



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

Infinite Campus

Elementary Traditional Specialists Grade Book

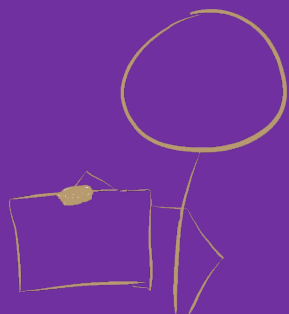



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Infinite Campus Grade Book

Elementary Traditional Specialists

- Printable setup guides are available online at training.ccsd.net. Online tutorial videos are available on the Enterprise Learning Management System (ELMS) website, <http://learn.ccsd.net> by searching “Campus for Teachers.”
- After viewing the online resources, additional grade book technical support is available. Contact User Support Services (USS) at (702)799-3300, submit a Quick-IT request, or e-mail “Help Gradebook” via Gmail.

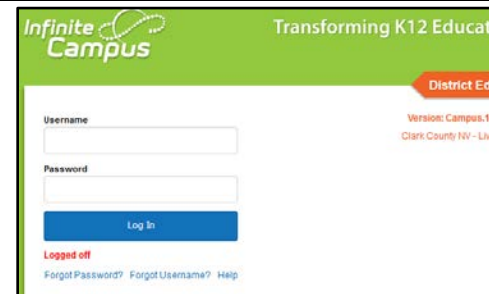


IMPORTANT!
Infinite Campus is a dynamic program that changes every four weeks. These updates might change the look of some of the images for the directions in this document.

Accessing Infinite Campus (IC)

Preferred browser: *Mozilla Firefox*

- Open Firefox, Go to: campus.ccsd.net.
- Log in using your Active Directory (AD) credentials.

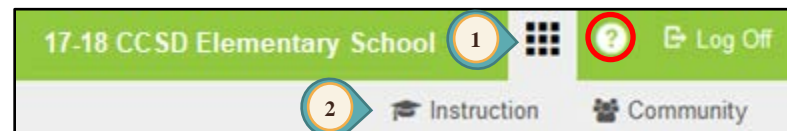


Campus Tools vs. Campus Instruction

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

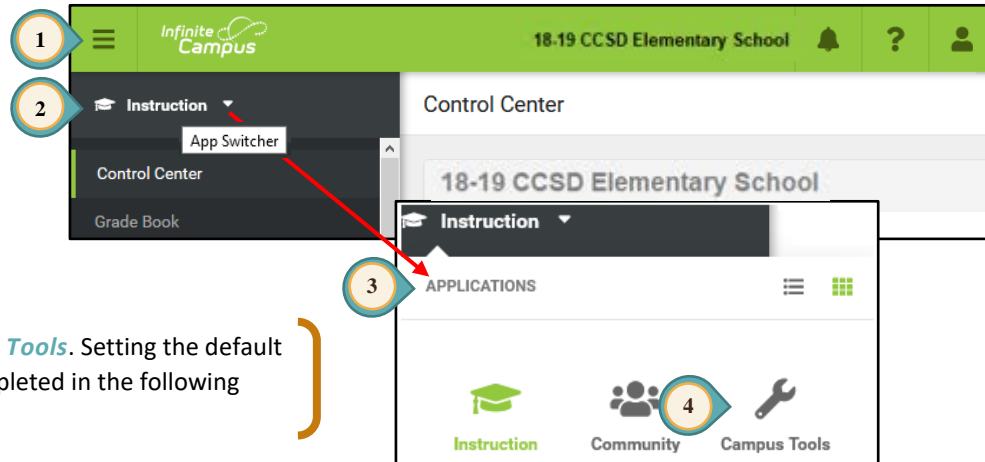
- Select the **APP SWITCHER** in the upper-right corner.
- Then click the **INSTRUCTION** link.



Campus Help (?) provides documents and tutorials from Campus Community that relates to the area of Campus where you are working.

Accessing Campus Tools from Instruction

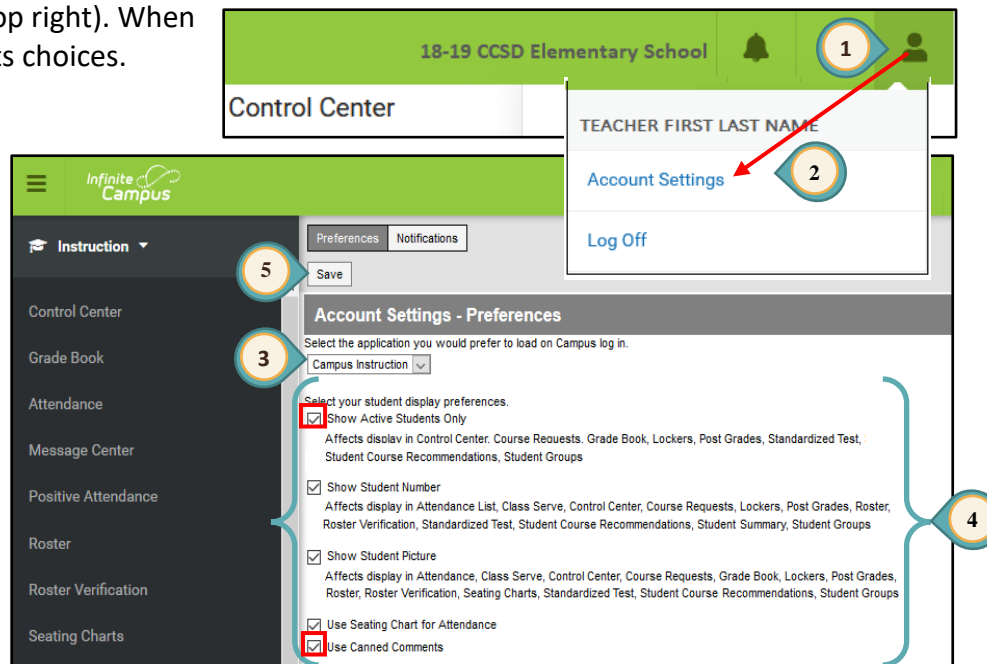
1. The **Open Menu** icon will open/hide the Index Menu (using this allows for additional display area for the **Grade Book**).
2. Select **INSTRUCTION (APP SWITCHER)** from the Index Menu at the left.
3. When clicked, **Instruction** expands to display the **Applications** window.
4. Click the **CAMPUS TOOLS** icon.



Note: Infinite Campus may, by default, be set to **Campus Tools**. Setting the default to **Campus Instruction** for your **Grade Book** can be completed in the following process.

Account Settings

1. In **Instruction**, click the **USER MENU** icon (at the top right). When clicked, the **User Menu** icon expands to display its choices.
2. Click **ACCOUNT SETTINGS**.
3. Change the application in the drop-down menu to **CAMPUS INSTRUCTION**. Once **SAVED**, this will make **Instruction** the default application at login.
4. Check the boxes for each display feature that you prefer to see in your grade book.
 - a. If **Show Active Students Only** is checked, withdrawn students will not show.
 - b. If **Use Canned Comments** is checked, District provided comments can be selected for Semester Grades.
5. Click **SAVE** or the new settings will **NOT** be saved.



Grade Book Setup

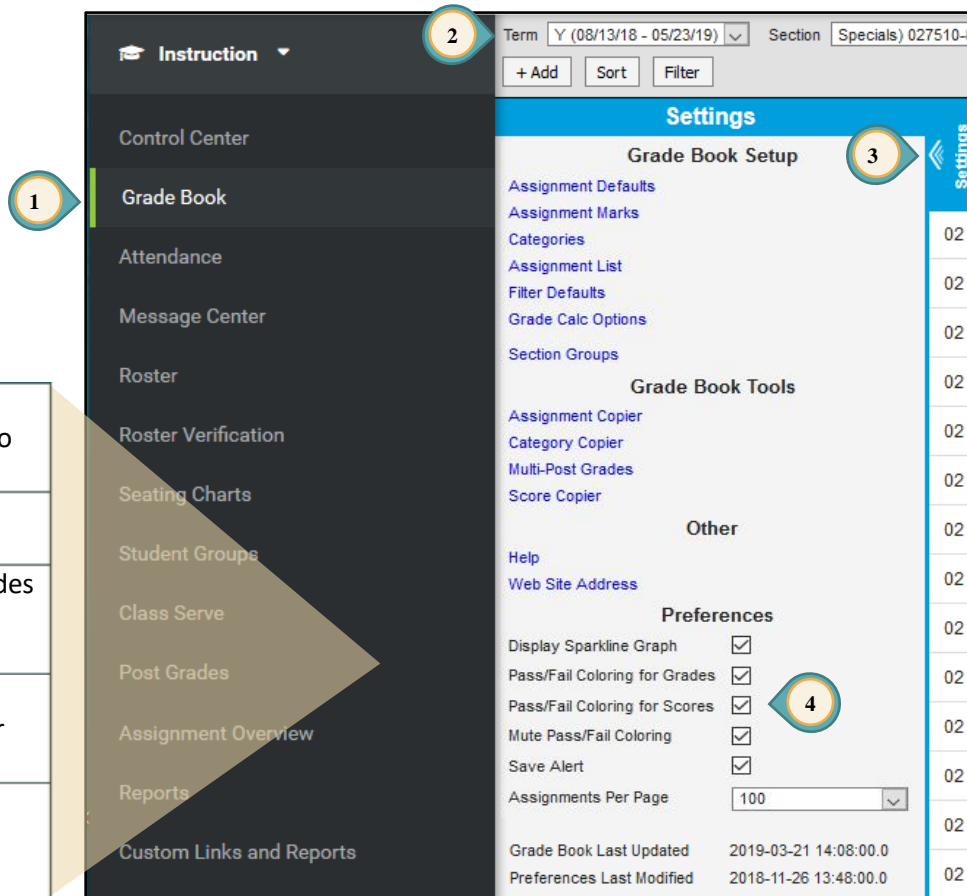
Setting Preferences

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.



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 **ESN GRADING**.
5. Confirm Strands/Domains have the **COMPOSITE** grading box checked and the appropriate standards are attached and weighted. This does not apply to P.E. and Library Specialists.
6. Confirm **WEIGHT CATEGORIES** box is checked for individual standards.

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."

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

Term	Standard/Grading Task	Composite	Rollup	Calculation
Y	Creating-Conceiving and developing new artistic work and ideas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Type In Progress Grade *Grading Scale ESN Grading
*Child Task/Standard				
	Y Generate and conceptualize artistic ideas and work.			*Weight 1.0000 Effective % 33.33
	Y Organize and develop artistic ideas and work.			*Weight 1.0000 Effective % 33.33
	Y Refine and complete artistic work.			*Weight 1.0000 Effective % 33.33
Y	Generate and conceptualize artistic ideas and work.	<input type="checkbox"/>	<input type="checkbox"/>	Type In Progress Grade *Grading Scale ESN Grading <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
Y	Organize and develop artistic ideas and work.	<input type="checkbox"/>	<input type="checkbox"/>	Type In Progress Grade

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 **ESN GRADING**.

For this example, the Grade Calculation for Music Grades K-2 is displayed (See table below for additional values).

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**.

Category	Music Grade K-2	Music Grade 3-5	Art Grade K-5
Creating	20%	30%	50%
Performing/ Presenting	50%	40%	20%
Responding	20%	20%	20%
Connecting	10%	10%	10%

The screenshot shows the 'Grade Calculation' window with the following details:

- Filter:** Type: All, Term: All, Task: All
- Progress Grade:** Type: No Calculation (Callout 7)
- Overall Grade:** Composite: (Callout 9), Type: In Progress Grade (Callout 8), *Grading Scale: ESN Grading (Callout 8)
- *Child Task/Standard Table:**

*Child Task/Standard	*Weight	Effective %
Y Creating-Conceiving and developing new arti	20.0000	20.00
Y Performing/Presenting-Realizing artistic ideas	50.0000	50.00
Y Responding-Understanding and evaluating ho	20.0000	20.00
Y Connecting-Relating artistic ideas and work v	10.0000	10.00
- Semester 1:** Type: No Calculation (Callout 10)
- Semester 2:** Type: No Calculation (Callout 10)
- Close** button (Callout 11)



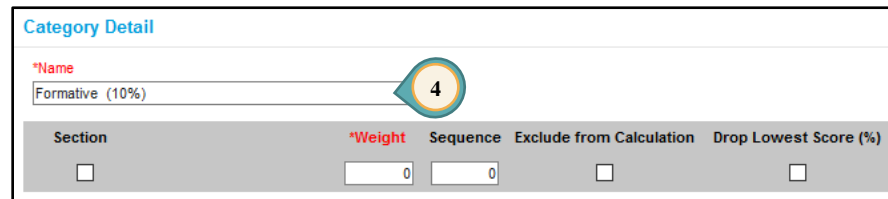
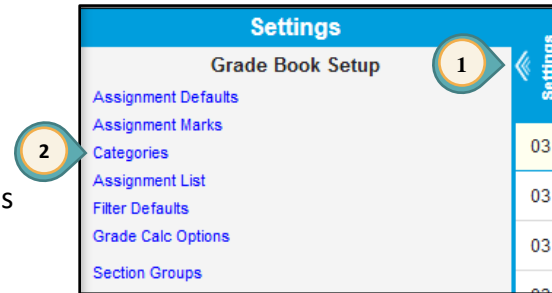
WARNING!

If the Grade Calculations are different than those described above for Elementary Traditional Specialists Grade Books, please submit a Quick-IT or contact the USS Help Desk at (702)799-3300.

Creating Categories

Categories have been enhanced to allow teachers to create categories across multiple sections/periods 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 work not at grade level 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 a specific section (i.e., Music 1).

Grade Book Tip!

Using the boxes in the dark gray bar will place the settings for ALL of the sections listed.

Category Detail

*Name
Formative (10%)

Section	*Weight	Sequence	Exclude from Calculation	Drop Lowest Score (%)
<input checked="" type="checkbox"/>	10	0	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Specials) 017810-1 Music 1	10	0	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Specials) 017810-2 Music 1	10	0	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Specials) 017810-3 Music 1	10	0	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Specials) 017810-4 Music 1	10	0	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Specials) 017810-5 Music 1	10	0	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Specials) 017810-6 Music 1	10	0	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Specials) 017810-7 Music 1	10	0	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Specials) 017810-8 Music 1	10	0	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Specials) 027810-2 Music 2	10	0	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Specials) 027810-3 Music 2	10	0	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Specials) 027810-4 Music 2	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: Specials) 027810-3 Music 1

Name	Weight	Sequence	Exclude From Calculation	Drop Lowest (%)
Formative (10%)	10.000	0	<input type="checkbox"/>	<input type="checkbox"/>
Summative (90%)	90.000	0	<input type="checkbox"/>	<input type="checkbox"/>
Does Not Count Towards Grade	0.000	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Example showing Music Section Selected:
Category weights equaling 100% and Category Excluded.

Add Close

IMPORTANT!

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

Assignment Marks

Assignment Marks are used when entering scores for assignments created in the Infinite Campus Grade Book. By creating assignment marks, scores can be entered as a point value or as **E**, **S**, or **N**.

WARNING!

- When Assignment Marks values are changed, these values are changed in **ALL** grade books using the Assignment Marks, including previous years/terms..
- To prevent disruption of archived grade books, create a new Assignment Mark instead of changing an existing one. New Assignment Marks should follow a naming convention distinct to the current school year, as shown below.

Creating Assignment Marks

- Click the triple white **SETTINGS** arrows to expand the **Settings** window.
- Select **Assignment Marks**.
- Click **ADD**.
- Enter a **Name** for your Assignment Mark Detail (i.e., 19-20 Specialist).
- Click **ADD ROW** to create each **Assignment Marks** score desired. (All marks/scores used by the teacher should be included in the listed items.)
- Enter the **Score** abbreviation.
- Enter **% Earned** value.
- Check if a **Passing** score.
- Click **SAVE**.

The screenshot shows the 'Settings' window with 'Grade Book Setup' selected. The 'Assignment Marks' option is highlighted with a blue circle labeled '1'. Other options include Assignment Defaults, Categories, Assignment List, Filter Defaults, Grade Calc Options, and Section Groups.

The screenshot shows the 'Assignment Mark List' window. It has a table with columns for 'Name' and 'Owner'. Below the table, it says 'No Results'. At the bottom right, there is an 'Add' button and a 'Close' button. A blue circle labeled '3' is around the 'Add' button.

IMPORTANT!

- When creating Assignment Marks score(s) **DO NOT** use the same abbreviation as an existing scoring code (i.e., L = Late or I = Incomplete, etc.).
- The **% Earned** is a site-based decision and must be entered before saving.
- If using ESN Assignment Marks, the percentages must be within the District's established ESN scale:

E	90-100	Exceptional Progress
S	70-89	Satisfactory Progress
N	0-69	Needs Improvement

The screenshot shows the 'Assignment Mark Detail' window. It has a form for 'Name' (19-20 Specialist) and 'Owner' (Last Name, First Name). Below is a table with columns: Seq, Score, % Earned, and Passing. The table contains three rows: (1, E, 95.0, checked), (2, S, 80.0, checked), and (3, N, 60.0, unchecked). There is an 'Add Row' button below the table. At the bottom, there are 'Save', 'Delete', and 'Close' buttons. Blue circles with numbers 4 through 9 highlight various elements: 4 (Name), 5 (Add Row), 6 (Score), 7 (% Earned), 8 (Passing), and 9 (Save).

Section Groups (Optional)

Section Groups allow a teacher to group similar sections together in a single grade book view or create an Alias (Teacher Name) for the numbered sections.

Creating a Section Group

This optional tool will be especially convenient for those teaching more than one section of a particular grade level. Section Groups make scoring assignments easier by combining matching assignments into shared columns in the grade book. Selected groups apply to the grade book view only.

1. Click the triple white **SETTINGS** arrows to expand the **Settings** window.
2. Click **Section Groups** in the **Settings** window.
3. On the **Section Groups** page, click **ADD** to continue.
4. Name the section group.
5. Select the **Sequence** and **Sort** pattern you would like the **Section Group** to appear in the **Section** list.
6. Select the sections to be added to the group by checking the appropriate boxes under **Active**.
7. Optional: **Color** may be selected to assist in viewing students within a section of a **Section Group**.
8. Click **SAVE**.
9. **Section Groups** can be accessed by using the **Section** drop-down menu. When viewing a **Section Group** here, common assignments may be scored together.

Settings
Grade Book Setup

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

Section Groups
Name
No Results
Add Close

Section Group Detail
*Name
Grade 1
Seq
2
Sort
Active
Period
Course Name
The section with the lowest sequence number will be used to set the preferences for the section group.

Active	Name	Terms	Color	Seq
<input checked="" type="checkbox"/>	Specials) 017510-1 Library 1	Y	■	0
<input checked="" type="checkbox"/>	Specials) 017510-2 Library 1	Y	■	0
<input checked="" type="checkbox"/>	Specials) 017510-3 Library 1	Y	■	0
<input type="checkbox"/>	Specials) 017510-4 Library 1			

Save Delete Close

Section Group Detail
*Name
Gr1-Johnson
Seq

Sort
Active
Period
Course Name
The section with the lowest sequence number will be used to set the preferences for the section group.

Active	Name	Terms	Color	Seq
<input checked="" type="checkbox"/>	Specials) 017510-1 Library 1	Y	■	0
<input type="checkbox"/>	Specials) 017510-2 Library 1	Y	■	0

Save Delete Close

Section: Specials) 007510-1 Library K
Group
Kindergarten
Gr1-Johnson
Gr2-Smith
Grade 1
Section
Specials) 007510-1 Library K
Specials) 007510-10 Library K
Specials) 017510-2 Library K

Grade Book Tips!

1. For additional Information Search Campus Help ? for "Section Groups:"
<https://content.infinitecampus.com/sis/1921/documentation/section-groups-campus-instruction/>
2. Sections can be shown by teacher name rather than section number using the Section Groups feature. To do this, create a group for each section (see A) using the grade level and teacher name. Sections will then appear under Group in the menu (see B).

Assignment Defaults (Optional)

This feature creates templates for assignments that can be applied either automatically or by selection. **NOTE:** Assignments created with defaults may still be edited.

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** (this is the name of the setup NOT the name of the assignment).
5. Click the **Apply Automatically** button if you would like the settings entered here to be applied in each new assignment created.
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. Select **Scoring Type** – **Points** or **Marks** and **Assignment Marks** (i.e., 19-20 Specialist, if created).
11. If most or all assignments have the same **Total Points** value, enter it here.
12. Click **SAVE**.

Grade Book Tip!

Assignment Marks cannot be changed once they are used to score an assignment. If an Assignment Mark is created for each school year (i.e., 19-20 Specialist), the Default Assignment will ensure the current year's Assignment Mark is being used.

Settings
Grade Book Setup

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

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

Template Name	Section Group	Apply Automatically
No Results		

Setup Defaults

*Name: Music

Apply Automatically:

Sections: Any Sections

No section groups exist.

Portal:

Assigned Date: Current Date

Due Date: Same as Assigned Date

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

Grade Book Sequence: Increment 1.00

Scoring Type: Marks

Assignment Marks: 19-20 Specialist

Total Points:

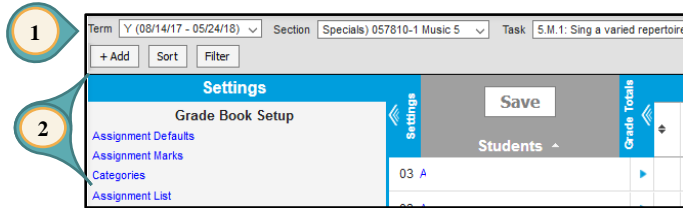
Multiplier:

Save Close

Assignments

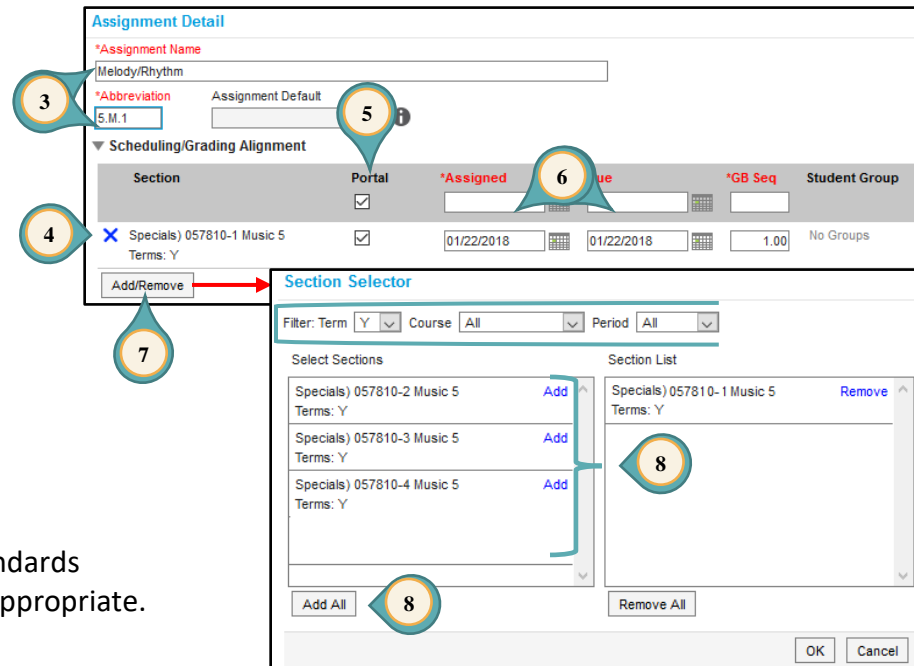
Creating Assignments

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



1. Select the appropriate **Term**, **Section**, and **TASK** (standard/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 if not already applied automatically.
4. The current **Section** will display.
5. **Portal** allows assignments to be displayed in the parent portal and is selected by default.
6. Choose an **Assigned** and **Due** date.
7. Click the **ADD/REMOVE** button. The **Section Selector** window displays **ALL** sections of the grade book.
8. Click the **ADD** link next to each section with identical standards receiving the assignment, or use the **ADD ALL** button, if appropriate.

Grade Book Tip!
The **Assignment List** displays all of the assignments created for the section.



- Grade Book Tip!**
1. Once the **Course** drop-down is set to the correct grade level course, the **Add All** button can be used instead of selecting the like sections.
 2. Using **Section Groups** can add ALL like sections to an assignment without using the **Add/Remove** button (Search Help (?) for additional details).

9. Click the **REMOVE** link if a section does **NOT** receive the assignment.
10. Click **OK** to continue (if additional sections were added, the assigned and due dates may need to be reset).
11. Choose the **Category** where the assignment will be placed from the drop-down menu.
12. Leave **Include in Grade Calculation** checked.
13. Select the standard(s)/cluster(s) that applies from the drop-down menu.
14. Select **Points/Marks** for **Scoring Type**. (Select the appropriate **Assignment Marks** if **Marks** are used. See page 8 for more about **Assignment Marks**.) Do **NOT** select **Rubric**.
15. Enter a **Total Points** value.
16. Click **SAVE** before closing.

Do NOT select the Overall Grade Grading Task when creating assignments that count towards student grades.

Grade Book Tips!

1. When adding an assignment to multiple standards, click the Add button under the previously chosen standard/cluster.
2. Click **Score** to add scores in multiple cluster view.
3. Click **New Assignment** to add another assignment. Infinite Campus automatically saves the created assignment and opens a new Assignment Detail window.
4. Click **Copy** to duplicate an assignment. Infinite Campus automatically saves the created assignment, and opens a new Assignment Detail window using "Copy of" in the Title.

ASSIGNMENT SETUP EXCEPTION: When entering an assignment using the “Does Not Count Towards Grade” category, after naming the assignment and choosing the section:

- 📍 Select **Overall Grade ONLY** for the *Standard/Grading Task.
- 📍 Select **Points/Marks** for **Scoring Type**.
- 📍 Enter a value for the ***Total Points**.
- 📍 Click **SAVE** before closing.

The screenshot shows the assignment setup interface. At the top, the 'Category' is set to 'Does Not Count Towards'. Below this, there is a checkbox for 'Include in Grade Calculation' which is checked. A table below lists the assignment details:

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

Buttons at the bottom include 'Delete', 'Copy', 'New Assignment', 'Score', 'Save', and 'Close'.

Copying Assignments

The grade book is standards based and assignments may only be copied to identical courses within the same grade level. To add an assignment to an additional section within the same grade level:

1. Access the **Assignment Detail** window by either (A) clicking on the abbreviation for the assignment or (B) finding assignments in the Assignment List.
2. In the **Assignment Detail** window, click the **Add/Remove** button.
3. Use the **Section Selector** to add the additional section(s) (see steps 7-9 on pages 11 and 12).

The screenshot shows the 'Assignment Detail' window for an assignment named 'Melody/Rhythm' with abbreviation 'S.M.1'. A circled '2' points to the 'Add/Remove' button. A 'Section Selector' window is open over it, showing a list of sections for 'Specials) 057810-1 Music K' and 'Specials) 057810-1 Music 5'. A circled '3' points to the 'Section Selector' window.

The screenshot shows the 'Categories' window with 'Formative' and 'Summative' options. 'Summative' is selected. A circled '1A' is next to the window title.

The screenshot shows the 'Settings' window with the 'Grade Book' section highlighted in red. The 'Assignment Copier' option is crossed out with a red line. A circled '1B' is next to the 'Assignment List' option.

IMPORTANT!
The Grade Book Tools feature Assignment Copier is not recommended for use in elementary grade books.

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).

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**.

The screenshot shows the grade book interface. At the top, there are dropdown menus for Term (Y 08/13/18 - 05/23/19), Section (Specials) 037510-2 Library 3, and Task (3.L.1: Accesses information effectively and effici...). Below these are buttons for '+ Add', 'Sort', and 'Filter'. The main area is divided into columns for 'Settings', 'Students', 'Grade Totals', and 'Evaluate Work'. The 'Settings' column has a 'Save' button. The 'Students' column shows a list of students (03 E, 03 E, 03 L) with a green 'S' in the 'Grade Totals' column. The 'Evaluate Work' column has buttons for 'Fill Scores/Comments', 'Multi-Score', and 'Evaluate Work'. Callout 1 points to the Term, Section, and Task dropdowns. Callout 2 points to the double blue arrows for expanding/collapsing the assignment window. Callout 3 points to the 'Fill Scores/Comments' and 'Multi-Score' buttons.

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

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.

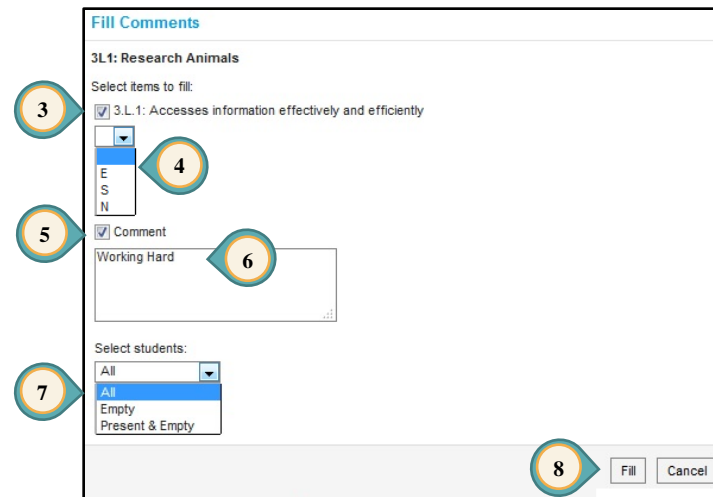
Fill Scores/Comments (Optional)

Teachers can choose to use the **Fill Scores** option to apply the same score to multiple students at once. Individual scores can still be adjusted for specific students.

1. Click the double blue arrows to expand the assignment window.
2. Click **FILL SCORES/COMMENTS**.



3. Check the box next to the **Standard**.
4. Select the score from the drop-down menu.
5. Check the box next to **Comment** (if applicable).
6. Type a comment (if applicable).
7. Click the correct group for the **Select students** drop-down menu.
8. Click **FILL**.
9. Verify scores and click **SAVE**.



Grade Book Tip!

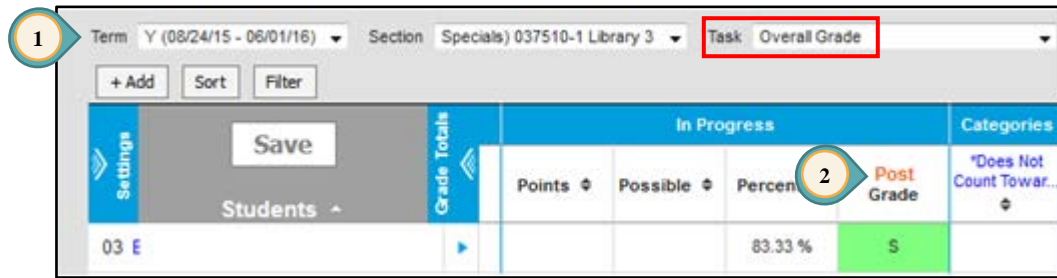
To better understand using the **Fill Scores/Comments** feature, watch the Elementary Specialist Grade Book video “Grading & Posting Scores” in the Enterprise Learning Management System (ELMS) at (<http://learn.ccsd.net>). Search for “Campus for Teachers.”

Custom Progress Reports

Posting Progress Grades

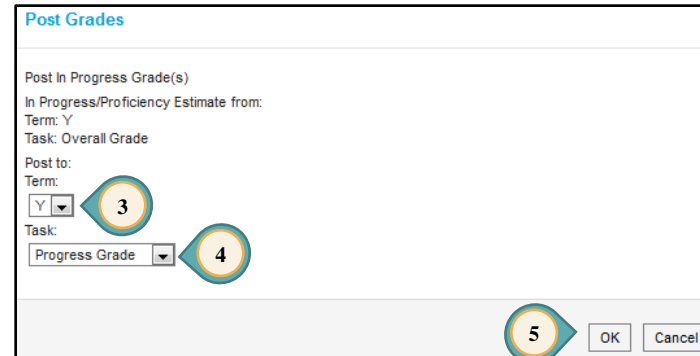
Posting grades for progress reports can be done at any time throughout the year. Overall grades should be updated, posted, and printed prior to a student's withdrawal.

1. Select appropriate **Term**, **Section**, and **OVERALL GRADE** for the **Task**.
2. Under **In Progress** area, select **POST**.
3. Select **TERM Y**.
4. Select **PROGRESS GRADE** from the **Task** drop-down menu.
5. Click **OK**.



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

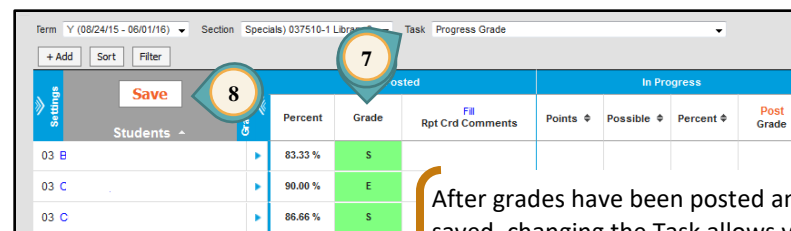
6. Read the warning and click **OK**.
7. Ensure the **Task** is **PROGRESS GRADE** and verify all grades are posted.
8. Click **SAVE**.



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 (See Page 18). Additional information for using the tool can be found in Campus Help at:

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



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

Report Cards

Posting Grades for Report Cards

Posting grades for report cards will be done at set times throughout the year. You will be given the dates when all grades must be finalized and posted. Teachers **must** post grades to Semester 1 or 2 for students withdrawing with fewer than 15 days left in that semester. When all grades are finalized and posted, report cards are printed by the classroom teacher or by the administration at the school.

1. Select appropriate **Term**, **Section**, and **OVERALL GRADE** for the **Task**.
2. Under **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.

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 > GRADE BOOK > Traditional Elementary Specialist > Attendance, Progress Report & Report Card Calendar.

Term: Y (08/24/15 - 06/01/16) Section: Specials) 037510-1 Library 3 Task: Overall Grade

Points	Possible	Percent	Post Grade	Categories
		83.33 %	S	*Does Not Count Towar...

Post Grades

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

Post to:
Term: Y
Task: Semester 1

OK Cancel

Warning

Grades will be posted upon save.

OK

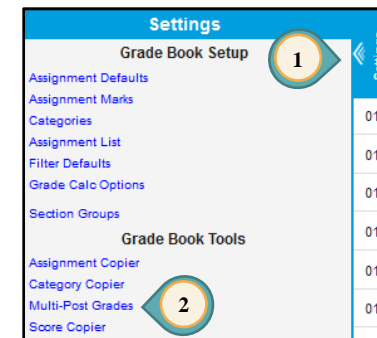
- Ensure the appropriate **Task** is displaying Semester 1 or Semester 2 and verify all grades are posted.
- Click **SAVE**.

		Posted			In Progress		
Percent	Grade	Rpt Crd	Comments	Points	Possible	Percent	Post Grade
83.33 %	S						
90.00 %	E						
86.66 %	S						

Posting using Multi-Post Tool (Optional)

The **MULTI-POST GRADES** tool allows teachers to post grades for multiple tasks at the same time. Grades are posted from the Overall Grade Task of the In-Progress grades area of the grade book.

- Click the triple white **SETTINGS** arrows to expand the **Settings** window.
- Click **MULTI-POST GRADES** in the **Settings** window.



MULTI-POST GRADES: STEP 1

- Leave the default setting **Y** for the **Post to Filter: Term** and change the **Section** to **ALL**.
- Select the appropriate grading task (Progress Grade or Semester 1 or 2 for report cards) from the **Task** drop-down menu.
- Select **OVERWRITE EXISTING GRADES**. **NOTE:** Selecting **OVERWRITE EXISTING GRADES** will replace **ALL** previously posted grades for the Grading Task selected.
- Click the **Section** check box (in the gray bar) to select ALL of the grade books sections.
- Choose **Y** from the **Post from Term** menu.
- Choose **OVERALL GRADE** from the **Post from Standard/Grading Task** menu (Overall Grade is located at the end of the list).
- Click **NEXT**.

Multi-Post Grades: Step 1

19-20 CCSD Elementary School

Post to Filter: Term: Y Section: Specials) 007510-1 Library K Task: All

Overwrite Existing Grades

Section: All

Grading Task: Progress Grade

Section	Post from Term	Post from Standard/Grading Task	Post to Standard/Grading Task
<input checked="" type="checkbox"/> Specials) 007510-1 Library K	Y	Overall Grade	Progress Grade
<input checked="" type="checkbox"/> Specials) 007510-10 Library K	Y	Overall Grade	Progress Grade
<input checked="" type="checkbox"/> Specials) 017510-1 Library 1	Y	Overall Grade	Progress Grade
<input checked="" type="checkbox"/> Specials) 017510-2 Library 1	Y	Overall Grade	Progress Grade
<input checked="" type="checkbox"/> Specials) 017510-3 Library 1	Y	Overall Grade	Progress Grade

Next Close

MULTI-POST GRADES: STEP 2

- Optional: Review what grades will be posted by clicking on the Section name. (Click the ? for additional details and search Multi-Post Grades.)
- Click **POST** to complete the Multi-Post process.
- A message indicating that "Your grades have been posted successfully" displays.
- Click **CLOSE** to return to the grade book.
- Click **BACK** to post another set of grades.

Multi-Post Grades: Step 2

19-20 CCSD Elementary School
Post to Y

Section ^	Post from Term	Post from Standard/Grading Task	Post to Standard/Grading Task	New/Updated Grades	No Grades
Specials) 007510-1 Library K	Y	Overall Grade	Progress Grade	19	0
Specials) 007510-10 Library K	Y	Overall Grade	Progress Grade	19	0
Specials) 017510-1 Library 1	Y	Overall Grade	Progress Grade	3	0
Specials) 017510-2 Library 1	Y	Overall Grade	Progress Grade	23	0
Specials) 017510-3 Library 1	Y	Overall Grade	Progress Grade	0	0

Back Post Close

Multi-Post Grades: Step 2

Your grades have been posted successfully.

19-20 CCSD Elementary School
Post to Y

Section ^	Post from Term	Post from Standard/Grading Task	Post to Standard/Grading Task	New/Updated Grades	No Grades
Specials) 007510-1 Library K	Y	Overall Grade	Progress Grade	19	0
Specials) 007510-10 Library K	Y	Overall Grade	Progress Grade	19	0
Specials) 017510-1 Library 1	Y	Overall Grade	Progress Grade	3	0
Specials) 017510-2 Library 1	Y	Overall Grade	Progress Grade	23	0
Specials) 017510-3 Library 1	Y	Overall Grade	Progress Grade	0	0

Back Close

Grade Book Tip!

When reviewing the *Step 2* summary, the *No Grades* column will indicate when students in a section have no overall grade. Click the listed section link to view the student(s).

Adjusting Posted Grades

Posted grades can be adjusted in the *Posted* section of your 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.

- Select **POST GRADES** from the Index Menu on the left.
- Select the appropriate *Term* (Y), *Section*, and *Task* (Semester 1 or Semester 2).
- Posted grades will already be present. To adjust these grades, use the *Percent* and *Grades* fields.
- Use the drop-down menu to select an E, S, or N.)
- Click **SAVE**.

The screenshot shows the 'Post Grades' interface. On the left is a navigation menu with 'Post Grades' highlighted (1). The main area has a header with 'Term' set to 'Y (08/29/16 - 06/08/17)' (2), 'Section' set to 'Specials) 057510-1 Library 5', and 'Task' set to 'Semester 1'. Below this are buttons for 'Save' (5), 'Print, Grade, Comment', 'Multi-Post Grades', and 'Graphs'. The main table is titled 'Post by Standard/Grading Task' and has columns for 'Students', 'Percent', 'Grade', 'Report Card Comments', 'Canned Comment', 'In Progress' (Grade, Evidence). Three student rows are visible, each with a '94.00' percent and an 'E' grade. The first row's grade dropdown is open, showing options 'E', 'S', and 'N' (4). A 'Manage' button is next to each row.

Student Withdrawals

Prior to withdrawing a student, grades must be posted. If the student is transferring **within** the District, grades should be posted to the **Progress Grade**. If the student is transferring **outside** of the District, grades should be posted either to the **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.

Posting Withdrawal Grades

1. Select **POST GRADES** from the Index Menu on the left.
2. Select the appropriate **Term** (Y), **Section**, and **TASK** (Progress Grade for progress reports **or** Semester 1 or 2 for report cards).
3. Overall grades may be present. To change these scores, use the **Percent** and **Grade** fields.
4. Click **SAVE**.

The screenshot shows the 'Post Grades' interface. On the left is a navigation menu with 'Post Grades' highlighted. The main area has a header with 'Term: Y (08/29/16 - 06/08/17)', 'Section: Specials) 057510-1 Library 5', and 'Task: Progress Grade'. Below this are buttons for 'Save', 'Post, Grade, Comment', 'Multi-Post Grades', 'Graphs', 'Show', and a 'Post by' dropdown set to 'Standard/Grading Task'. The main table is titled 'Post by Standard/Grading Task' and has columns for 'Students', 'Percent', 'Grade', 'Report Card Comments', 'Canned Comment', and 'In Progress' (with sub-columns 'Grade' and 'Evidence'). Three student rows are visible, each with a 94.00 percent and an 'E' grade. A dropdown menu is open for the first student's grade, showing options E, S, and N. A 'Manage' button is next to each row.

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 section's Overall grade and percentage information 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 are put into 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 3-9 for all sections.
10. Click **CLOSE** when finished.

NEW report display and Favorites menu features.

1 Reports

2 Reports

3 Context

4 Report Options

5 Format Options

6 Select Students

7 Select Assignments

8 Generate PDF

10 Close

Student Summary

Instructions
This report is suitable for handing out to students. It is split into two main sections. The Grade Summary includes both in-progress and final grades as well as assignment category totals. The Assignment Detail organizes the assignments by term.

Context
Term: Y - (08/13/18 - 05/23/19)
Section: Specials) 037510-5 Library 3

Report Options

Page Printing Options

- Student Grades Summary - Multiple Students Per Page
- Student Grades Summary - One Student Per Page
- Show Assignment Detail - One Student Per Page

Show These Assignment Detail Fields:

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

Grade Summary

- Show Assignment Categories
- Show Total Points
- Show In-Progress Grade
- Show Final Grade
- Show Grade Percentages

Extra Items

- Parent/Guardian Signature
- Attendance Summary
- Student-level Comments
- Hide Exempt Assignments
- Report Card Comments

Teacher Comments (printed for each student)

Format Options

Student Sort
Student Name

Shade

- Alternate Grade Rows
- Alternate Assignment Rows

Display Student

- Name
- Number

Select Students

Name ↑	Student #	Grade
<input checked="" type="checkbox"/> Abi	13	03

Select Assignments

- Select All
- 037510-5 Library 3

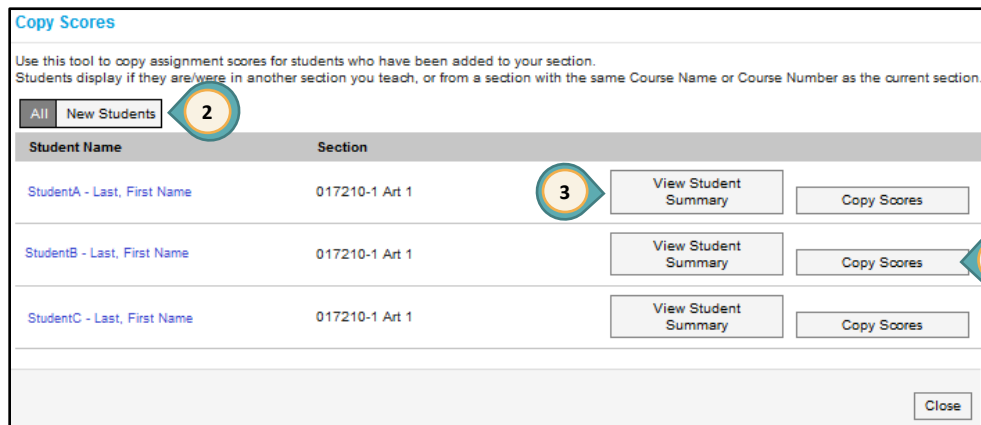
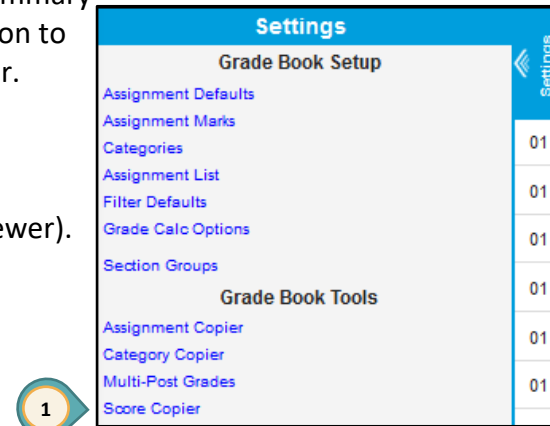
Generate PDF **Close**

Teacher 2 (the student is being enrolled)

Accessing the Student Summary Report

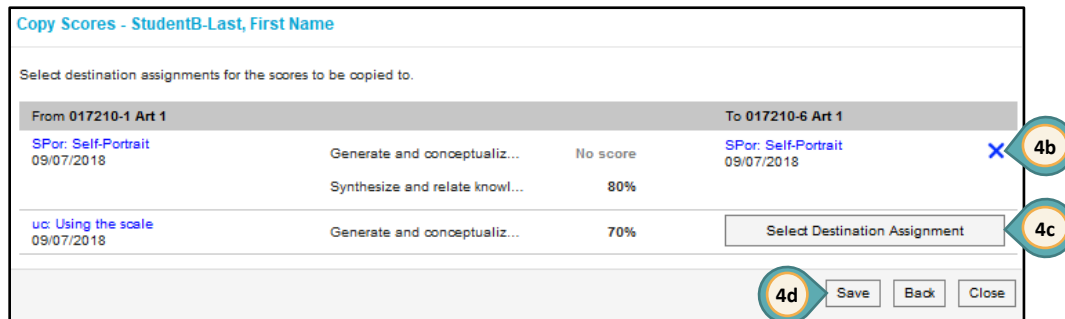
With a recent enhancement to Infinite Campus, teachers have access to the Student Summary report for students transferring to their sections. This new access also includes the option to copy scores from the student's previous section, as determined by the receiving teacher.

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 4 Library section.

1. Add a new assignment using the title **Transfer Grade** for each section's standards. (See pages 11 and 12 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 put into the 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 14 for Exempt grade code.)

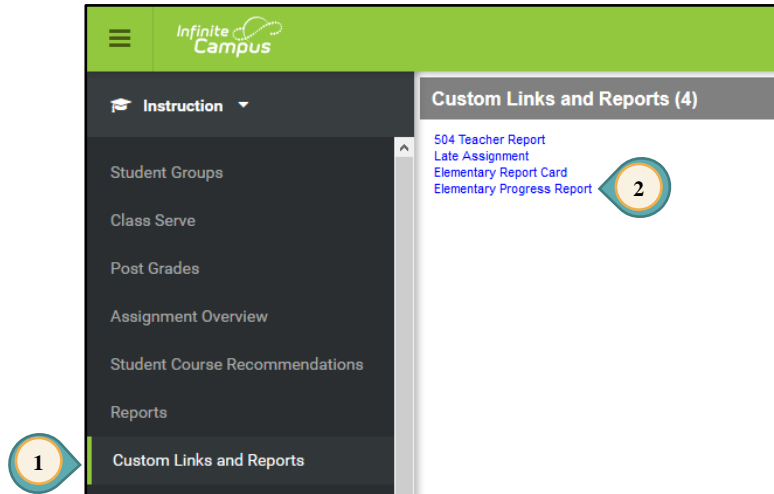
Grade Book Tips!

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 the correct Teacher and Section/Grade.
4. From the **Single Student** field 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 box.
8. For **Sort Options** choose **STUDENT NAME**.
9. From the **Print Options** drop-down menu, select **ENGLISH ONLY**.
10. Click **GENERATE REPORT**.
11. Close the report when finished, and click the **BACK** link to return to the Instruction Index Menu.

Teacher 2 (the student is being enrolled)

For this example, a transfer grade is being added to a Grade 4 Library standard.

1. Add a new assignment using the title **Transfer Grade** for each section’s standards. (See pages 11 and 12 for creating an assignment.)
2. Use the **Progress Report** to enter the previous grades into the **Transfer Grade** assignments. It is at the discretion of the new teacher to determine which grades to input for this student.



IMPORTANT!
When entering the score for a new **Transfer Grade** assignment, all other existing students must be **excluded** for the assignment. (See page 14 for Exempt grade code.)

Assignment Detail

*Assignment Name: Transfer Grade 1

*Abbreviation: TG

▼ Scheduling/Grading Alignment

Section	Portal	*Assigned	*Due	*GB Seq	Student Group
<input checked="" type="checkbox"/> Specials) 047510-1 Library 4 <small>Terms: Y</small>	<input checked="" type="checkbox"/>	01/08/2018	01/08/2018	1.00	No Groups

Add/Remove

*Category: Summative (100%)

Include in Grade Calculation

*Standard/Grading Task	Scoring Type	*Total Points	*Multiplier
<input checked="" type="checkbox"/> 4.L.1: Accesses information effectively and...	Points	100	1

Standards

- 4.L.1: Accesses information effectively and efficiently
- 4.L.2: Evaluates information critically and competently
- 4.L.3: Uses information accurately and creatively
- 4.L.4: Pursues information relating to personal interests
- 4.L.5: Appreciates literature and other creative expressions of information
- 4.L.6: Strives for excellence in information seeking and knowledge generation
- 4.L.7: Recognizes the importance of information to a democratic society

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 > 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 in 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* scoring is for assignments using points and must have a *Total Points* value set.
- Marks* scoring is 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.
- NOTE:** *Rubric* scoring is for kindergarten teachers and SBRC schools **only**, and will not calculate correctly in this grade book.

MY ASSIGNMENT MARKS ARE CORRECT (if created)

- Verify *Assignment Marks* score(s) **DO NOT** use the same abbreviation as a grade code (i.e., L = Late, I = Incomplete, etc.).
- If *Assignment Marks* are different for the current school year, verify a **NEW** set has been created. (**WARNING:** Modifications of previously created *Assignment Marks* can affect grades in previous grade books.)