information for using the tool can be found in **Campus Help** at:

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

## Printing Custom Progress Reports

Progress Reports are printed by the 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. Select **ELEMENTARY PROGRESS REPORT**.
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.



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).

## Report Cards

### Posting Grades for Report Cards

Posting grades for report cards will be done at set times throughout the year, and teachers will be informed 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. In addition, a report card should be printed BEFORE the student is withdrawn.

1. Select the appropriate **Term**, **Section**, and **Task** (**OVERALL GRADE**).
2. Under the **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.
7. Ensure the appropriate **TASK** is displaying Semester 1 or Semester 2.
8. Click **SAVE**.

#### 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](http://training.ccsd.net) > GRADE BOOK > Traditional Elementary > Attendance, Progress Report & Report Card Calendar.

1

Term Y (08/24/15 - 06/01/16) Section Reading 031210-5 Reading 3 Task Overall Grade

Students	Grade Totals	Posted			In Progress		
		Percent	Grade	Rpt Crd Comments	Points	Possible	Post Grade
03 A		88.19 %	B				
03 A		75.66 %	C				

2

Post Grades

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

Post to:  
Term:  
Y

Task:  
Semester 1

3 4

5 OK Cancel

Warning

Grades will be posted upon save.

6 OK

7

Term Y (08/24/15 - 06/01/16) Section Reading 031210-5 Reading 3 Task Semester 1

Students	Grade Totals	Posted			In Progress		
		Percent	Grade	Rpt Crd Comments	Points	Possible	Percent
03 A		88.19 %	B				
03 A		75.66 %	C				

8



## Adjusting Posted Grades

Posted grades can be adjusted from the **Posted** section of the 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.

1. Select **POST GRADES** from the Index Menu on the left.
2. Select the appropriate **Term** (Y), **Section** (reading, math, language, etc.), and **Task** (Semester 1 or Semester 2).
3. Posted grades will already be present. To adjust these grades, use the **Percent** and **Grade** fields.
4. Use the drop-down menu to select an A-F grade. Other grades, such as "W," are found here but are to be used with administrator approval only.
5. Click **SAVE**.

## 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 an **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.)

## Fill Percent, Grade, Comment (Optional)

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

Term: Y (08/13/18 - 05/23/19) | Section: AM) 038510-3 Homeroom 3 AM | Task: SLB.1: Observes School Rules

Buttons: Save, **Fill Percent, Grade, Comment**, Multi-Post Grades, Graphs, Show, Post by: Standard/Grading Task

1. Click **FILL PERCENT, GRADE, COMMENT**.
2. Leave **Percentage** box unchecked.
3. Check the **Grade** box and select the grade from the drop-down menu.
4. Leave **Comment** box unchecked.
5. If **Canned Comments** are displayed, disregard this section of the window.
6. Click **FILL**.
7. Verify grades and click **SAVE**.

**Fill: Percent, Grade, Comment**  
Applies the same value to multiple students

Percentage

Grade

E | S | N

Comment

Students: All

**Canned Comments**

~~Selection Method~~

~~Enter Code(s):~~ Add

~~Choose Comment(s):~~

~~1: Your child is exceeding standards.~~

~~2: Your child is meeting standards.~~

Buttons: **FILL**, Cancel

## Report Card Comments

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

Instruction: Grade Book

Attendance

Message Center

Roster

Roster Verification

Seating Charts

Student Groups

Class Serve

**Post Grades**

Assignment Overview

Term: Y (08/29/16 - 06/01/17) | Section: AM) 038510-4 Homeroom 3 AM | Task: 1TC: 1st Term Comments

Buttons: Save, **Fill Percent, Grade, Comment**, Multi-Post Grades, Graphs, Show, Post by: Standard/Grading Task

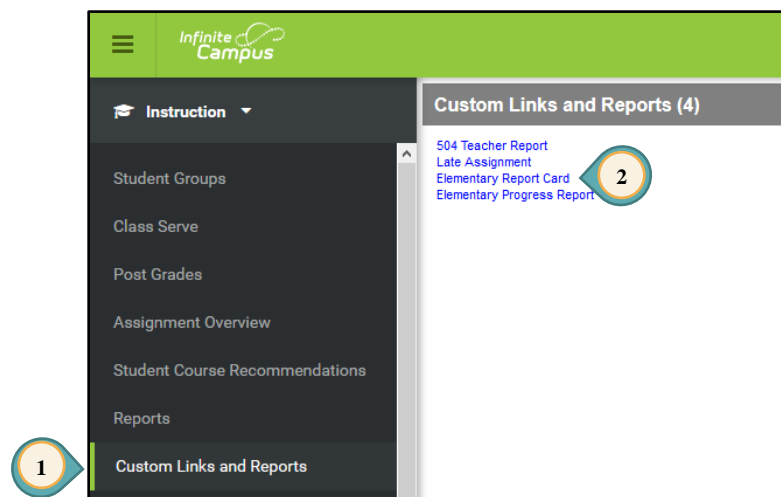
Students	Posted			In Progress	
	Percent	Grade	Report Card Comments	Canned Comment	Evidence
03 A #138					
03 A #137					
03 Ch #138					
03 Di #132					

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

## 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.

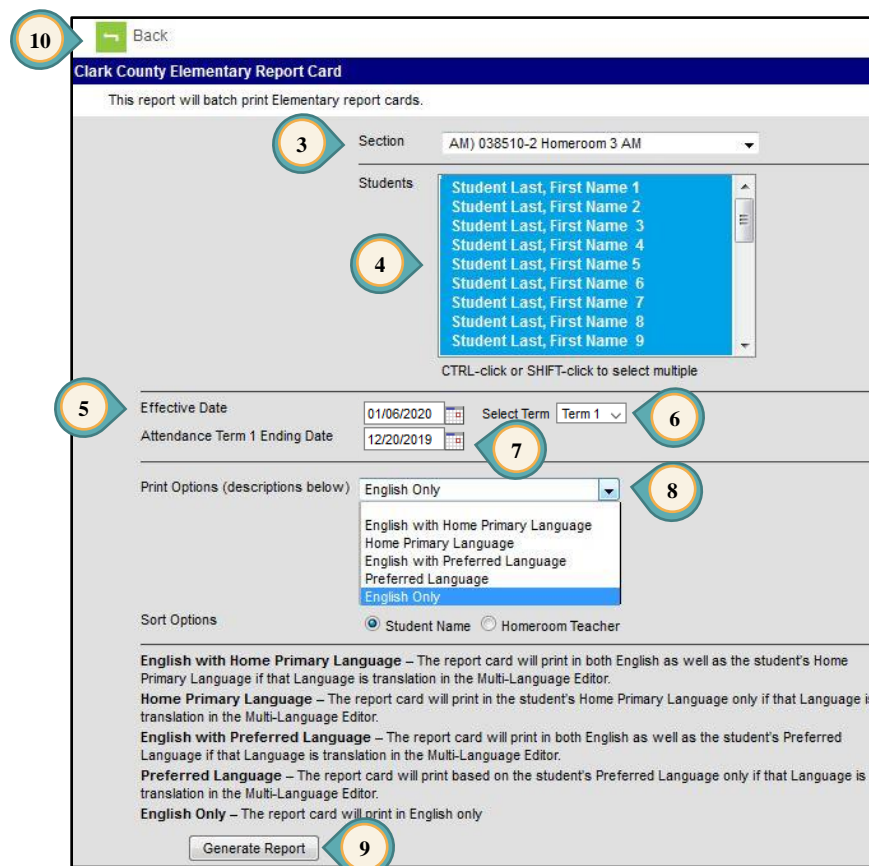
1. Select **CUSTOM LINKS AND REPORTS** from the Index menu on the left.
2. Select **ELEMENTARY REPORT CARD**.



3. Select **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 **BACK** to return to the Instruction Index Menu.

**IMPORTANT!**

Dates when all grades must be finalized and posted can be found at: [training.ccsd.net](http://training.ccsd.net) > GRADE BOOK > Traditional Elementary > Attendance, Progress Report & Report Card Calendar.



**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).

## 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 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. Overall grades may be present. To change these grades, use the **Percent** and **Grade** fields. Other grades, such as "W," are found here but are to be used with administrator approval only.
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 the teacher name appears on the report card. You may want to consider saving this report card as a PDF for future access.

Students	Percent	Grade	Posted		In Progress	
			Report Card Comments	Canned Comment	Grade	Evidence
03 Ab #138	93.02	A		Manage		
03 Ge #113	87.35	B		Manage		

### 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

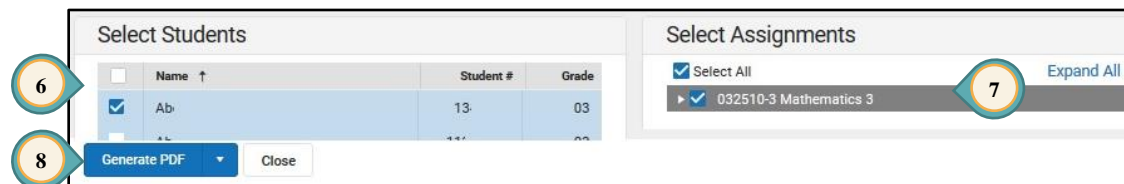
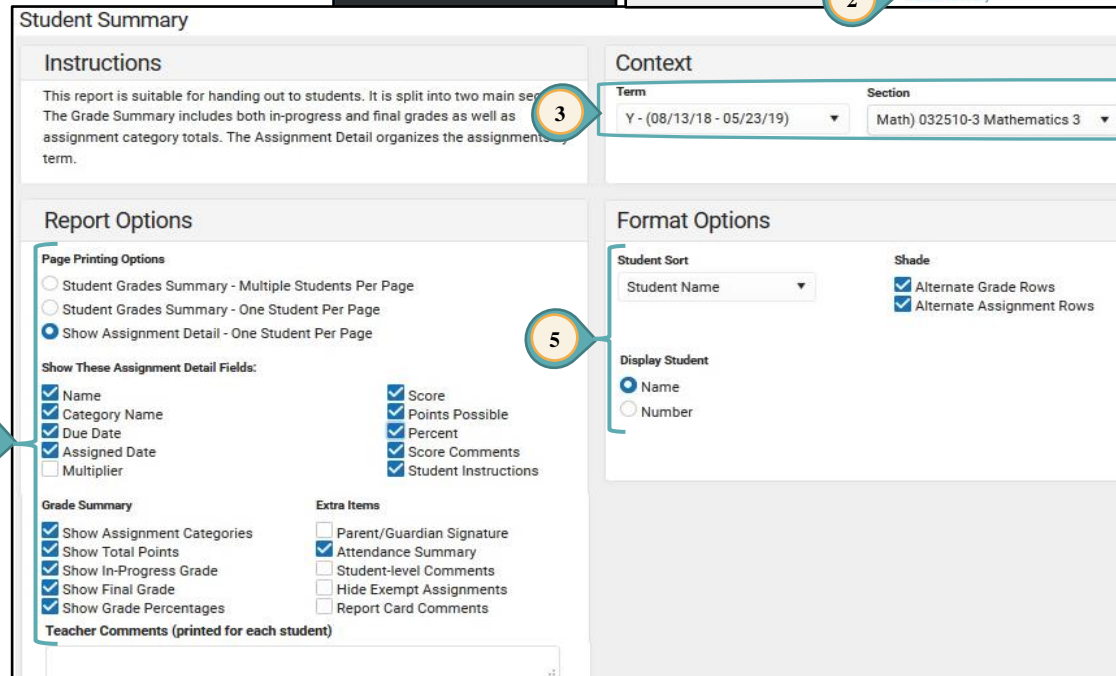
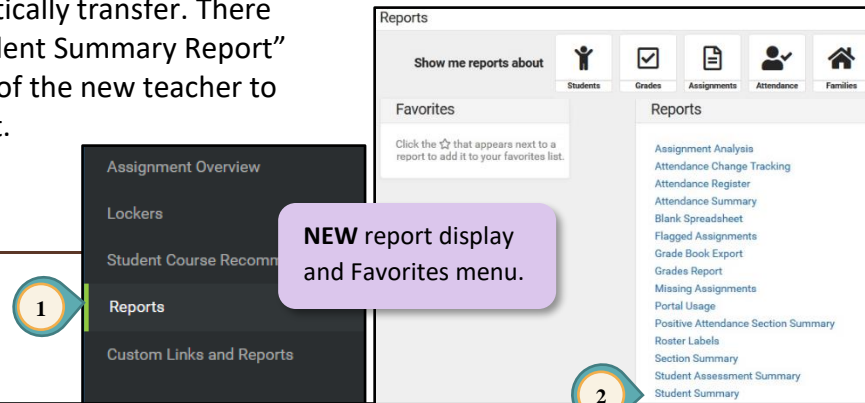
When a student enrolls in a section, scores/grades do not automatically transfer. There are two methods for entering student transfer grades: "Using Student Summary Report" and "Using Extended Date Progress Report." It is at the discretion of the new teacher to determine which grades to input in the 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.

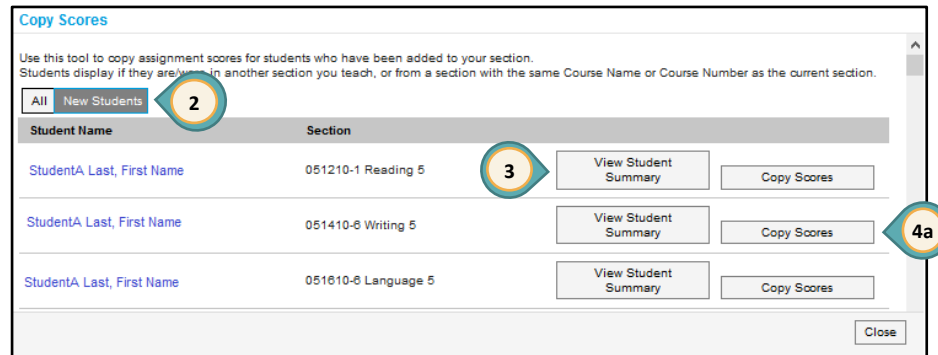
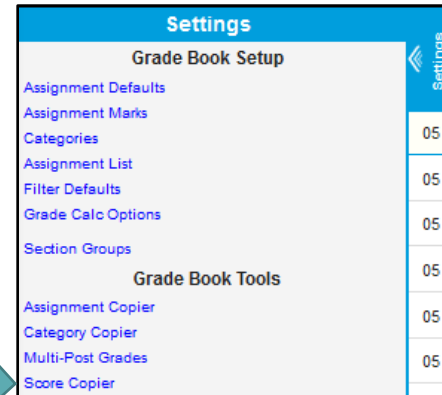


## Teacher 2 (the student is being enrolled)

### Accessing the Student Summary Report

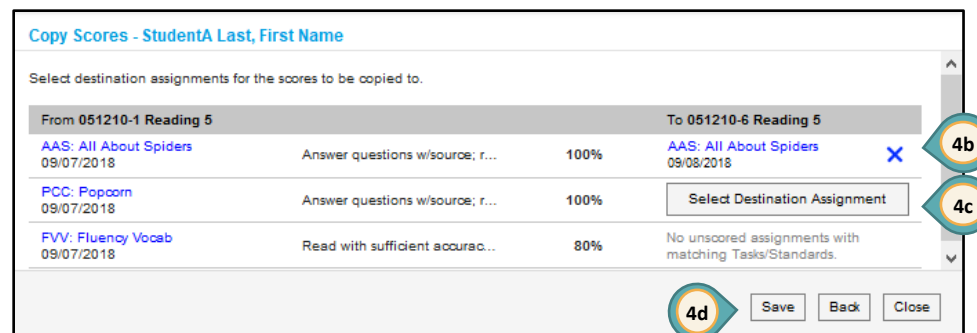
With a recent enhancement to Infinite Campus, teachers have access to the Student Summary report for students transferring to their sections. This new access also includes the option to copy scores from the student's previous section, as determined by the receiving teacher.

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 3 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 *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.)

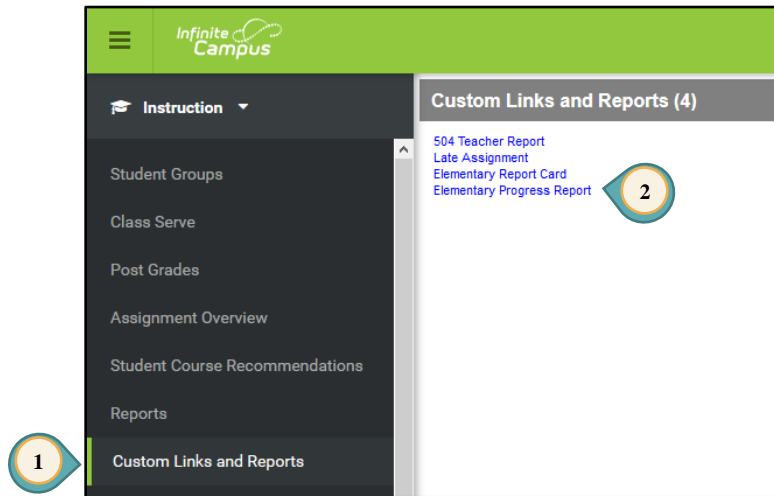
#### Grade Book Tips!

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 **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. Select **ELEMENTARY PROGRESS REPORT**.



3. From the **Select by Section** field choose **HOMEROOM AM**.
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 the student's attendance.
7. For **Active Only**, select the checkbox.
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.


The screenshot shows the 'Elementary Student Progress Report' form. At the top, there is a 'Back' link with a circled '11'. Below the title, there is a message: '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 form is divided into 'Report Options' and 'Print Options' sections. In the 'Report Options' section, there are fields for 'Select Students by' (with a dropdown menu showing 'TEACHER LAST, FIRST NAME-- Homeroom 3 AM' and a circled '3'), 'OR' (with a circled '4'), 'Single Student' (with a dropdown menu showing 'Last Name, First Name' and a circled '4'), 'From Date' (with a date picker showing '04/01/2019' and a circled '5'), 'To Date' (with a date picker showing '05/01/2019' and a circled '6'), and 'Active Only' (with a checked checkbox and a circled '7'). In the 'Print Options' section, there are radio buttons for 'Student Name' (selected) and 'Teacher' (with a circled '8'), and a dropdown menu for 'Print Options' showing 'English Only' (with a circled '9') and other options like 'English with Home Primary Language', 'Home Primary Language', 'English with Preferred Language', and 'Preferred Language'. At the bottom, there is a 'Generate Report' button with a circled '10'.



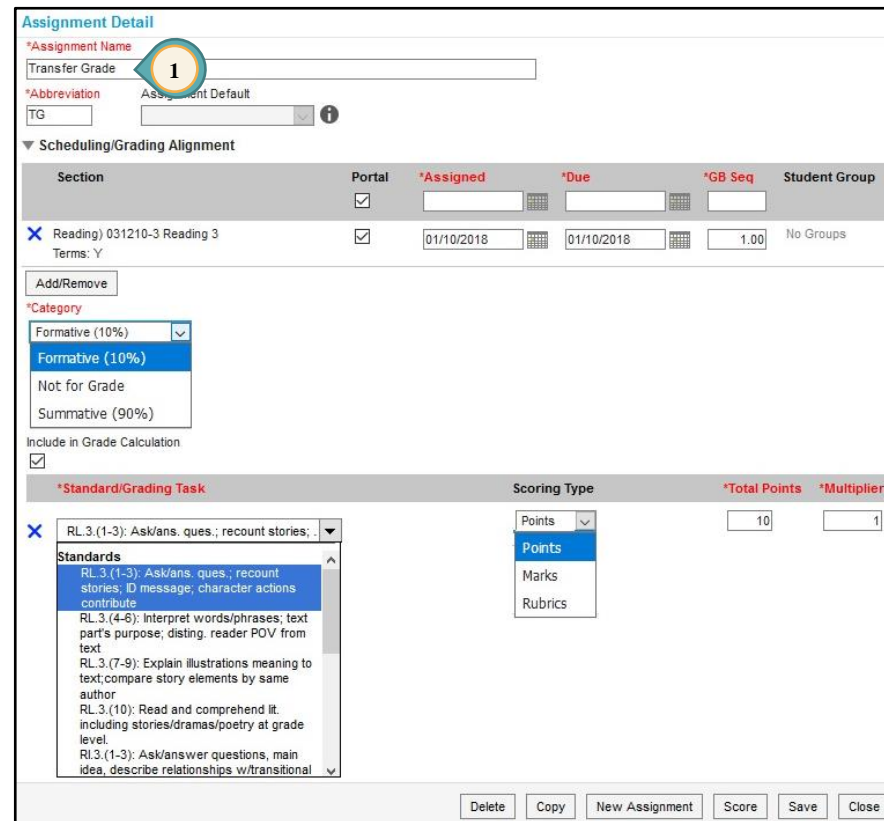
*Teacher 2 (the student is being enrolled)*

For this example, a Transfer Grade is being added to a Grade 3 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 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.)



**Assignment Detail**

\*Assignment Name: Transfer Grade (1)

\*Abbreviation: TG

▼ Scheduling/Grading Alignment

Section	Portal	*Assigned	*Due	*GB Seq	Student Group
Reading 031210-3 Reading 3 Terms: Y	<input checked="" type="checkbox"/>	01/10/2018	01/10/2018	1.00	No Groups

Add/Remove

\*Category: Formative (10%)

Include in Grade Calculation:

*Standard/Grading Task	Scoring Type	*Total Points	*Multiplier
RL.3.(1-3): Ask/ans. ques.; recount stories; ... Standards: RL.3.(1-3): Ask/ans. ques.; recount stories; ID message, character actions contribute. RL.3.(4-6): Interpret words/phrases; text part's purpose; disting. reader POV from text. RL.3.(7-9): Explain illustrations meaning to text; compare story elements by same author. RL.3.(10): Read and comprehend lit. including stories/dramas/poetry at grade level. RL.3.(1-3): Ask/answer questions, main idea, describe relationships w/transitional	Points	10	1

Buttons: 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](http://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 STANDARD/CLUSTER LEVEL

- Assignments placed at the grading task Overall Grade will not calculate into the student's grade.
  - 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 (Points or Marks only)

- Assignments using points 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. **WARNING:** Assignment Marks used in previous years must not have the percentage values modified. Create a new set of Assignment Marks if needed.
- NOTE:** The **Rubrics** scoring option is for kindergarten teachers and SBRC schools **only** and will not calculate correctly in this grade book.