



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

Infinite Campus

SBRC Elementary Grade Book

K-5 and Specialists

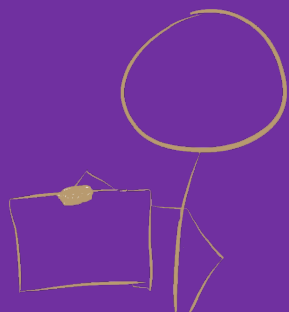



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Infinite Campus Grade Book SBRC Elementary

- 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 or submit a Quick-IT request, or e-mail “Help Gradebook” via Gmail.

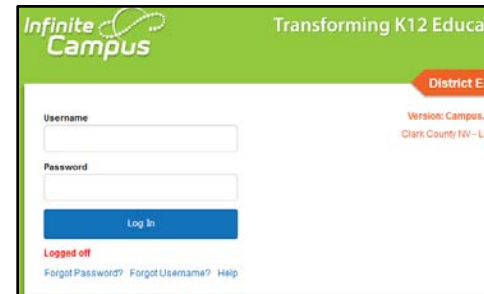


IMPORTANT!
Infinite Campus is a dynamic program that changes every four weeks. These updates might change the look of some of the images for the directions in this document.

Accessing Infinite Campus (IC)

Preferred browser: *Mozilla Firefox*

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

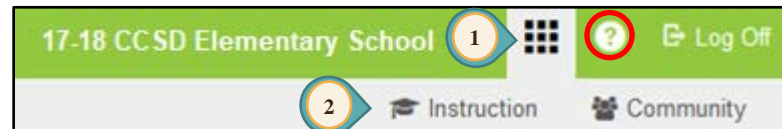


Campus Tools vs. Campus Instruction

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

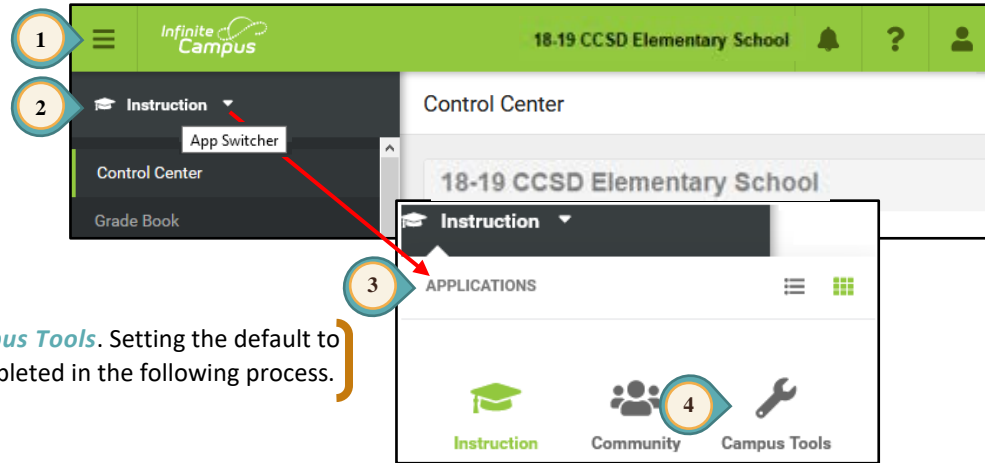
- Select the **APP SWITCHER** in the upper-right corner.
- Then click the **INSTRUCTION** link.



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

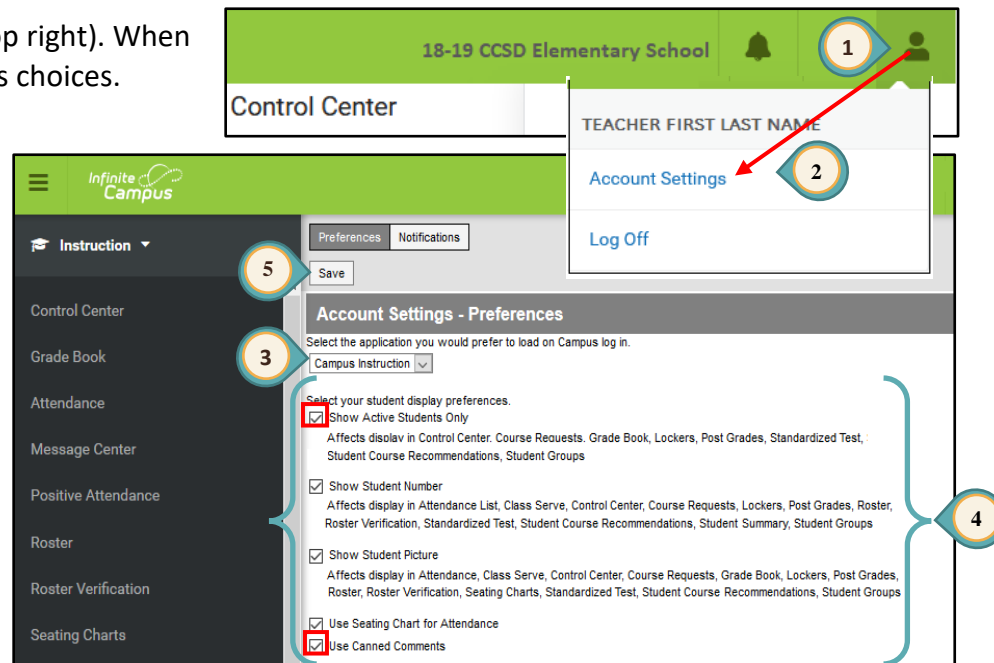
1. The **Open Menu** icon will open/hide the Index Menu (using this allows for additional display area for the **Grade Book**).
2. Select **INSTRUCTION (APP SWITCHER)** from the Index Menu at the left.
3. When clicked, **Instruction** expands to display the **Applications** window.
4. Click the **CAMPUS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

The screenshot shows the 'Grade Book Setup' interface. On the left is a navigation menu with 'Grade Book' highlighted. The main area shows 'Settings' for 'Grade Book Setup' and 'Grade Book Tools'. Under 'Preferences', several options are checked, including 'Display Sparkline Graph'. A 'Save Alert' checkbox is also checked. The 'Assignments Per Page' is set to 100. The interface includes a top navigation bar with 'Instruction' and a dropdown menu, and a right sidebar with a 'Settings' button.

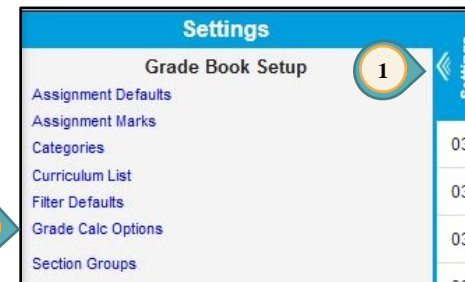
Grade Calc Options - Verification Process

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 **PROFICIENCY ESTIMATE (RUBRICS)** for all Strands/Domains and standards.
4. Confirm ***Method** is set to **POWER LAW**.
5. Confirm Strands/Domains have the **Composite** grading box checked and appropriate standards are attached and weighted.



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

Grade Calculation

Filter: Type Term Task

Term	Standard/Grading Task	Composite	Rollup	Calculation									
Y	Speaking and Listening	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Type Proficiency Estimate (Rubrics) 3 *Method Power Law 4									
<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>0.0000</td> <td>0.00</td> </tr> <tr> <td>Y Speak in sentences when reporting/creatin</td> <td>0.0000</td> <td>0.00</td> </tr> </tbody> </table>					*Child Task/Standard	*Weight	Effective %	Y Collaborative discussions; deter. main idea/	0.0000	0.00	Y Speak in sentences when reporting/creatin	0.0000	0.00
*Child Task/Standard	*Weight	Effective %											
Y Collaborative discussions; deter. main idea/	0.0000	0.00											
Y Speak in sentences when reporting/creatin	0.0000	0.00											
Y	Collaborative discussions; deter. main idea/details, ask/ans quest. w/info	<input type="checkbox"/>	<input type="checkbox"/>	Type Proficiency Estimate (Rubrics) 3 *Method Power Law 4 <input type="checkbox"/> Limit Assignments to Last <input type="checkbox"/> Cumulative Grading Starting in									

Note: Power Law trend values provide a guide for teachers in determining a student's overall proficiency in a standard. When given a series of proficiency estimates (scores), Power Law will suggest a score based on what those estimates mean together.

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."

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

6. Confirm **Progress Grade**, under **Type**, is set to **NO CALCULATION**.
7. Confirm **Overall Grade** has the **Composite** grading box checked and appropriate Strands/Domains are attached and weighted (weights will be set to 0).
8. Confirm **Overall Grade** under **Type** is set to **IN PROGRESS GRADE** and ***Grading Scale** is set to **SBRC**.
9. Confirm **Semester 1** and **Semester 2** under **Type** are set to **NO CALCULATION**.
10. 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**.

IMPORTANT!
SBRC utilizes a four-level grading scale.

4 = Exceeds
3 = Meets
2 = Approaches
1 = Emergent

Grade Calculation

Y	Progress Grade	<input type="checkbox"/>	<input type="checkbox"/>	Type No Calculation	6												
Y	Overall Grade	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Type In Progress Grade *Grading Scale SBRC	7, 8												
<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>0.0000</td> <td>0.00</td> </tr> <tr> <td>Y Reading Informational Text</td> <td>0.0000</td> <td>0.00</td> </tr> <tr> <td>Y Reading Foundational Skills</td> <td>0.0000</td> <td>0.00</td> </tr> </tbody> </table>						*Child Task/Standard	*Weight	Effective %	Y Reading Literature	0.0000	0.00	Y Reading Informational Text	0.0000	0.00	Y Reading Foundational Skills	0.0000	0.00
*Child Task/Standard	*Weight	Effective %															
Y Reading Literature	0.0000	0.00															
Y Reading Informational Text	0.0000	0.00															
Y Reading Foundational Skills	0.0000	0.00															
Y	Semester 1	<input type="checkbox"/>	<input type="checkbox"/>	Type No Calculation	9												
Y	Semester 2	<input type="checkbox"/>	<input type="checkbox"/>	Type No Calculation	9												
					10												

Close

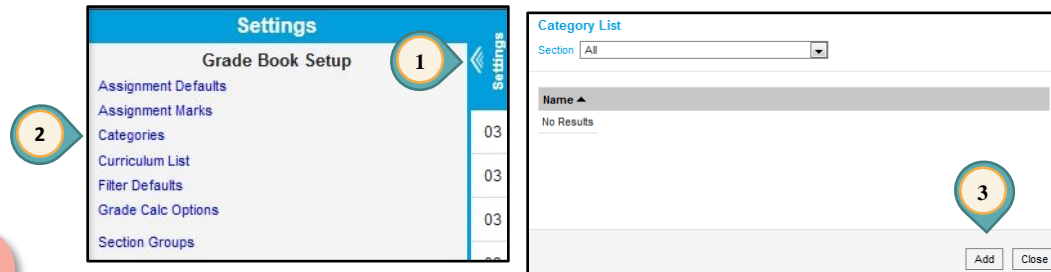
Composite will not be selected for Semester 1 or Semester 2.

WARNING!
If the Grade Calculations are different than those described above for SBRC 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/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.



Best Practice in grading: Formative scores should not have an impact on the overall grade.

Category Examples:

Formative
Summative
Does Not Count Towards Grade

Grade Book Tip!

Use the Section check box in the dark gray bar to select ALL of the sections listed. Then, **REMOVE** the checkmark for all Homeroom Sections.

4. Enter the category **Name**.
5. Check each **Section** that uses this category.
6. Weighting of categories is not applicable when a rubric system is used, and the default weight of 0.0% is correct.
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. **Exclude from Calculation:** A category can be excluded from the overall grade calculation. However, in the SBRC grade book, the rubric system trends scores and does not calculate grades. The unchecked setting is correct.
9. Click **SAVE** and **CLOSE**. Repeat each step until all categories are completed.

Category Detail

*Name: Formative

Section	*Weight	Sequence	Exclude from Calculation	Drop Lowest Score (%)
<input type="checkbox"/>	0	0	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Health) 036310-1 Health 3	0.000	0	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> AM) 038510-1 Homeroom 3 AM	0.000	0	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> PM) 038520-1 Homeroom 3 PM	0.000	0	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Language) 031610-1 Language 3	0.000	0	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Math) 032510-1 Mathematics 3	0.000	0	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Reading) 031210-1 Reading 3	0.000	0	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Science) 033610-1 Science 3	0.000	0	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Social Stu) 034310-1 Social Studies 3	0.000	0	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Speak/Lis) 031810-1 Speaking and Listening 3	0.000	0	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Writing) 031410-1 Writing 3	0.000	0	<input type="checkbox"/>	<input type="checkbox"/>

Buttons: Save, Delete, Close

Grade Book Tip!

Create a category titled **Does Not Count Towards Grade**. This can be used for entering work not at grade-level and additional information.

- 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 Tips!

- The **Category List** will display ALL of the categories that were created for ALL sections. To display the **Weights**, **Sequence**, **Exclude From Calculation** and the **Drop Lowest (%)** settings, select a section from the **Section** pull-down menu.
- Created categories will only display in the **Standards** and the **Assignment Overview** when an assignment is created and placed in that category.
- 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.”

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Name	Weight	Sequence	Exclude From Calculation	Drop Lowest (%)
Health) 036310-1 Health 3				
AM) 038510-1 Homeroom 3 AM				
PM) 038520-1 Homeroom 3 PM				
Language) 031610-1 Language 3				
Math) 032510-1 Mathematics 3				
Reading) 031210-1 Reading 3				
Science) 033610-1 Science 3				
Social Stu) 034310-1 Social Studies 3				
Speak/Ls) 031810-1 Speaking and Listening 3				
Writing) 031410-1 Writing 3				
Does Not Count Towards Grade	0.000	0		
Formative	0.000	0		
Summative	0.000	0		

Weighting of categories is not applicable.

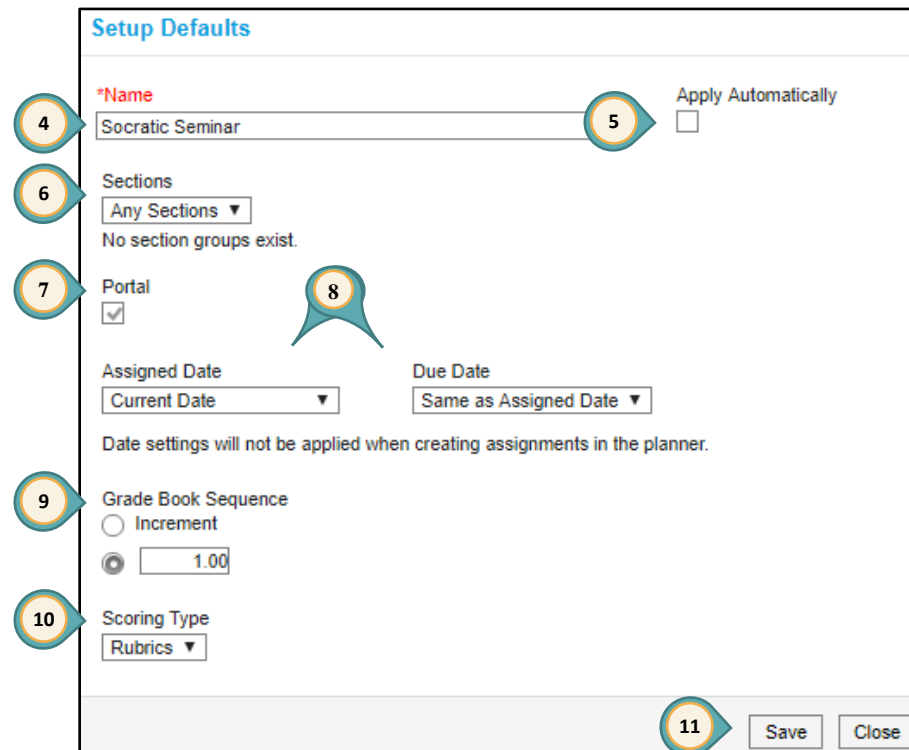
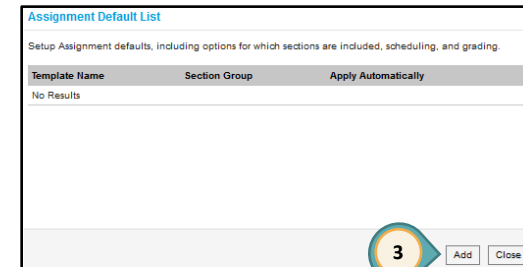
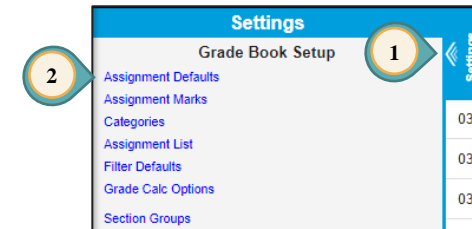
Add Close

Note: Creating categories in the SBRC Grade Book is for the purpose of classifying assignments and reports to the Parent Portal so that parents can see assignment scores. Formative assignments are practice work while Summative assignments are evaluative.

Assignment Defaults (Optional)

This feature creates templates for assignments that can be applied either automatically or by selection.

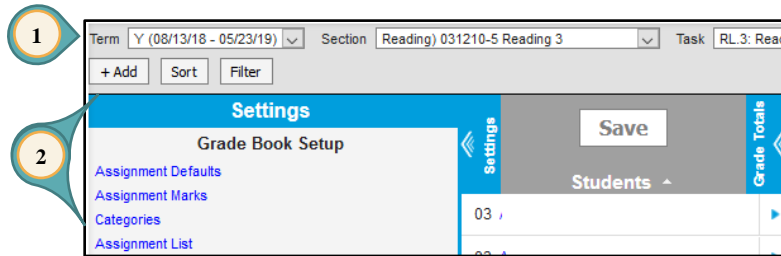
1. Click the triple white **SETTINGS** arrows to expand the **Settings** window.
2. Select **ASSIGNMENT DEFAULTS** in the **Settings** window.
3. Click **ADD** to create an assignment default.
4. Enter the **Name**.
5. Click the **Apply Automatically** button if you would like the settings entered here 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 **Rubrics**, applying it automatically to each assignment created.
11. Click **SAVE**.



Assignments

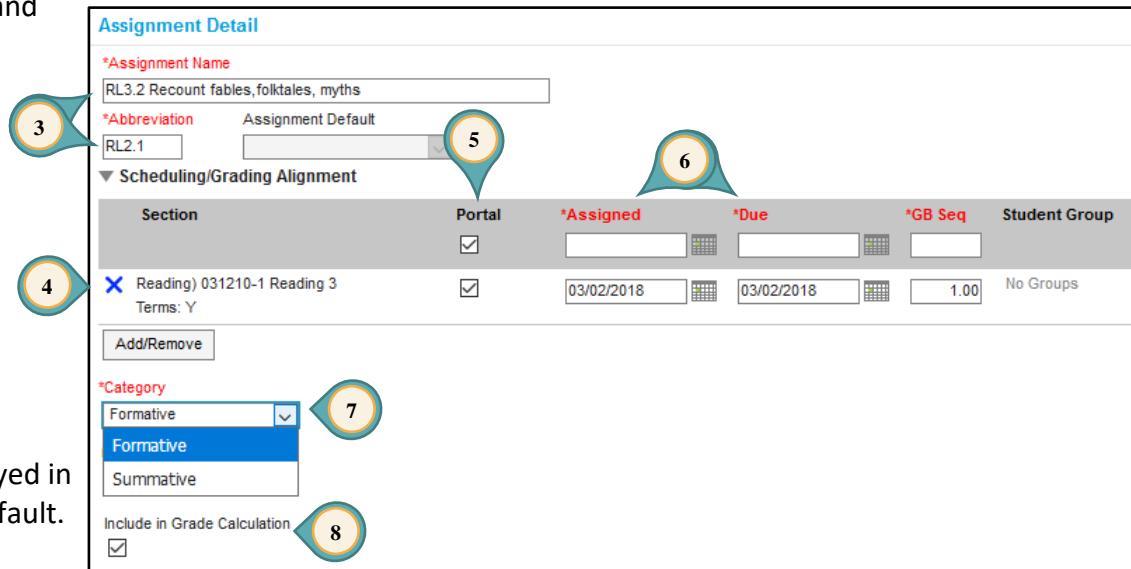
Creating Assignments

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



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

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*.

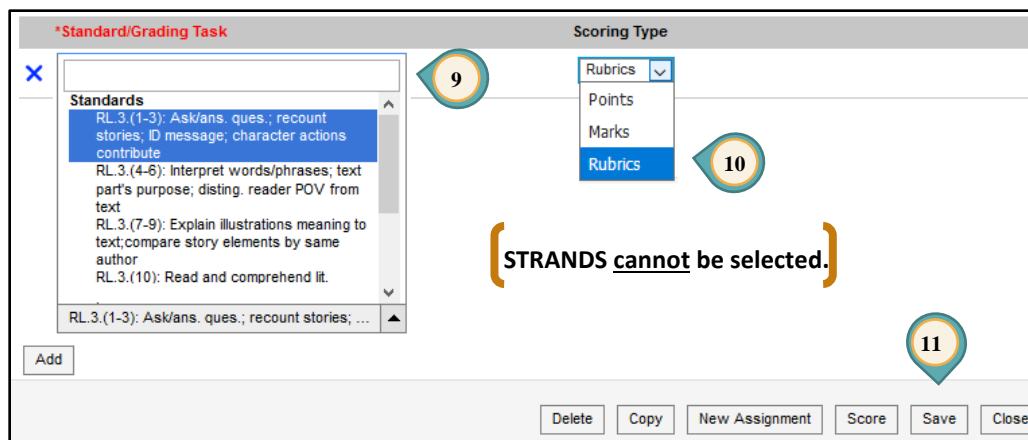
10. Select **RUBRICS** for *Scoring Type*.

11. Click **SAVE** before closing.



IMPORTANT!
SBRC teachers will only select the **Rubrics** option when entering assignments.

Caution: Other options will **NOT** trend properly.

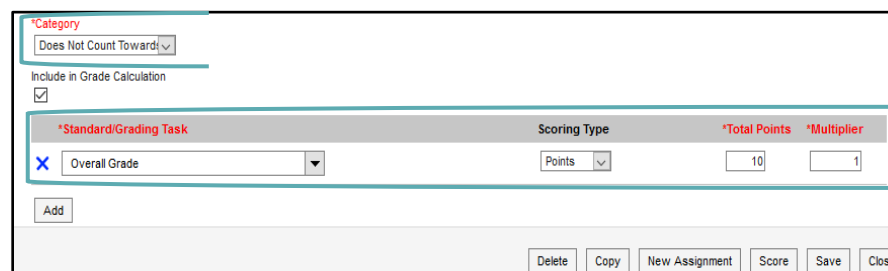


Grade Book Tips!

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:

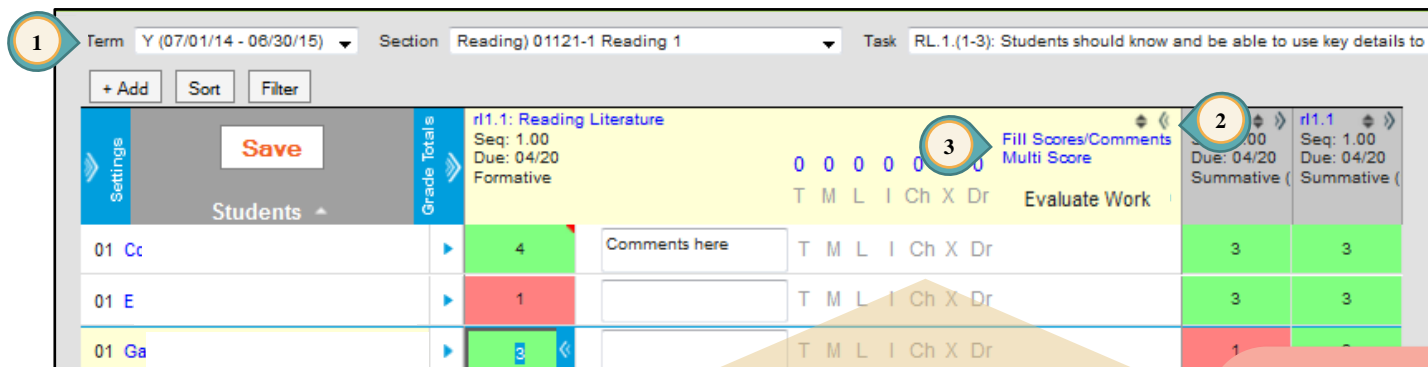
- 📍 Select **Overall Grade ONLY** for the *Standard/Grading Task.
- 📍 Select **Points/Marks** for *Scoring Type*.
- 📍 Enter a value for the ***Total Points**.
- 📍 Click **SAVE** before closing.



Note: "Does Not Count Towards Grade" assignments **MUST** be placed in **Overall Grade**. If placed in a standard/cluster, scored items will display as part of the Sparkline Graph evidence.

Scoring Assignments

1. You must be in the correct **Term**, **Section**, and **Task** or the assignment will not 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 clusters in one assignment.
- 📍 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 ).



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.


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

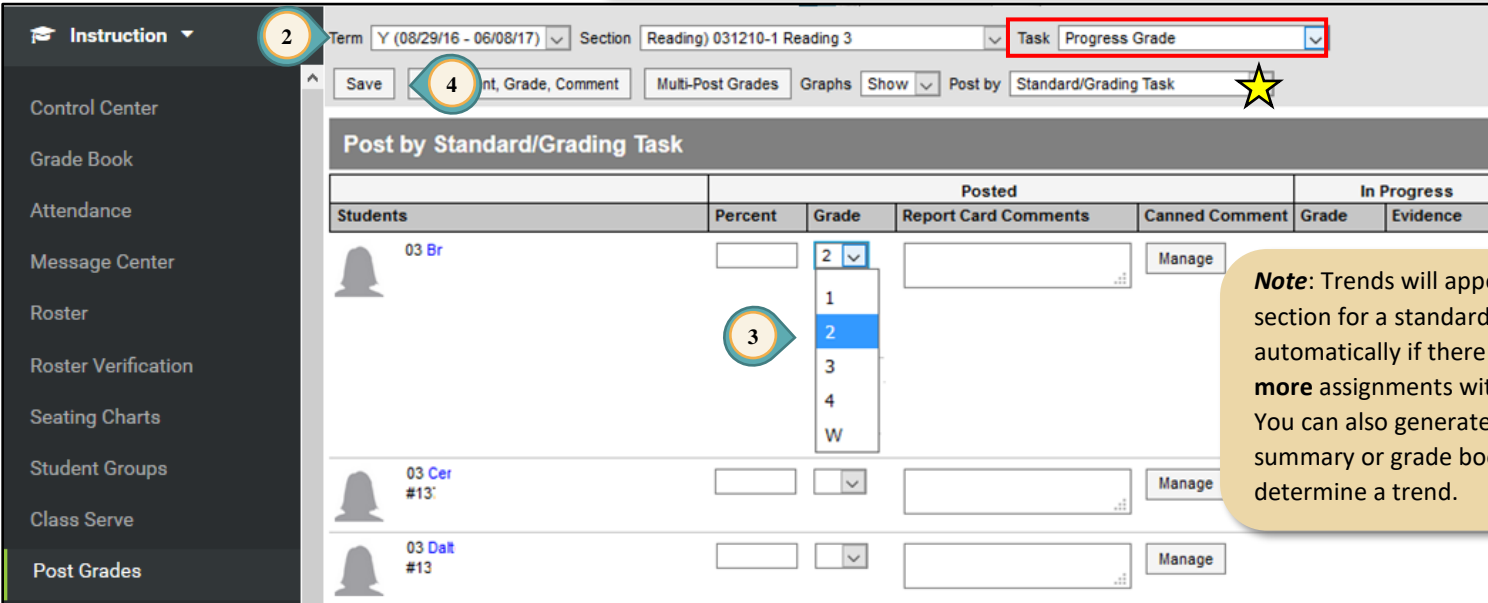
Grades will not post by using the orange **Post** link in the grade book to auto populate the **Progress Grade**. A grade is determined by analyzing the trend(s) of a student's scores for the standard/clusters. Posting grades for Progress Reports can be done at any time throughout the year. Overall grades should be updated, posted, and printed prior to a student's withdrawal.

1. Select **Post Grades** from the Index Menu on the left.
2. Select the appropriate **Term**, **Section**, and **Task (PROGRESS GRADE)**.
3. Select the **Grade** from the drop-down menu. The "W" grade found here is to be used with administrator approval only.
4. Click **SAVE**.




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

Note: When posting grades for the **Progress Report**, NO grades should be posted for ANY standard/cluster. ONLY the **Progress Grade** task should be chosen.



The screenshot shows the 'Post by Standard/Grading Task' interface. The sidebar on the left has 'Post Grades' highlighted (1). The top navigation bar shows 'Term' set to 'Y (08/29/16 - 06/08/17)' (2), 'Section' set to 'Reading) 031210-1 Reading 3', and 'Task' set to 'Progress Grade' (highlighted in a red box). Below the navigation bar are buttons for 'Save' (4), 'Post, Grade, Comment', 'Multi-Post Grades', 'Graphs', 'Show', and 'Post by' set to 'Standard/Grading Task'. The main table has columns for 'Students', 'Percent', 'Grade', 'Report Card Comments', 'Canned Comment', 'Posted', and 'In Progress'. The 'Grade' dropdown menu is open, showing options 1, 2, 3, 4, and W (3). The 'Posted' column has a 'Manage' button. A yellow star icon is next to the 'Post by' dropdown.

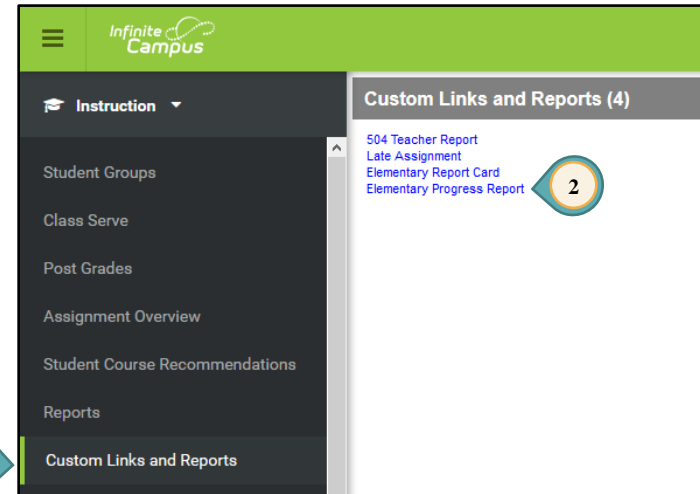
Note: Trends will appear in each section for a standard or cluster automatically if there are **two or more** assignments with scores. You can also generate a section summary or grade book export to determine a trend.

Grade Book Tip! Progress Grades can be entered by using the  **Post by** drop-down menu to select "All Standards and Grading Tasks" or "Student." These views provide the teacher with the Trend and Sparkline Proficiency Graphs for the subject's Standards.

Printing Custom Progress Reports

Progress Reports are printed by 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.



Late 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

Grades will **not** auto-populate. Determine grades by analyzing trends. 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. Report cards are printed by the classroom teacher or by the administration at the school.



IMPORTANT!

Dates when all grades must be finalized and posted can be found at: training.ccsd.net > GRADE BOOK > SBRC > Attendance, Progress Report & Report Card Calendar.

Grading will be done for the following: Strands/Domains and Semester (Subject Grade), Successful Learner Behaviors, and Report Card Comments.

Tasks Requiring Grades (Strands/Domains and Semester)

Section: Reading (K-5)

Task: Semester 1 & 2
Task: Reading Literature
Task: Reading Informational Text
Task: Reading Foundational Skills

Section: Writing (K-5)

Task: Semester 1 & 2

Section: Speaking and Listening (K-5)

Task: Semester 1 & 2

Section: Math (K-5)

Task: Semester 1 & 2
Task: Counting and Cardinality (K)
Task: Operations and Algebraic Thinking (K-5)
Task: Numbers and Operations in Base Ten (K-5)
Task: Numbers and Operations – Fractions (3-5)
Task: Measurement and Data (K-5)
Task: Geometry (K-5)

Section: Language (K-5)

Task: Semester 1 & 2

Section: Science (K-5)

Task: Semester 1 & 2
Task: Nature of Science (K only)
Task: Physical Science
Task: Earth and Space Science
Task: Life Science
Task: Engineering (1-5)

Section: Health (K-5)

Task: Semester 1 & 2

Section: Social Studies (K-5)

Task: Semester 1 & 2

Grades must be entered for each **Strand/Domain** and **Semester** for **ALL** sections that have been identified on the report card. Select the tasks, listed above, from the Task drop-down menu. (See the following pages for the steps for entering these grades.)

Posting Grades for Report Cards

Posting grades for report cards will be done at set times throughout the year.

NOTE: If a student is being withdrawn from a teacher's sections AND grades have been posted to the report card (Semester 1 or 2), a report card should be printed BEFORE the student is withdrawn.

1. Select **POST GRADES** from the Index Menu on the left.
2. Select the appropriate **Term, Section, and Task (Strand and Current Semester)**.
3. Select the **Grade** from the drop-down menu.
The "W" grade found here is to be used with administrator approval only.
4. Grades **ARE NOT** entered for standards/clusters (sub-standards).
5. Click **SAVE**.

Note: Trends will appear in each section for a standard or cluster automatically if there are **two or more** assignments with scores. You can also generate a section summary or grade book export to determine a trend.

Students	Percent	Grade	Posted		In Progress	
			Report Card Comments	Canned Comment	Grade	Evidence
03 Br #12		1				
RL.3.(1-3): Ask/ans. ques.; recount stories; ID message; character actions contribute		4			1	█
RL.3.(4-6): Interpret words/phrases; text parts purpose; disting. reader POV from text		3			1	█
RL.3.(7-9): Explain illustrations meaning to text; compare story elements by same author		2			2	█
RL.3.(10): Read and comprehend lit. including stories/dramas /poetry at grade level.		1			N/A	█

Grade Book Tips!

1. When the Task is set to enter the grade for a required Strand/Domain, **In Progress** data is displayed. The **Grade (Trend)** and the **Evidence (Sparkline Proficiency Graphs)** can be used to make grading judgements.
2. When the Task is set for entering the Semester 1 or 2 grade, by selecting **All Standards and Grading Tasks** or **Student** from the **Post by** drop-down menu, the **In Progress** data will display so the **Trend** and **Sparkline Proficiency Graphs** for the subject's Standards can be used to make grading judgements.

Fill Percent, Grade, Comment (Optional)

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

Term: Y (08/14/17 - 05/24/18) | Section: Reading) 031210-1 Reading 3 | Task: RL.K: Reading Literature

Buttons: Save, Fill Percent, Grade, Comment (7), Post Grades (1), Graphs, Show, Post by: Standard/Grading Task

Students	Posted				In Progress	
	Percent	Grade	Report Card Comments	Canned Comment	Grade	Evidence

For this example, a grade is being added to the 3rd Grade Reading Strand (Reading Literature).

1. Click **FILL PERCENT, GRADE, COMMENT**.
2. Check the **Grade** box and select the grade from the drop-down menu.
3. Leave the **Strand/Domain** checked.
4. **Uncheck** each **standard/cluster(s)** under the strand.
5. **DO NOT** select any of the **Canned Comments**.
6. Click **FILL**.
7. Verify grades and click **SAVE**.

Step 5 requires the **standards/clusters** for the **Strand** be **unchecked** BEFORE selecting the **FILL** button.

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

Percentage

Grade

Grade: 3 (2)

Comment

Students: All

Tasks:

- RL.3: Reading Literature
- 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.

Canned Comments

Enter Code(s): Add

Choose Comment(s):

Buttons: Fill (6), Cancel

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 **E, S, or N** from the **Grade** drop-down menu.
5. Click **SAVE**.

Grade Book Tip!

Use the **Fill Percent, Grade, Comment** button to fill all grades at one time (See page 15).

ESN grading scale:

E = Exceptional Progress
S = Satisfactory Progress
N = Needs Improvement

The screenshot shows the 'Post by Standard/Grading Task' interface. The table has the following structure:

Students	Percent	Grade	Posted		In Progress	
			Report Card Comments	Canned Comment	Grade	Evidence
03 A #131		S				
03 Cr #138		S				
03 Ga #1136		S				

Report Card Comments

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

The screenshot shows the 'Post by Standard/Grading Task' interface with the task set to '1TC: 1st Term Comments'. The table has the following structure:

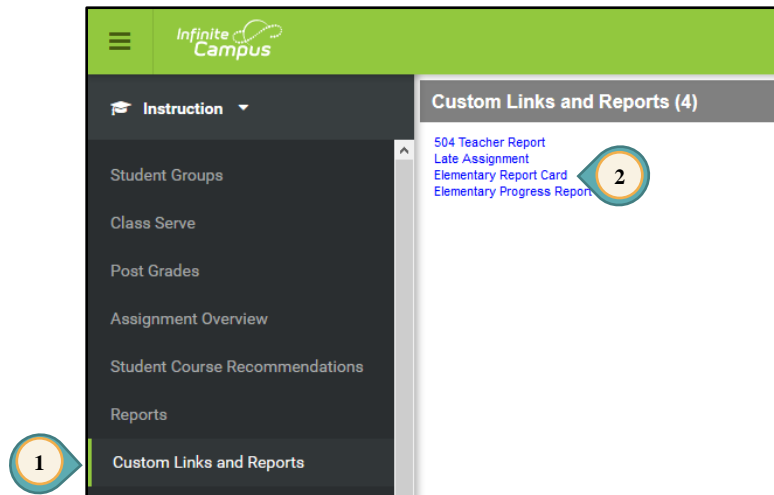
Students	Percent	Grade	Posted		In Progress	
			Report Card Comments	Canned Comment	Grade	Evidence
03 A #138						
03 Ai #137						
03 Ch #138						
03 Di #132						

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

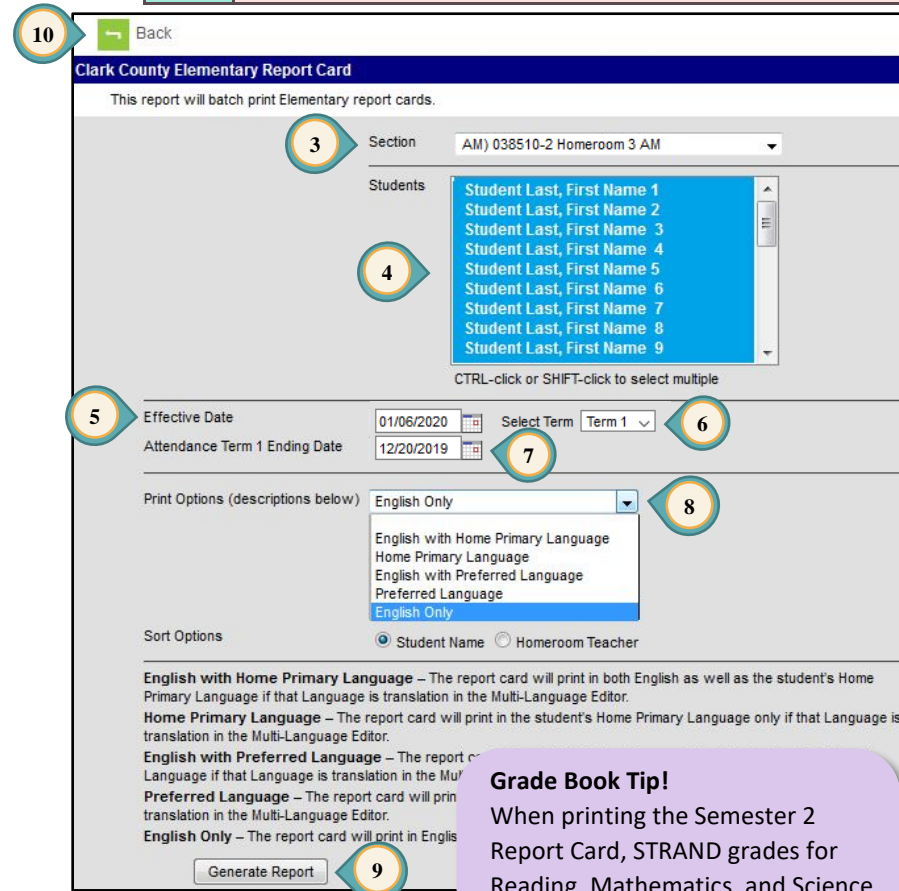
When all grades are finalized and posted, report cards are printed by the classroom teacher or by the administration at the school. Teachers **must** post grades to Semester 1 or 2 for students withdrawing with fewer than 15 days left in that semester. In addition, a report card should be printed BEFORE the student is withdrawn.

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



3. Select the section **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 the **BACK** link to return to the Campus Instruction Index Menu.

IMPORTANT!
Dates when all grades must be finalized and posted can be found at: training.ccsd.net > GRADE BOOK > SBRC > 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 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 **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. Grades may be present. To change these grades, use the **Grade** field. The “**W**” grade found here is 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 that your 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 B		3				
03 Bu		3				
03 Ce		3				

Note: Trends will appear in each section for a standard or cluster automatically if there are **two or more** assignments with scores. You can also generate a section summary or grade book export to determine a trend.

Grade Book Tip!

To enter grades for a report card:

1. When the Grading Window is open, trends 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 trend 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 to input in his/her 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. 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.

NEW report display and Favorites menu features.

1 Reports

2 Reports

3 Context

4 Report Options

5 Report Options

6 Select Students

7 Select Assignments

8 Select Students

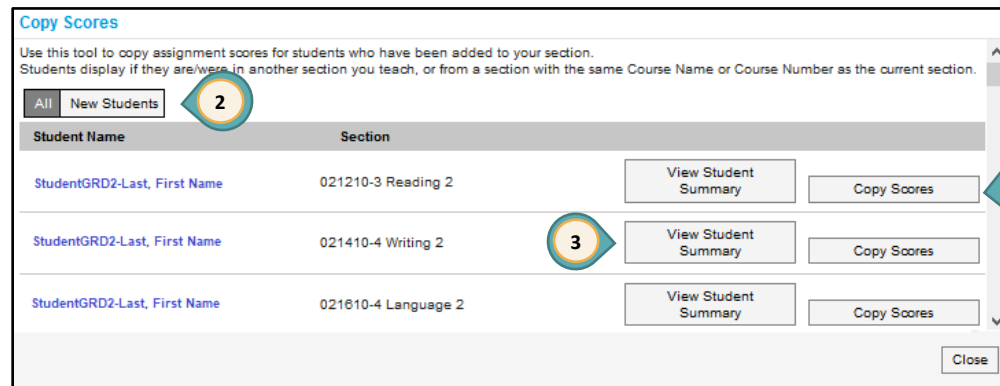
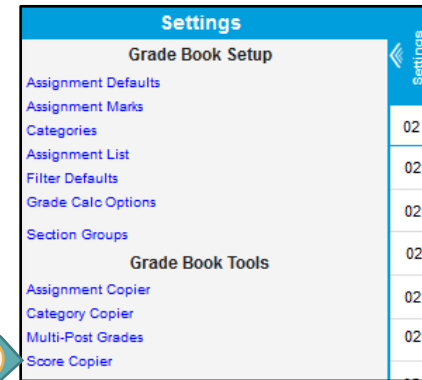
10 Generate PDF

Teacher 2 (the student is being enrolled)

Accessing the Student Summary Report

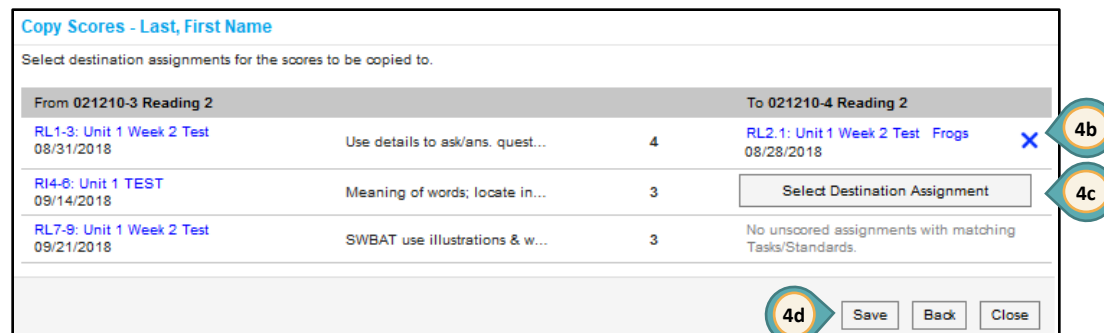
With a recent enhancement to Infinite Campus, teachers have access to the Student Summary report for students transferring to their sections. This new access also includes the option to copy scores from the student's previous section, as determined by the receiving teacher.

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 Speaking & Listening 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.)

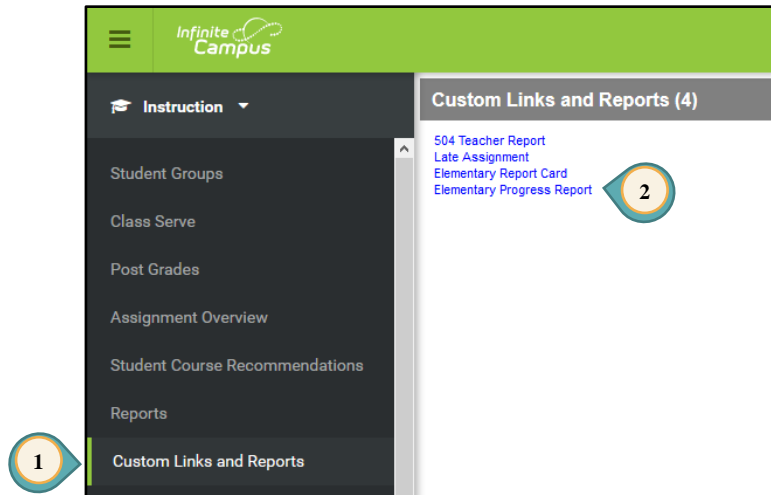
Grade Book Tips!

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 the **SCORE** button to complete the transfer grade 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. In Campus Instruction, 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** (All Day, if indicated).
4. Use the **Single Student** field to choose the desired 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 Campus Instruction Index Menu.

Teacher 2 (the student is being enrolled)

For this example, a transfer grade is being added to a Grade 3 Speaking and Listening standard.

1. Add a new assignment using the title **Transfer Grade** for each section's standards. (See pages 8-9 for creating an assignment.)
2. Use the **Progress Report** to enter the previous grades into **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)/cluster(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 the **SCORE** button to complete the transfer grade 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* are determined by the site administration.
 - Verify the categories are associated with all appropriate sections.
 - Category Weights* are not applicable when a rubric system is used; the default weight of 0.0% is appropriate.

MY ASSIGNMENTS HAVE BEEN PLACED AT THE STANDARD/CLUSTER LEVEL

- Assignments placed at the grading task Overall Grade will not be included in the section’s trends.
 - 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 (Rubric only)

- The **Rubrics** scoring option is for use by kindergarten teachers and SBRC schools **only**.