

CLARK COUNTY SCHOOL DISTRICT

Technology & Information Systems Services Division Employee Business Training Department

Infinite Campus Grade Book for Administrators



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Infinite Campus Grade Book for Administrators

Printable setup guides are available online at training.ccsd.net. After viewing the online resources, additional grade book technical support is available. For grade book technical support, contact User Support Services at 702-799-3300, submit a "Quick-IT" request, or e-mail "Gradebook Help" via Gmail.

Campus Tools vs. Campus Instruction

Infinite Campus provides two applications for the user. *Campus Tools* allows users 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

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



Infinite Campus is a dynamic program that

changes every four weeks. These updates might change the look of some of the

images for directions in this document.

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

IMPORTANT!

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.



Infinite Campus Grade Book - Administrators

Managing the Grading Window

CCSD will automatically open and close the grading window according to the reporting calendars. Principals and assistant principals have been given the rights to open and close the grading window in the event a teacher does not post grades within the designated window. Please use CAUTION when opening the grading window for the entire school as previously posted grades can be changed during this time. You may consider using the exceptions enhancement to open the grading window for a specific grade, course, teacher, or student. See the Infinite Campus document, Grading Window Exceptions, at <u>bit.ly/ICGWE</u>. If you need to make a grade change for just a few students, directions are found on page 12.

If you would like assistance with this process, please call User Support Services at (702) 799-3300 or submit a Quick-IT request.

How to Open the Grading Window for the Entire School (Elementary)

- As a best practice, generate report cards for all teachers and save the electronic file prior to opening the grading window in ۲ the event grades will need to be restored.
- Ask teachers not to access grade books, due to maintenance, until a time designated by you. 0 Designate a specific time the window will be opened for the teacher(s) to post grades.

Erc	om the Index tab expand	1 Index Search	the state of the second		, ac
L. FIC			Grading Window		6
Gr	rading & Standards	Search Campus Tools	Minus Candina Mindau Status Da		sn
an	nd select GRADING WINDOW (NEW).	USER LAST, FIRST NAME	View Grading Window Status By		du
. Ve	erify the appropriate school year	CCSD Custom Reports CCSD Datalab	Grading Tasks Standards		ar
an	id calendar name.	Student Information		Main	o o
		▶ Census		Y	nit
5. Ch		 ▶ Behavior ▶ Health 	Progress Grade	08/12 12:00 AM - 05/22 11:59 PM	Infir
Co	olor Grading Window Status	 Attendance Scheduling 	🗋 Overall Grade		
Re	ed Closed	▶ Fees	C Semester 1		
Gi	ireen Open	 Crading & Standards Course Masters 	Semester 2		
Bl	lue Scheduled	Auto Grade Grading Window	Schedule		
W	Vhite No Grading Window	1 Grading Window (new)	Close Now		PAG
		Course Group	Delete		2
		Credit Groups			
		Grading Tasks	Schedule 3	D Fee	Eddack

4. Select the CALENDAR GROUPS (year/school name). A search feature is provided if multiple schools are listed.

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- 5. Select the *TERMS* (elementary schools are single term).
- 6. Click NEXT.

elect Terms	Select Date & Time	Select Grading Tasks	Select Standards	Preview
Calendars*		Terms*		
Search for Calendar	s or Schools	Dependent on Cale	endar selection	
Type Calendar o	r School Name			
Calendar Groups	Select All Deselect A			
Single Term S	elect Group Deselect Grou	p Terms		
19-20 CCSD E	lementary School	1		

- 7. Select a *DATE RANGE* for the Grading Window (in this example the window has been opened after Semester 1).
 - a. Choose the correct month(s) by clicking the navigation arrows.
 - b. Click the date to open the window.
 - c. Click the date to close the window.
 - Modify the date/times for the window as required (in this example the window has been opened after Semester 1).
 NOTE: The OPEN/CLOSE DATES AND TIMES can be used to set the required Grading Window alternatively.
- 8. Click NEXT.
- 9. Select the appropriate *GRADING TASKS* (Semester 1 or Semester 2).
- 10. Click NEXT.

Important! Opening the grading window provides opportunity for all teachers to re-post grades to Semester 1 or 2. An abbreviated time of opening the window and a message to staff to exit Infinite Campus is recommended. Set the date for the SAME day, and the time for a short number of hours to limit access.

Sel	ect Tern	ns		Sele	ect Da	te & T	ime	Sele	ect Gra	3) iding	Tasks		Se	ect St	andards		Preview	w	
et Gradi	ng Windo	ow Date	es Via	*															
Date R	ange			•	\langle	7)												
	Jan	uary 2	020 -	Febru	Jary 2	020							Т	ODAY					
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	26	27	28	29	30	31		23	24	25	26	21	28	29					
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- Administrators

Grade

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- Grading Window 11. Select the Successful Learner Behaviors and TEACHER COMMENTS (click to expand for 1st or 2ND ~ Y 4 4 TERM COMMENTS) from Standards (scroll to the Select Terms Select Date & Time Select Grading Tasks Select Standards Preview end of the listed items to locate). Include Children on Selection Standards 12. Click NEXT. Select All Deselect All Expand All Collapse All ON 13. Verify that all Successful Learner Behaviors and Note: Multiple sets of subjects may display in the listed Reading 🖿 Reading appropriate TERM COMMENTS will be opened as scheduled Standards. Do not select any of these choices. **ONLY** select 🖿 Writina E Speaking and Listening SUCCESSFUL LEARNER BEHAVIORS and TEACHER COMMENTS for (use the **PREVIOUS** button to change selected items). Language the appropriate Term (1st or 2nd Term Comments). Math 14. Click FINISH (use FINISH & START OVER if additional grading Science S Physical Education windows are to be scheduled). Library Successful Learner Behaviors Observes School Rules Grading Window Follows Classroom Rules Follows Directions (\checkmark) (🗸 ~ 🗹 🗋 Accepts Responsibility ~ Vorks Independently 11 Select Terms Select Date & Time Select Grading Tasks Select Standards Preview Vorks Cooperatively 🗹 🗋 Completes and Returns Homework on Time Calendar To Preview Quality of Work 19-20 CCSD Elementary School Ψſ 🖿 Teacher Comments 🗹 🗋 1st Term Comments 2nd Term Comments Book Existing After 01/22 12:00 AM -Semester 1 01/24 11:59 PM Successful Learner Behaviors 12 Next Previous Cancel 01/22 12:00 AM -Observes School Rules 01/24 11:59 PM 01/22 12:00 AM -01/24 11:59 PM Follows Classroom Rules **Grading Window** Infinite Campus 01/22 12:00 AM -View Grading Window Status By Follows Directions 01/24 11:59 PM Grading Tasks Standards 01/22 12:00 AM Accepts Responsibility 01/24 11:59 PM 13 Mair 01/22 12:00 AM Works Independently 01/22 12:00 AM Works Cooperatively 01/24 11:59 PM 08/12 12:00 AM -Progress Grade 01/22 12:00 AM -Completes and Returns Homework on Time 05/22 11:59 PM 01/24 11:59 PM 15 🗋 Overall Grade 01/22 12:00 AM -01/24 11:59 PM Quality of Work 01/22 12:00 AM -Semester 1 Teacher Comments 01/24 11:59 PM 01/22 12:00 AM -1st Term Comments 14 Semester 2 01/24 11:59 PM Finish Finish & Start Over Previous Cancel Schedule Preedback PAGE
- 15. Grading Window displays the *Grading Tasks*: Progress Grade and Semester 1 OPEN (See Page 2 for Color Key).



Closing the Grading Window for the Entire School (Elementary)

Closing the Grading Window is only necessary should the school wish to close the window earlier than previously scheduled (See Page 3 step 7).

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- 1. From the *Index* tab, expand *Grading & Standards* and select *GRADING WINDOW (NEW)*.
- 2. Verify the appropriate school year and calendar name.
- Click CLOSE Now (the display automatically changes to Step 1: Select Terms).

Color	Grading Window Status
Red	Closed
Green	Open
Blue	Scheduled
White	No Grading Window

- 4. Select the *CALENDAR GROUPS* (year/school name). A search feature is provided if multiple schools are listed.
- 5. Select the TERMS (elementary schools are single term).
- 6. Click NEXT.
- 7. Select the appropriate GRADING TASK (Semester 1 or Semester 2).
- 8. Click NEXT.





- Select the SUCCESSFUL LEARNER BEHAVIORS and TEACHER COMMENTS (click to expand for 1st or 2ND TERM COMMENTS) from Standards (scroll to the end of the listed items to locate).
- 10. Click NEXT.
- 11. Verify that all *Successful Learner Behaviors* and appropriate *Term Comments* will be opened as scheduled (use the **Previous** button to change selected items).
- 12. Click FINISH (use FINISH & START OVER if additional grading windows are to be scheduled).





13. Grading Window displays the *Grading Tasks*: Progress Grade – **OPEN** and Semester 1 **CLOSED** (See Page 5 for Color Key).

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Infinite Campus Grade Book - Administrators

PAGE

7

How to Open the Grading Window for the Entire School (Secondary)

Search

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- As a best practice, generate a Grades Report for all teachers and save the electronic file prior to opening the grading ۲ window in the event grades will need to be restored. See the Reports section of this guide for assistance in generating the **Grades Report**. Principals and assistant principals can open the grading window.
- Ask that teachers not access grade books, due to maintenance, until the designated time that you set. Designate a specific ۲ time the window will be opened for the teacher(s) to post grades.
- 1. From the *Index* tab, expand *Grading* & Standards and select GRADING WINDOW (NEW).
- 2. Verify the appropriate school year and calendar name.
- 3. Click SCHEDULE.

Color	Grading Window Status
Red	Closed
Green	Open
Blue	Scheduled
White	No Grading Window

Infinite Contract	District Edition			2 19-20 CCS	D Secondary School 👻	🔔 🏥 📀 🕒 Log Off
Index	Search	Grading Window				
earch Campus Too	ols		4.4			
JSER LAST, FIRS	ST NAME		Main			
+ CCSD Custom	n Reports		Q1	Q2	Q3	Q4
CCSD Datalab		🎦 Progress Grade	09/03 12:00 AM - 09/12 11:59 PM	11/06 12:00 AM - 11/18 11:59 PM	03/01 12:00 AM - 03/20 11:59 PM	04/01 12:00 AM - 04/20 11:59 PM
 Student Inform Census 	nation	D Quarter Grade	10/07 12:00 AM - 10/17 11:59 PM	12/17 12:00 AM - 01/08 11:59 PM	02/03 12:00 AM - 02/12 11:59 PM	05/15 12:00 AM - 05/26 11:59 PM
► Behavior ► Health		D Quarter Final	10/07 12:00 AM - 10/17 11:59 PM	12/17 12:00 AM - 01/08 11:59 PM	02/03 12:00 AM - 02/12 11:59 PM	05/15 12:00 AM - 05/26 11:59 PM
 Attendance Scheduling 		Semester Exam		12/17 12:00 AM - 01/08 11:59 PM		05/15 12:00 AM - 05/26 11:59 PM
Fees ▼ Crading & Sta	ndards	Semester Grade		12/17 12:00 AM - 01/08 11:59 PM		05/15 12:00 AM - 05/26 11:59 PM
Course Ma Auto Grade	isters e	Citizenship	10/07 12:00 AM - 10/17 11:59 PM	12/17 12:00 AM - 01/08 11:59 PM	02/03 12:00 AM - 02/12 11:59 PM	05/15 12:00 AM - 05/26 11:59 PM
Grading W Grading W	îndow /indow (new)	Schedule				
Course Ca Course Gr	talogs oup	Close Now				
Credit Gro	ups	Delete				
Grading Ta Score Grou	ups & Rubrics	Schedule • 3				🕿 Feedback

- 4. Select the CALENDAR GROUPS (year/school name). A search feature is provided if multiple schools are listed.
- 5. Select the appropriate *TERMS* (1, 2, 3, or 4).
- 6. Click NEXT.

NOTE: Only ONE term should be selected when opening the grading window during a grading period.

If a SECOND term must be opened to correct previous term grades, remember to check BOTH terms before clicking Next.



Clark County School District **Employee Business Training**

- 7. Select a DATE RANGE for the Grading Window (in this example the window has been opened after the Progress Report for Q2).
 - a. Choose the correct month(s) by clicking the navigation arrows.
 - b. Click the date to open the window.
 - c. Click the date to close the window.
 - d. Modify the date/times for the window as required (in this example the window has been opened after Semester 1). NOTE: The OPEN/CLOSE DATES AND TIMES can be used to set the required Grading Window alternatively.
- 8. Click NEXT.

Important! Opening the grading window provides opportunity for all teachers to re-post grades to Semester 1 or 2. An abbreviated time of opening the window and a message to staff to exit Infinite Campus is recommended. Set the date for the SAME day, and the time for a short number of hours to limit access.

- 9. Click the grading tasks to be opened:
 - a. Term 1 Progress Grade, Quarter Grade (Q1) and/or Citizenship.
 - b. Term 2 Progress Grade, Quarter Grade (Q2), Quarter Final, Semester Exam, Semester Grade, and/or Citizenship.
 - c. Term 3 Progress Grade, Quarter Grade (Q3) and/or Citizenship.
 - d. Term 4 Progress Grade, Quarter Grade (Q4), Quarter Final, Semester Exam, Semester Grade, and/or Citizenship.
- 10. Click NEXT.
- 11. Click NEXT.



Grading Window

-

Select Terms

7b

Open Date and Time

11/19/2019

Grading Window

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Select Terms

Grading Tasks

Select All

Deselect All

Progress Grade

Couarter Grade

7d

Date Range

Set Grading Window Dates Via

Select Date & Time

November 2019 - December 2019

13

27

12:00 AM

Select Date & Time

Expand All Collapse All

3

Select Grading Tasks

We Th

1 5 6 13 14

Close Date and Time

11/20/2019

24

Select Grading Tasks

Include Children on Selection

20 30 31

Cancel

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(4)

Select Standards

TODAY

Sa

🖬 at 11:59 PM

4

Select Standards

Note: Choices will vary according to

Preview

0

(5)

Preview

Clark County School District Employee Business Training

12. Verify the GRADING TASK(s) will be opened as scheduled (use the **PREVIOUS** button to change selected items).

Color	Grading Window Status
Red	Closed
Green	Open
Blue	Scheduled
White	No Grading Window

- 13. Click FINISH (use FINISH & START OVER if additional grading windows are to be scheduled).
- 14. Grading Window displays the *Task*: Progress Grade **OPEN**.

IMPORTANT!

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Close the grading window as soon as changes have been completed.

elect Terms Select Date &	(Time Select G	Grading Tasks	Select Standards	5 Preview	
ndar To Preview					
-20 CCSD Secondary School	•				
		02			
		Existing	Afte	er	
rogress Grade		13 11/06 11/18	12:00 AM 11:59 PM	11/19 11:00 AM 11/20 08:00 AM	*
		\checkmark			
Pi	revious Cancel	Finish Finish	& Start Over		
Grading Window					
	Main Q1	Q2	Q3	Q4	
Progress Grade	Main Q1 10/07 12:00 AN - 10/17 11:59 PM	Q2 11/19 11:00 AM 11/20 08:00 AM	Q3 03/01 12:00 AM 03/20 11:59 PM	04 - 04/01 12:00 AM 04/20 11:59 PM	
Progress Grade Guarter Grade	Main Q1 10/07 12:00 AM - 10/17 11:59 PM 10/07 12:00 AM - 10/17 11:59 PM	02 11/19 11:00 AM 11/20 08:00 AM 12/17 12:00 AM - 01/08 11:59 PM	Q3 03/01 12:00 AM 03/20 11:59 PM 02/03 12:00 AM 02/12 11:59 PM	Q4 - 04/01 12:00 AM 04/20 11:59 PM - 05/15 12:00 AM 05/26 11:59 PM	
Progress Grade Quarter Grade Quarter Final	Main 91 10/07 12:00 AM - 10/17 11:59 PM 10/17 11:59 PM 10/07 12:00 AM - 10/07 12:00 AM - 17 11:59 PM	02 11/19 11:00 AM 11/20 08:00 AM 12/17 12:00 AM- 01/08 11:59 PM 12/17 12:00 AM- 01/08 11:59 PM	Q3 03/01 12:00 AM 03/20 11:59 PM 02/03 12:00 AM 02/12 11:59 PM 02/03 12:00 AM 02/12 11:59 PM	Q4 - 04/01 12:00 AM 04/20 11:59 PM - 05/15 12:00 AM 05/26 11:59 PM - 05/15 12:00 AM 05/26 11:59 PM	*
 Progress Grade Quarter Grade Quarter Final Semester Exam 	Main 91 10/07 12:00 AN - 10/17 11:59 PI 10/07 12:00 AN - 10/17 11:59 PI 10/07 12:00 AN - 17 11:59 PI 14	92 11/19 11:00 AM 11/20 08:00 AM 12/17 12:00 AM 01/08 11:59 PM 12/17 12:00 AM 01/08 11:59 PM 12/17 12:00 AM 01/08 11:59 PM	Q3 03/01 12:00 AM 03/20 11:59 PM 02/03 12:00 AM 02/12 11:59 PM 02/12 11:59 PM	Q4 - 04/01 12:00 AM 04/20 11:59 PM - 05/15 12:00 AM 05/26 11:59 PM 05/26 11:59 PM	-
 Progress Grade Quarter Grade Quarter Final Semester Exam Semester Grade 	Main 91 10/07 12:00 AN - 10/17 11:59 PM 10/07 12:00 AN - 10/07 12:00 AN - 10/07 12:00 AN - 11/07 12:00 AN - 10/07 12:00 AN -	92 11/19 11:00 AM 11/20 08:00 AM 12/17 12:00 AM 01/08 11:59 PM 12/17 12:00 AM 01/08 11:59 PM 12/17 12:00 AM 01/08 11:59 PM 12/17 12:00 AM 01/08 11:59 PM	Q3 03/01 12:00 AM 03/20 11:59 PM 02/03 12:00 AM 02/12 11:59 PM 02/12 11:59 PM	Q4 - 04/01 12:00 AM 04/20 11:59 PM - 05/15 12:00 AM 05/26 11:59 PM 05/15 12:00 AM 05/26 11:59 PM 05/15 12:00 AM 05/26 11:59 PM 05/15 12:00 AM	
 Progress Grade Quarter Grade Quarter Final Semester Exam Semester Grade Ctitizenship 	Main 91 10/07 12:00 AM - 10/07 12:00 AM - 10/07 12:00 AM - 10/07 12:00 AM - 17 11:59 PM 14 10/07 12:00 AM - 10/07 12:00 AM - 10/07 12:00 AM - 10/07 12:00 AM -	02 11/10 91.00 AM 11/20 08:00 AM 12/17 12:00 AM- 01/08 11:59 PM 12/17 12:00 AM- 01/08 11:59 PM 12/17 12:00 AM- 01/08 11:59 PM 12/17 12:00 AM- 01/08 11:59 PM	03 03/01 12:00 AM 03/20 11:59 PM 02/03 12:00 AM 02/12 11:59 PM 02/12 11:59 PM	04 04/01 12:00 AM 04/20 11:59 PM 05/15 12:00 AM 05/26 11:59 PM	
 Progress Grade Quarter Grade Quarter Final Semester Exam Semester Grade Cttizenship 	Main 91 10/07 12:00 AM - 10/07 12:00 AM - 10/07 12:00 AM - 10/07 12:00 AM - 17 11:59 PM 14 10/07 12:00 AM - 10/07 12:00 AM - 10/07 12:00 AM - 10/07 12:00 AM -	02 11/19 11.00 AM 11/20 08:00 AM 12/17 12:00 AM- 01/08 11:59 PM 12/17 12:00 AM- 01/08 11:59 PM 12/17 12:00 AM- 01/08 11:59 PM 12/17 12:00 AM- 01/08 11:59 PM	03 03/01 12:00 AM 02/03 12:00 AM 02/03 12:00 AM 02/12 11:59 PM 02/03 12:00 AM 02/12 11:59 PM	04 04/01 12:00 AM 04/20 11:59 PM 05/15 12:00 AM 05/25 11:59 PM 05/26 11:59 PM	
 Progress Grade Quarter Grade Quarter Final Semester Exam Semester Grade Cittizenship 1 	Main 91 10/07 12:00 AN - 10/17 11:59 PM 10/07 12:00 AN - 10/17 11:59 PM 10/07 12:00 AN - 11/17 11:59 PM	92 11/19 11:00 AM 11/20 08:00 AM 12/17 12:00 AM- 01/08 11:59 PM 12/17 12:00 AM- 01/08 11:59 PM 12/17 12:00 AM- 01/08 11:59 PM 12/17 12:00 AM- 01/08 11:59 PM 12/17 12:00 AM- 01/08 11:59 PM	Q3 03/01 12:00 AM 02/03 12:00 AM 02/12 11:59 PM 02/03 12:00 AM 02/12 11:59 PM	94 - 04/01 12:00 AM 04/20 11:59 PM - 05/15 12:00 AM 05/26 11:59 PM 05/15 12:00 AM 05/26 11:59 PM 05/15 12:00 AM 05/26 11:59 PM - 05/15 12:00 AM 05/26 11:59 PM	

Closing the Grading Window for the Entire School (Secondary)

Closing the Grading Window is only necessary should the school wish to close the window earlier than previously scheduled (See Page 8 step 7).

- 1. From the *Index* tab, expand *Grading* & *Standards* and select *GRADING WINDOW* (NEW).
- 2. Verify the appropriate school year and calendar name.
- 3. Click **CLOSE Now** (the display automatically changes to Step 1: Select Terms).
- Select the CALENDAR GROUPS (year/school name). A search feature is provided if multiple schools are listed.
- 5. Select the appropriate *TERMS*.
- 6. Click NEXT.
- 7. Select the appropriate *GRADING TASKS*.
- 8. Click NEXT.

Grading Window	\sim	\sim	
1 Select Terms	2 Select Grading Tasks	3 Select Standards	Preview
Calendars*		Terms* Depende	nt on Calendar selection
Search for Ca Type Caler	lendars or Schools ndar or School Name	5	
Calendar Grou	ps Select All Des	elect All	
4 ≤ 19-20 C	CSD Secondary School	1 2	3 4
	Cancel	Next 6	





Grading Window 9. Click NEXT. 10. Verify the open GRADING TASK(s) will be closed (use the 4 ~ 4 **PREVIOUS** button to change selected items). Select Grading Tasks Select Terms Select Standards Preview 11. Click FINISH. Include Children on Selection Standards Grading Window Expand All ON C Select All Deselect All Collapse All ~ ~ 4 ~ There are no tasks found associated to courses in the selected terms Select Terms Select Grading Tasks Select Standards Preview 9 Previous Cancel Next **Calendar To Preview** Infinite Campus Grade Book - Administrators 19-20 CCSD Secondary School . Q2 After Existing 10 11/19 11:00 AM 11/19 12:00 AM -Progress Grade 11/20 08:00 AM 11/19 11:10 AM 11 Finish & Start Over Previous Finish **Grading Window** Main 01 02 03 04 12. Grading Window displays the Task: 04/01 12:00 AM -10/07 12:00 AM 11/19 12:00 AM 03/01 12:00 AM -Progress Grade – CLOSED. Progress Grade 10/17 11:59 PM 11/19 11:10 AM 03/20 11:59 PM 04/20 11:59 PM 10/07 12:00 AM 12/17 12:00 AM -02/03 12:00 AM -05/15 12:00 AM -Duarter Grade 10/17 11:59 PM 01/08 11:59 PM 02/12 11:59 PM 05/26 11:59 PM Color **Grading Window Status** 10/07 12:00 AM 12/17 12:00 AM -02/03 12:00 AM -05/15 12:00 AM -D Quarter Final :59 PM 01/08 11:59 PM 02/12 11:59 PM 05/26 11:59 PM Red Closed 12 12/17 12:00 AM -05/15 12:00 AM -Semester Exam 01/08 11:59 PM 05/26 11:59 PM Green Open 12/17 12:00 AM -05/15 12:00 AM -Blue Scheduled Semester Grade 01/08 11:59 PM 05/26 11:59 PM White No Grading Window 10/07 12:00 AM 12/17 12:00 AM -02/03 12:00 AM -05/15 12:00 AM -Citizenship 10/17 11:59 PM 01/08 11:59 PM 02/12 11:59 PM 05/26 11:59 PM

Schedule

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Preedback

Changing or Entering a Grade for One or More Students

The principal and assistant principal have the Infinite Campus rights to add missing grades and/or adjust grades.

- 1. Select the **SEARCH** tab.
- 2. Change the drop-down menu to COURSE/SECTION.
- 3. Click Go or click the ADVANCED SEARCH link to identify a specific *Course/Section*.
- 4. Click on the *Course* from the search results to expand.
- 5. Click on the *Section* where the student's grade will be added or adjusted.
- 6. Click on:
 - A. GRADING BY TASK to add or adjust grades for more than one student in the section (this choice allows users to see ALL of the students in the section), or
 - B. GRADING BY STUDENT to work with only one student.
- 7. Select:
 - A. A grading task from the *Please Select a Task* drop-down menu when using **GRADING BY TASK**.
 - Make the appropriate change(s).
 - Click SAVE.
 - B. The student's name from the **Please Select a Student** drop-down menu when using GRADING BY STUDENT.
 - Make the appropriate change(s).
 - Click SAVE.



Guest Grade Book Access

An option is available for users to access a section of a teacher's grade book. This will assist administrators to review past grade books, troubleshoot current grade books, and review grade book usage. (Tool Rights- CCSD administrators will be given read-only rights and no changes can be made.) A video resource is available at http://tinyurl.com/gradebookguest.

Access is located in two areas and either can be used by elementary or secondary administrators.

Guest Access by Course: Search > Course/Section > Sections > Grade Book Guest Access by Teacher: Search > All People > Schedule > Grade Book

Guest Access by Course

- 1. Select the **SEARCH** tab.
- 2. Change the drop-down menu to **COURSE/SECTION**.
- 3. Click Go or click the ADVANCED SEARCH link to identify a specific *Course/Section*.

	Infinite Campus	District Editio	n			^		 ?	₿ Log Off
	Year 19-20	✓ School	ol CCSI) Element	ary or Sec	ondar	y School	•	
	Index	Search	1	District A	Announce	ments	5		
2	Course/Section		•						
	Search Course/S	ection G		3					
		Advanced Sea	rch						

- Select the *Course* from the Index Menu on the left, **not** the teacher display name.
- 5. Select the **SECTIONS** tab.
- Click the GRADE BOOK link in the Guest Access column for the section.

Index	Search	<	002	2510	Mathemati	<u>cs</u> 0	1					
Course/Section	on 👻		Cour	se	Sections	5 di	ng Ta	sks	Standa	ırds	Grade Calc Options	course
Search Course	Vanced Search		Edit	Section 1	Teacher SALSBURRY, JIMMY P. VINEYARD,	Room 01	Term Y	Schedul 1	e Period Math	Seats Tak (23/)	en Scheduling Group Salsburry 02	Guest Access Grade Book
▶ 001810 Speak	king and Listening K	*	Edit	3	MARTHA D. WARDNAIR, ALISONNE	02	Y	1	Math	(23/)	Wardnair 14	Grade Book
• 002510 Math 1) SALSB 2) VINEYA 3) WARDN	ematics K URRY, JIMMY P., Rm:02 PP, MARTHA D. Rm: 06 IAIR, ALISIONNE Sco:14											

- 7. Guest access is noted in the URL for the page. The grade book opens to the section selected in step 3 only (no other sections are available).
 - https://campus.ccsd.net/campus/appt/guestAccess 7 **HTMLhtml** (08/13/18 - 05/23/19) Section Math) 032510-3 Athematics 3 Task 3.OA: Operations and Algebraic Thinking Math) 032510-3 Mathematics 3 + Add Sort Filter lphaElementary grade books will open to the grading Term (Y). Secondary grade books will display terms Q1, Q2, (Sem 1) or Q3, or Q4 (Sem 2). https://campus.ccsd.net/campus/apps/guestAccess/gradebookHTML.htm Ferm Y (08/13/18 - 05/23/19) V Section Math) 032510-3 Mathematics 3 Task 3.OA: Operations and Algebraic Thinking $\overline{}$ Standards + Add Sort Filter 3.OA: Operations and Algebraic Thinking Posted 3.OA.A: Represent and solve problems involving ... Save 3.OA.B: Understand properties of multiplication.. Grade Rpt Crd Cor Percent 3.OA.C: Multiply and divide within 100. 3.OA.D: Solve problems involving the four opera... 03 / 3.NBT: Numbers and Operations in Base Ten 3.NBT.A: Use place value understanding/properti.. 03 A 3.NF: Numbers and Operations - Fractions 8 3.NF.A: 03 A **Elementary Grade Book** 3.MD: Mea 03 At ONLY 3.MD.A: 3.MD.B: Re 03 B 3.MD.C: Geometric measurement: understand conce... 03 B 3.MD.D: Geometric measurement: recog. perimeter... 3.G: Geometry 03 Bi 3.G.A: Reason with shapes and their attributes. Grading Tasks 03 Ca Progress Grade Overall Grade 03 Ci Semester 1 03 Di Semester 2
- 8. Changing to a different standard for the specific section is available with the guest access.
- 9. Changing to a different grading task is available with the guest access.

Guest Access by Teacher

- 1. Select the **SEARCH** tab.
- 2. Change the drop-down menu to ALL PEOPLE.
- 3. Type the teacher's name and click Go.



- 4. Select the **SCHEDULE** tab to display ALL sections.
 - A. Secondary displays by terms and by periods.
 - B. Elementary displays by yearlong and by section.
- Click the GRADE BOOK link for the Section being viewed.

School CCSD Secondary School Year 18-19 **Secondary School View** LAST NAME, FIRST NAME **PONE** Saarch Gendric # All Feople Devocoraphic s Identifiers. Linterstyniste Rebenning District Employment ARC 4 District Assignments Feits **IO History** Schedule LAST NAME, FIRST NAME Advanced Sealer Print Term Q1 Term Q2 **4**A (03/18/19-05/23/19) (08/13/18-10/12/1 Search Results 1 FMDTY FIADTY FUDTY PLADTY 10000001-5 English 12 (12) 10500001-5 English 12 (12485) 4 12/1102 10800002/9 English 12 (12E5) Engli Prenary Teacher Grade Book 5 Grada Bao Printiary Teacher Clinado Block Psimary Teacher Grade Book LAST NAME, FIRST NAME 1300123188 10300001-2 English 10 (12) 10300001-8 English 10 (13E7E8) -8 English 10 (13) 10300002-8 English 10 (13E7EE) Armary Teacher Grade Book Frimary Teacher Grade Book Primary Teacher Grade Book Primary Teacher Grade Book

6. Guest access is noted in the URL for the page. The grade book opens to the section selected (Step 5). <u>No</u> other sections are available.

7	A ttps://campus.ccsd.net/ci A ttps://campus.ccsd.net/ci Term 02 (10/15/18 - 12/21/18) + Ac 01 (08/13/18 - 10/12/18)	6 guestAccess gradebookHTMLhtml Section 01) 10800001-9 English 12 (1)	Task Progress Grade 🔹
	Q2 (10/15/18 - 12/21/18)	Elementary grade books h grade book will always op	have only one term. The en to the Term (Y).



- 7. In a secondary grade book, when a *Quarter 1* or *Quarter 2* term is selected in step 5, the grade book will open to the Quarter 2 term. The user must change the *Term* to *Quarter 1* to view Quarter 1 grades. In the same manner, if *Quarter 3* or *Quarter 4* is selected in step 5, the grade book will open to the Quarter 4 term.
- 8. *Grading Tasks* can be changed in both the Secondary and Elementary grade books. Section (subject) and Term (Q1, Q2, Q3, Q4, or "Y") determine what Grading Tasks/Strands/Standards are displayed.



Setting Compositing for the Semester Grade (Secondary Only)

With a recent enhancement to Infinite Campus, administrators have an updated process for changing the compositing of grade

books. Please follow the steps provided here closely.

- 1. From the Search tab, use the Course/Section drop-down menu to search for a specific course to set or update the compositing for both Semester 1 and/or 2.
- 2. Select the GRADE CALC OPTIONS tab.
- 3. Scroll down to Quarter 2 Semester Grade for Semester 1 courses (Q4 for Semester 2 courses) and adjust the Weight for Quarter 1, Quarter 2, and Semester Exam ONLY (Q3, Q4, and Semester Exam for Semester 2).

Important! Do NOT alter any other settings on the Grade Calc Options tab as it will skew grades.

4. Click SAVE.

- 5. Go to the Course tab and click PUSH TO SECTIONS.
- 6. Under Course data to be pushed, REMOVE the selections for CATEGORIES and GRADE CALC OPTIONS. Only COMPOSITE GRADES should remain selected. Important! Not removing checkmarks next to Categories and Grade Calc Options could cause grade miscalculation.
- 7. Select PUSH. Repeat for each section, as necessary.

Important! Semester Exams cannot weigh more than 20% of the Semester Grade for any class. Second Semester Compositing has been preset by the district for all courses aligned to the End of Course final exams. Second Semester Exams for all courses aligned to an End-of-Course exam **MUST** be weighted per the following schedule:

- 2019-2020 School Year: 15%
- 2020-2021 School Year: 20%









Infinite Campus Grade Book - Administrators

Reports

Section Audit Report

The Section Audit Report displays category weights and placements as well as assignments that have been incorrectly added to the grade book. Assignments aligned to the incorrect grading tasks will **not** calculate into the Section's overall grade. This report will produce any errors with incorrect assignment alignment.

Running the Section Audit Report

- 1. From the Index tab, expand *Grading & Standards, Reports, Grading Setup*, and select SECTION AUDIT.
- For *Teachers*: the choice *All Teachers* is highlighted (select the name of individual teachers as needed).
- For *Courses*: the choice *All Courses* is highlighted (select a specific course(s) to display a grade level/department's data). Change the "Sort by" to see the courses listed alphabetically.
- 4. Determine the *Data to report* by checking one or more items:
 - Categories (Recommended)
 - Assignments (Recommended)
 - Composite and Rollup Grade
 - Grade Calc Options
- 5. Select GENERATE REPORT.



NOTE: A video discussing this report is part of the Guest Access video at: <u>http:/training.ccsd.net</u>.

Click GRADE BOOK > Professional Learning > Grade Book Usage Report > Watch Video

Results

The Section Audit Report, an Excel document, displays all courses with categories and assignments. It can be filtered to show individual categories set up for courses and assignments placed in those categories.

Note for Elementary Administrators: Humanities teachers are the ONLY teacher type who are to place academic assignments in the Overall Grade category. This report will help determine if an assignment has been placed in the Overall Grade category accidentally.

With the Section Audit Report generated and opened in Excel:



- 1. Choose **DATA** from the Excel Ribbon.
- 2. Click the FILTER tool to enable drop-down arrows.
- 3. Elementary Administrators: Find the title for the column *Grading Task/Standard* and click the drop-down arrow. Remove the check for *Select all* and add a check next to *Overall Grade*. Doing this will allow only the grading task of *Overall Grade* to be listed.
- 4. **Elementary Administrators**: Find the title for the column *Assignment Name* and click the drop-down arrow. Remove the check for the item "(*Blanks*)." The remaining data will show the Course Names that have assignments placed in the "Overall Grade" category. (*See NOTE above*.)

This example highlights assignments incorrectly aligned to the Overall Grade Grading Task for an elementary school.

The Humanities courses are
placed correctly. The Math,
Reading, and Language
assignments should be moved
to the correct standard/cluster.

							-1						
Course Name 🔄	r Se 🔻	Teacher Name 💌	Ter 🔻	Gradin	Sample I	Report -	Elem	ient	ary	-	Ri 💌	Ass 🔻	Assignment Name 耳
Humanities 3	8	Teacher 1	Y	Overall	l Grade	Summativ	0	90	No	No	Yes	1	Typing With Two Hand
Humanities 3	9	Teacher 1	Y	Overal	l Grade	Summativ	0	90	No	No	Yes	1	Typing With Two Hand
Math 3	1	Teacher 2	Y	Overal	l Grade	Formative	2	10	No	No	Yes	1	1 and 2 digit Multiplic
Reading 3	3	Teacher 2	Y	Overall	l Grade	Formative	2	10	No	No	Yes	1	The Good Deed Quiz
Humanities 4	1	Teacher 1	Y	Overal	l Grade	Summativ	0	90	No	No	Yes	1	Creating a Poster in M
Humanities 4	2	Teacher 1	Y	Overall	l Grade	Summativ	0	90	No	No	Yes	1	Creating a Poster in M
Language 4	4	Teacher 3	Y	Overal	l Grade	Formative	2	10	No	No	Yes	1	Getting to know you
Math 4	6	Teacher 3	Y	Overall	l Grade	Formative	2	10	No	No	Yes	1	2 digit Division
Reading 3	7	Teacher 4	Y	Overal	l Grade	Formative	2	10	No	No	Yes	1	Word meaning Quiz

Grade Book Usage Report

This report provides a list of all assignments entered by teachers, including due dates and points possible for each assignment. It also shows the percentage of assignments graded, score codes/flags added to assignments, and allows comparisons of common assignments and assessments.

- 1. From the Index tab, expand Grading & Standards, Reports, and select **GRADE BOOK USAGE.**
- 2. Select the ***Start Date** and ***End Date** desired.
- 3. Set *Percent Scored* to 100%.
- 4. Select *Teachers* or *Course*, identifying All or selecting them individually.
- 5. Select GENERATE REPORT.

17-18

CCSD High School

1234 E. Flamingo, Las Vegas NV 89121

07/10/2018 03-10-06 PM

Teacher Clas

Last Name, First Name

10800002-1 English 12



ast Updated

5/24/2018 07:50

Assignmen

Research Essay - GT1

1984 ch 1-4 ?s - GT1

Story Notes - GT1

Opposition - GT1 Grammar, Quote Dialo

- GT1

Book - Administrators

Infinite Campus Grade

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Missing Assignments Report

This report, which generates as a PDF document, shows flagged assignments (Missing, Late, Incomplete and/or Exempt), for a specific Date Range or Term and/or Comments for particular Student(s), Course(s) and Teacher(s), Ad Hoc Filter, or Grade Level. It can be used to monitor teacher use of these flags. Using Ad Hoc Filters, this report can be generated for identified student groups.

Best Practice in Grading: Using the Missing flag calculates as a zero (0) and is punitive to students as well as an inaccurate reflection of student progress. Teachers should instead use the Late flag to better communicate with parents and students about assessment data not yet collected.

- 1. From the Index tab, expand *Grading & Standards, Reports*, and select MISSING ASSIGNMENTS.
- 2. Verify the *Calendar Year* for the search.
- 3. Set the *Date Range* or *Term* of the assignments to include.
- 4. Select which assignment flags to include.
- 5. Select comments and/or page breaks to included.
- 6. Select the "Population" for the report.
 - A. **Student**: Search for the student(s) by LAST name to add them to the single/multi-select list.
 - B. **Course and Teacher**: Search Course, Section, or Teacher, with individual sections listed below by teacher's name.
 - C. Ad Hoc: Search using an Ad Hoc filter from the list of those available to you, which includes
 - filters you have created and the ones assigned to your User Group.
 - D. Grade Level: Search for all students in a specific grade level.
- 7. Select GENERATE REPORT.

Pro Tip! Use the Late Assignment Report to
communicate with parents and students. This
report is available in the Infinite Campus
Instruction Menu: Custom Links and Reports >
Late Assignment Report.

-		Sample Report with multiple f	lags ch	ecked	
Student Name	(Grade 05)				Count 3
Course	Teacher	Assignment	Points Possible	Due Date	Flag(s)
052510-1 Mathematics 5	Teacher Na	me RCC - Lesson 6 Divide Whole Numbers	8	09/14/2018	Late
052510-1 Mathematics 5	Teacher Na	MBT.7 Test - Adding & Sub, Decimal Numbers	19	09/18/201	Incomplete
052510-1 Mathematics 5	Teacher Na	me NBT,7 RCC Adding & Subtracting Decimals	14	09/14/201	Late



<u> Book - Administrators</u>

Infinite Campus Grade

Grades Report

This report verifies all grading tasks have been completed for the correct grade reporting periods. It can help to monitor posted grades for interventions and recognition, particular classes or teachers for grades, and can also be generated by the teacher.

The provided screenshot is for a secondary school. Additional details will be provided, as needed, for elementary schools (ES).

- 1. From the Index tab, expand Grading & Standards, Reports, and select GRADES REPORT.
- 2. Select the desired Grade level(s).
- 3. Choose the Grading Term(s) (ES will choose "Y").
- 4. In *Select Teachers*, choose appropriately.
- 5. Determine *Group By* for the report's arrangement and details to display.
- Select the desired Standard/Grading Tasks (SBRC and Kindergarten reports show Standards' posted grades, all other ES types will not).
- 7. Three report types can be generated:
 - All Grades/Scores displays all posted grades and scores for the selected grading task(s)/standard(s).
 - b. Missing Grades/Scores displays students with missing grades/scores. An additional choice to Show Dropped Students is available.
 - By Grade/Score displays grades and scores, selected by the user, by checkmarking listed grades.
- 8. Select GENERATE REPORT.

NOTE: A video discussing this report is part of the Guest Access video at: <u>http:/training.ccsd.net</u>. Click GRADE BOOK > Videos > Grades Report > Watch Video



Clark County School District Employee Business Training

Marks Distribution Analysis Report

This report, generated either as a PDF or in Excel, allows users the ability to see the number and percentage of marks distributed by section or by teacher.

- 1. From the Index tab, expand *CCSD Custom Reports, Grading*, and select MARK DISTRIBUTION ANALYSIS BY COURSE OF MARK DISTRIBUTION ANALYSIS BY TEACHER.
- 2. Select a *Grading Task* (ES will choose from Overall Grade, Progress Grade, Semester 1, or Semester 2).
- 3. Select a *Term*. (ES will choose "Y")
- 4. Select the report format (PDF or Excel).
- 5. Select GENERATE REPORT.

NOTE: A video discussing this report is part of the Guest Access video at: (http://tinyurl.com/gradebookguest)



Features of this sample report:

- A. By course title, teacher last name, and periodB. Columns for each letter grade A-F and NM (no mark)
- C. Total count of each grade type for the period
- D. Percentage of grade type to all grades issued
- E. Grade and percentage sub totals for each teacher's similar course

06-13-2019		MA	RK DI	STRIB)999 - (UTIO CCSD :	N ANA Second	LYSI ary Sc	S BY C hool	OUR	SE			Sam	ple	Rep	ort
Q4 03/18/19 – 05/23/19			1	4		в		с		D		F	N	M	1	р
Course ID Course Title	Teacher	Per	l otal	Pct	lotal	Pct	lotal	Pct	lotal	Pct	lotal	Pct	lotal	Pct	lotal	Pct
26300002 Math 6	LAST FIRST NAMES T1	01	0	0	1	5.88	2	11.76	6	35.29	6	35.29	0	0	0	0
		02	0	0	6	20.00	4	13.33	10	33.33	7	23.33	0	0	0	0
		03	0	0	3	10.71	14	50.00	4	14.29	6	21.43	0	0	0	0
		04	0	0	3	9.68	10	32.26	9	29.03	9	29.03	0	0	0	0
		05	1	2.70	5	13.51	8	21.62	13	35.14	7	18.92	0	0	0	0
		06	0	0	7	18.92	11	29.73	8	21.62	9	24.32	0	0	0	0
	LAST, FIRST NAMES T2	01	4	16.67	6	25.00	8	33.33	4	16.67	1	4.17	0	0	0	0
		02	0	0	9	30.00	11	36.67	7	23.33	2	6.67	0	0	0	0
		04	3	10.00	10	33.33	10	33.33	5	16.67	2	6.67	0	0	0	0
		05	1	5.88	7	41.18	3	17.65	5	29.41	1	5.88	0	0	0	0
		06	0	0	22	61.11	7	19.44	3	8.33	3	8.33	0	0	0	0
	LAST, FIRST NAMES T3	01	3	11.11	15	55.56	4	14.81	1	3.70	3	11.11	0	0	0	0
	LAST, FIRST NAMES T4	02	2	7.14	6	21.43	4	14.29	12	42.86	4	14.29	0	0	0	0
			14	3.92	100	28.01	96	26.89	87	24.37	60	16.81		0		0

Infinite Campus Grade Book - Administrators

Transcript Auditing Report

This report compares the grade on the transcript with the grade in the grade book, providing the opportunity to correct errors for graduation or promotion.

- 1. From the Index tab, expand *Grading & Standards*, **Reports**, and select **TRANSCRIPT AUDIT**.
- 2. Check the fields to be audited (by default grade and *comments* are checked).
 - A. When grade is checked a list of students that have a grade in the teacher's grade book that is different than the grade on their transcript record and/or if a transcript record has been modified on the student *Transcript* tab.
 - B. When comments is checked a list of students that have a comment in the teacher's grade book that is different than the comment on their transcript record and/or if a transcript record has been modified on the student *Transcript* tab.
- 3. Select GENERATE REPORT.

18-19

CCSD Secondary School

2



PAGE

23

Course

Advanced

Advanced

83150001 Advanced Art

83150001 Advanced Art

20200001 Algebra I

20200001 Algebra I

20200001 Algebra I

83850002 Choir MS

83850002 Choir MS

Activity Eligibility Report

This report monitors academic grades to determine participation eligibility in sports and clubs using *In-Progress* or *Posted* grades. Activity courses must be rostered in order to run this report.

- 1. From the Index tab, expand *Student Information, Reports*, and select ACTIVITY ELIGIBILITY.
- 2. Select All Students, desired grade level(s), or select an Ad Hoc Filter containing the students participating in the activity.
- Select the *Enrollment Effective Date* if different than the current date.
- 4. Choose the *Grading Term* for reporting.
- Pick the sport(s) or activity(ies) for reporting (multiple activities can be selected for the report – Ad Hoc Filter may not apply).
- 6. Select IN-PROGRESS GRADE (student's current grade) or POSTED GRADE.
- 7. Sort as desired.
- 8. Select the *Grading Task*(s).
- 9. Check all *Grading Scores* needed for the report.
- 10. Select Generate Report.



Resources

Message Center

The Infinite Campus Message Center is a method of communication for reminders, important updates, and resources.



Guest Access Webinar Resource

Provides administrators information about the Read Only Access to teacher grade books. Grade Book Guest Access Admin Video Link: <u>http://tinyurl.com/gradebookguest</u>

Infinite Campus - Community





Technical support can be found at support.ccsd.net.

Topics include:

- Resetting Passwords
- Workstation/Computer Support
- Infinite Campus
- Forms
- Training
- How do I...?



Instruction

? E Log Off

Community

Request Forms (IC Additional Rights, Accounts, or System Access)

Go to <u>support.ccsd.net/forms-technical-support</u> to request additional Infinite Campus Rights, Active Directory (AD) Account Request, CCSD WiFi Request, SAP/Shopping Cart and SAP/C5 Access, DP403 for Mainframe Access, VPN Remote Access, SEMS (Encore) Access, SBT Role Request, and Telecommunications/Phone FAQs.

NOTE: Form(s) must be sent from the site Administrator's or APPROVED Administrator's representative CCSD e-mail to be processed. E-mail address/location to send the e-mail is included with the form.

Request for Infinite Campus Assistance through Quick-IT

A help icon called "Quick-IT" is available on user Desktops with Windows 7 (or higher) or Mac OS 10.10 or higher (Yosemite) to request assistance with many issues, including Infinite Campus.



Grade Book Guides

Up-to-date setup guides are available at: <u>training.ccsd.net</u> > GRADE BOOK

By default, the Administrators tab is displayed. Click the grade book type or the Videos link.

EBT EMPLOYEE BUSINESS	CCSD GOES GOOGLE	COURSES	QUICK VIDS	RESOURCES	GRADE BOOK	SERVICES					
RADE BOOK											
					ном	E / GRADE BOOK					
Administrators	Checklist for Withdrawing and	l Transferring	Students								
Kindergarten	ndergarten ES Attendance, Progress Report & Report Card Calendar										
SBRC	ES Grade Correction – Transco	ript Change Fi	orm								
Secondary	Grade Book Guide – Administ	rators									
Traditional Elementary	Guest Access Grade Book PP1										
Traditional Elementary Humanities	IC Tools for Administrators										
Traditional Elementary Specialists											
🐧 Videos	Secondary Grade Reporting C	arcrival									

Grade Book Health Checklist for Administrators

VERIFY TEACHER SETTINGS ARE CORRECT (Grade Calc Options, Categories, and Assignments)

- Ensure teachers are aware of the location of the updated Grade Book guides. These resources can be found at <u>training.ccsd.net</u> > GRADE BOOK.
- Generate the *Section Audit Report* (See Pg. 13).
- Grade Calc Options with an incorrect setup may prevent grades from calculating properly. Grade Calc Options are currently preset at the District level. Teachers should verify the settings for each section.
 - At the Elementary level, *Grade Calc Options* are locked and cannot be changed at the site.
 - At the Secondary level, *Grade Calc Options* can be modified by the teacher except for the Semester's Composite Grade percentage if locked by the site.
- Categories and their Weights are determined by site administration.

VERIFY TEACHERS HAVE PLACED ASSIGNMENTS IN THE PROPER AREA

- Assignment Overview can help teachers locate assignments by Term, Task, and Category.
 - Assignment Overview is located on the Index Menu on the left.
 - Assignments that are in the wrong location can be recognized easily and moved appropriately. For more information, teachers may be directed to the section *Creating Assignments* in the appropriate Grade Book Guide.

VERIFY TEACHERS HAVE SELECTED THE CORRECT SCORING OPTION FOR ASSIGNMENTS - GUEST ACCESS

- Assignments using points or marks must have a *Total Points* value set.
- Marks are only for teachers who have created Assignment Marks in their grade book. When using Assignment Marks, all assignments must also have a Total Points value set.
- Rubric scoring is for kindergarten teachers and SBRC schools ONLY. Grades must be manually posted in these grade books since automatic calculation does not occur.