



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

Infinite Campus Secondary Grade Book

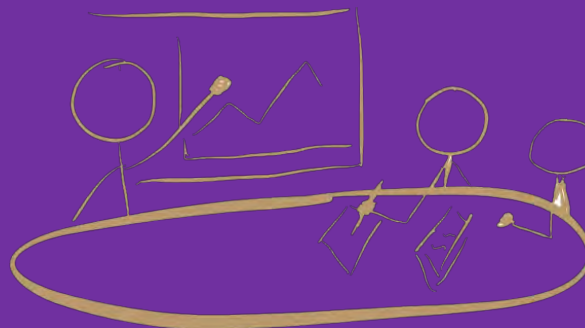
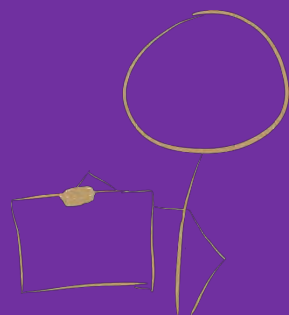



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Infinite Campus Grade Book: Secondary

- 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.

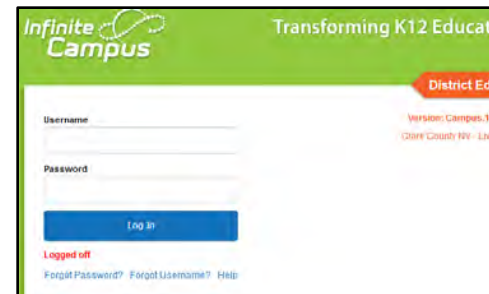


IMPORTANT!
Infinite Campus is a dynamic program that changes every four weeks. These updates might change the look of some of the images for the directions in this document.

Accessing Infinite Campus (IC)

Preferred browser: *Mozilla Firefox*

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

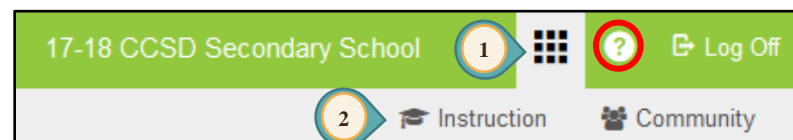


Campus Tools vs. Campus Instruction

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

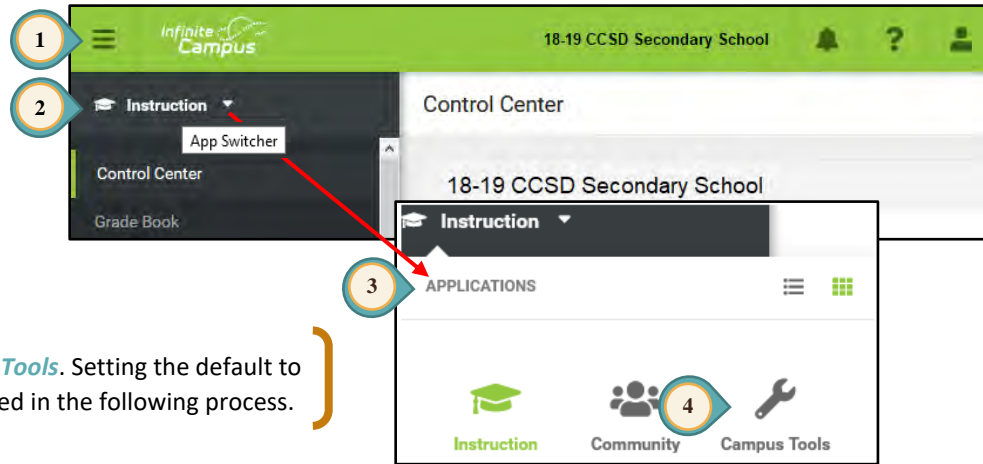
- Select the **APP SWITCHER** in the upper-right corner.
- Click the **INSTRUCTION** link.



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

Accessing Campus Tools from Instruction

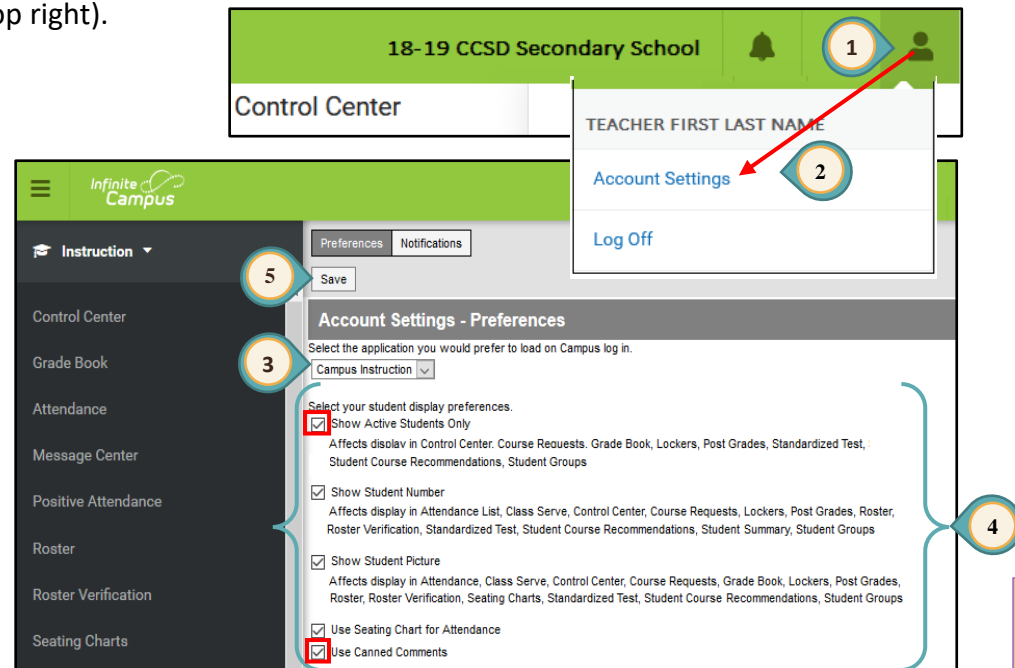
1. The **Open Menu** icon will open/hide the Index Menu (using this allows for additional display area for the **Grade Book**).
2. Select **INSTRUCTION (APP SWITCHER)** from the Index Menu at the left.
3. When clicked, **Instruction** expands to display the **Applications** window.
4. Click the **CAMPUS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



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

Account Settings

1. In **Instruction**, click the **USER MENU** icon (at the top right).
2. Click **ACCOUNT SETTINGS**.
3. Change the application in the drop-down 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 appear in the grade book.
 - b. If **Use Canned Comments** is checked, District provided comments can be selected for Progress Reports, Quarter Grades, Citizenship, and Semester Grades (Secondary users **MUST** use **Canned Comments**).
5. Click **SAVE** or the new settings will **NOT** be saved.

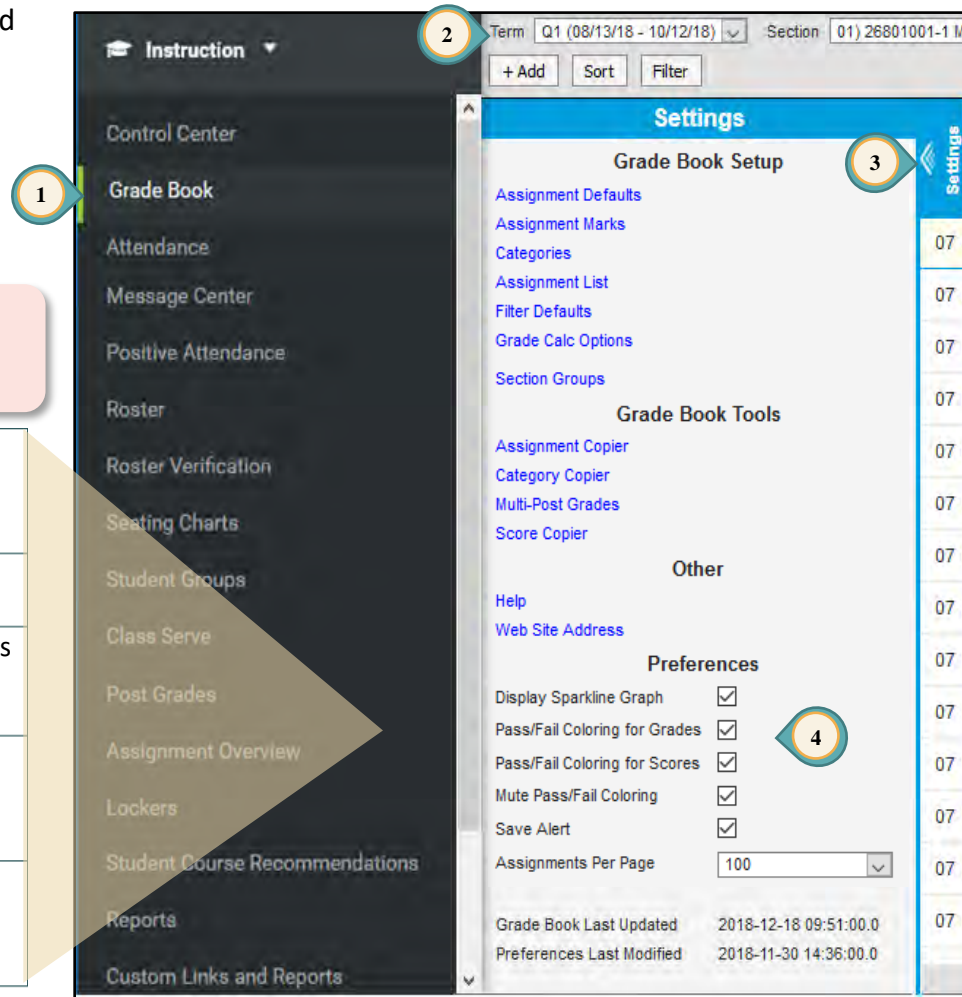


Grade Book Setup

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 Q1 **Term** and a **Section** of this term.
3. Click the triple white **SETTINGS** arrows to expand the **Settings** window.
4. Select desired **Preferences**.
5. Repeat steps 2 and 4 for each of the sections.
6. When setting up Semester 2 sections, repeat Steps 2-5 selecting the Q3 **Term**.



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

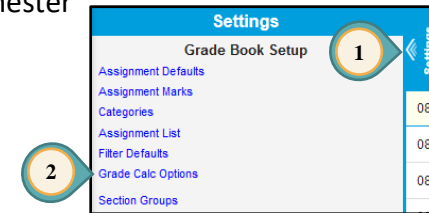
Grade Calculations will be preset by the District for all active accounts; however, if modifications are needed, you will need to make them for **EACH** section in **ALL** terms. **Teachers should verify settings** using the directions below.

Note: Grade Calculations will be preset by the District for all NEW sections created. **Please verify settings** using the directions below.

Grade Calc Options - Verification Process

The Grading Tasks include: Progress Grade, Quarter Grade, Citizenship, Semester Exam, and Semester Grade. For Quarter Courses, only Progress Grade, Quarter Final, and Citizenship are included, and the Semester Exam is embedded in the Quarter Final grade using Category Weights.

1. Click the triple white **SETTINGS** arrows to expand the **Settings** window.
2. Click **GRADE CALC OPTIONS** in the **Settings** window.
3. Confirm **Progress Grade** under **Type** is set to **NO CALCULATION** for all Quarters (Q1 and Q2 or Q3 and Q4).
4. Confirm **Quarter Grade** under **Type** is set to **IN PROGRESS GRADE** and **Grading Scale** is set to **DISTRICT A-F** for all Quarters.
5. Confirm **WEIGHT CATEGORIES** box is checked.
6. Confirm **Citizenship** under **Type** is set to **NO CALCULATION** for all Quarters.
7. Do **NOT** check the **LIMIT ASSIGNMENTS TO LAST** or **CUMULATIVE GRADING STARTING IN** box for any Grading Task.



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

Term	Standard/Grading Task	Composite	Rollup	Calculation
Q1	Progress Grade	<input type="checkbox"/>	<input type="checkbox"/>	Type: No Calculation
Q1	Quarter Grade	<input type="checkbox"/>	<input type="checkbox"/>	Type: In Progress Grade *Grading Scale: District A-F <input checked="" type="checkbox"/> Weight Categories
Q1	Citizenship	<input type="checkbox"/>	<input type="checkbox"/>	Type: No Calculation
Q2	Progress Grade	<input type="checkbox"/>	<input type="checkbox"/>	Type: No Calculation
Q2	Quarter Grade	<input type="checkbox"/>	<input type="checkbox"/>	Type: In Progress Grade *Grading Scale: District A-F <input checked="" type="checkbox"/> Weight Categories

Note: *Post-only Grading Task may also be displayed when a task is set to **NO CALCULATION**.

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

9. Confirm the **Composite Grading** box is checked for **Semester Grade** (Q2 and Q4).
 A. Confirm **Type** is set to **IN PROGRESS GRADE** and **Grading Scale** is set to **DISTRICT A-F**.
 B. Confirm ***Weight** is set for the value as determined by the site's administration.
10. Click **SAVE** if changes have been made.

*Child Task/Standard	*Weight	Effective %
Q1 Quarter Grade	45.0000	45.00
Q2 Quarter Grade	45.0000	45.00
Q2 Semester Exam	10.0000	10.00

Important!

Semester Exams cannot weigh more than 20% of the Semester Grade for any class and **MUST** be weighted per the following schedule for all courses aligned to an End of Course exam:

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

Helpful Hint!

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

WARNING!

1. If modifications cannot be made for the "Quarter Grade" settings, please submit a Quick-IT or contact the USS Help Desk at (702)799-3300.
2. If modifications need to be made for the Semester Grade Compositing only, contact the site administrator that manages Infinite Campus (usually an assistant principal) before submitting a Quick-IT or contacting the USS Help Desk at (702)799-3300.
NOTE: The settings for the Grade Calc Options may be locked at the site level and changes will need to be completed by the administrator.

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 categories.

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%

4. Enter a category **Name**. Put the weight amount in parenthesis after the title. This ensures the category weight will show on the Parent Portal.
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. **Exclude from Calculation:** A category can be excluded from the overall grade calculation.
9. Click **SAVE**.

Section	*Weight	Sequence	Exclude from Calculation	Drop Lowest Score (%)
<input checked="" type="checkbox"/>	10.000	0	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> 03) 26801001-1 Math Acc 7	10.000	0	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> 04) 26801001-2 Math	10.000	0	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> 05) 26801001-3 Math Acc 7	10.000	0	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> 01) 27107001-1 Pre-Algebra 8	20.000	0	<input type="checkbox"/>	<input type="checkbox"/>

Grade Book Tips!

1. If 0% is entered for the weight, check the **Exclude from Calculation** box.
2. 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."

Create these additional categories:

1. **Semester Exam** (Required)

- 📍 Select all sections receiving this category.
- 📍 **Do not** set a *Weight*.
- 📍 Click **SAVE**.

2. **Does Not Count Towards Grade** (Optional)

This category is typically used to track the progress of students who are working below grade level **and/or** can also be used for record-keeping and additional information.

- 📍 Select all sections receiving this category.
- 📍 **Do not** set a *Weight*.
- 📍 Check the **EXCLUDE FROM CALCULATION** box.
- 📍 Click **SAVE**.

Verify that all sections have the created categories.

1. Click on the **SECTION** drop-down menu.
2. Select each section individually for verification.

Category List

Section: All

Name ▲

- 03) 26801001-1 Math Acc 7 (1)
- 04) 26801001-2 Math Acc 7 (1)
- 05) 26801001-3 Math Acc 7 (1)**
- 06) 26801001-4 Math Acc 7 (1)

Category Detail

*Name: Semester Exam

Section	*Weight	Sequence	Exclude from Calculation	Drop Lowest Score (%)
<input checked="" type="checkbox"/>	0	0	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> 03) 26801001-1 Math Acc 7	0.0	0	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> 04) 26801001-2 Math Acc 7	0.0	0	<input type="checkbox"/>	<input type="checkbox"/>

Buttons: Save, Delete, Close

Category Detail

*Name: Does Not Count Towards Grade

Section	*Weight	Sequence	Exclude from Calculation	Drop Lowest Score (%)
<input checked="" type="checkbox"/>	0	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> 03) 26801001-1 Math Acc 7	0.0	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> 04) 26801001-2 Math Acc 7	0.0	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Buttons: Save, Delete, Close

Example showing:
Category weights equaling **100%**, Semester Exam listed with **NO** weight, and Categories **Excluded**.

Category List

Sections: 05) 26801001-3 Math Acc 7 (1)

Name	Weight	Sequence	Exclude From Calculation	Drop Lowest (%)
Classwork/Quizzes (10%)	10.000	0	<input type="checkbox"/>	<input type="checkbox"/>
Does Not Count Towards Grade	0.000	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Homework	0.000	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Projects/Presentations (45%)	45.000	0	<input type="checkbox"/>	<input type="checkbox"/>
Semester Exam	0.000	0	<input type="checkbox"/>	<input type="checkbox"/>
Tests (45%)	45.000	0	<input type="checkbox"/>	<input type="checkbox"/>

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

Grade Book Tips!

1. 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** drop-down menu.
2. Created categories will **ONLY** display in the **Quarter Grade Grading Task** and the **Assignment Overview** when an assignment is created and placed in that category.

Assignment Marks (Optional)

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**.

Creating Assignment Marks

1. Click the triple white **SETTINGS** arrows to expand the **Settings** window.
2. Select **ASSIGNMENT MARKS**.
3. Click **ADD**.
4. Enter a **Name** for your Assignment Mark Detail (i.e. 19-20 Special Scores).
5. Click **ADD ROW** to create each **Assignment Marks** score desired. (All marks/scores used by the teacher should be included in the listed items.)
6. Enter the **Score** abbreviation.
7. Enter **% Earned** value.
8. Check if a **Passing** score.
9. Click **SAVE**.

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 (see Step 4).

Settings
Grade Book Setup

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

Assignment Mark List

Name	Owner
No Results	

Add Close

IMPORTANT!

1. 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.).
2. The **% Earned** is a site-based decision and must be entered before saving.
3. If using ESN Assignment Marks, the percentages must be within the District's established ESN grading scale:

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

Assignment Mark Detail

*Name
19-20 Special Scores

Owner:
Teacher Last Name, First Name

Seq	Score	% Earned	Passing
1	minF	50	<input type="checkbox"/>
2	Yes	100	<input checked="" type="checkbox"/>
3	No	50	<input type="checkbox"/>

Add Row

Save Delete Close

Section Groups (Optional)

Section Groups allow a teacher to group similar sections together in a single grade book view.

Creating a Section Group

This optional tool will be especially convenient for those teaching more than one section of a particular course. 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. In the **Section Groups** window, 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: Math Acc7 Sections
Seq: 1
Sort: Active Period Course Name

Active	Name	Terms	Color	Seq
<input checked="" type="checkbox"/>	03) 26801001-1 Math Acc 7 (1)	Q1, Q2		0
<input type="checkbox"/>	03) 26801002-1 Math Acc 7 (1)	Q3, Q4		0
<input checked="" type="checkbox"/>	04) 26801001-2 Math Acc 7 (1)	Q1, Q2		0
<input type="checkbox"/>	04) 26801002-2 Math Acc 7 (1)	Q3, Q4		0
<input checked="" type="checkbox"/>	05) 26801001-3 Math Acc 7 (1)	Q1, Q2		0

Save Delete Close

For additional Information Search Campus Help ? for "Section Groups:"
<https://content.infinitecampus.com/sis/1921/documentation/section-groups-campus-instruction/>.

Settings
Grade Book Setup

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

Section Groups
Math Acc 7 Sections
Pre-Algebra 8 Sections

Section

- 01) 27107001-1 Pre-Algebra 8 (1)
- 01) 87559001-51 Student Aides 8 (1)
- 03) 26801001-1 Math Acc 7 (1)
- 04) 26801001-2 Math Acc 7 (1)
- 05) 26801001-3 Math Acc 7 (1)

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** – if created); applying it automatically to each assignment created.
11. If **most or all** assignments have the same **Total Points** value, enter it here.
12. Click **SAVE**.

The screenshot shows the 'Settings' window with 'Assignment Defaults' selected. The 'Assignment Default List' is empty. The 'Setup Defaults' form is filled out with the following values:

- Name:** Alek Topics
- Apply Automatically:**
- Sections:** Acc Math 7
- Portal:**
- Assigned Date:** Current Date
- Due Date:** +5
- Grade Book Sequence:** Increment, 1.00
- Scoring Type:** Points
- Total Points:** 25
- Multiplier:** 1

Buttons at the bottom include 'Save', 'Delete', and 'Close'.

Grade Book Tips!

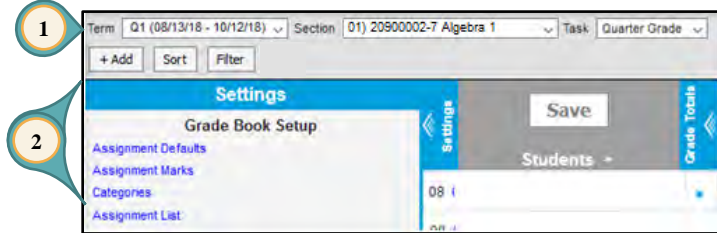
1. Assignment Marks cannot be changed once used to score an assignment. If an Assignment Mark is created for each school year (i.e., 19-20 Special Scores), the Assignment Default will ensure the current year's Assignment Mark is being used.
2. For additional information regarding Assignment Defaults, use the following link:

<https://content.infinitecampus.com/sis/Campus.1921/documentation/assignment-defaults/>

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 **QUARTER GRADE** for the **Task**.
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. **Portal** allows assignments to be displayed in the parent portal and is selected by
5. Choose an **Assigned** and **Due** date.
6. The current **Section** will be listed. Click the **ADD/REMOVE** button to place the assignment with additional sections.
 - a. Leave **Filters** set to current term and sections.
 - b. Select additional section(s) by clicking the **ADD** link.
 - c. Click **OK**.
7. Select the assignment category from the **Category** drop-down menu.
8. Leave **Include in Grade Calculation** checked.

Grade Book Tip!
The **Assignment List** provides a list of all section assignments.

Assignment Detail

*Assignment Name
Quadratic Equation Quiz

*Abbreviation
QWE

Assignment Default
QuickCheck Sample Default

Scheduling/Grading Alignment

Section	Portal	*Assigned	*Due	*GB Seq	Student Group
<input checked="" type="checkbox"/> 01) 20900002-7 Algebra II Terms: Q3, Q4	<input checked="" type="checkbox"/>	<input type="text" value="01/08/2018"/>	<input type="text" value="01/08/2018"/>	1.00	No Groups
<input checked="" type="checkbox"/> 04) 20900002-8 Algebra II Terms: Q3, Q4	<input checked="" type="checkbox"/>	<input type="text" value="01/08/2018"/>	<input type="text" value="01/08/2018"/>	1.00	No Groups

Add/Remove

*Category
Formative (10%)

Include in Grade Calculation

*Standard/Grading Task
 Quarter Grade

Add

Section Selector

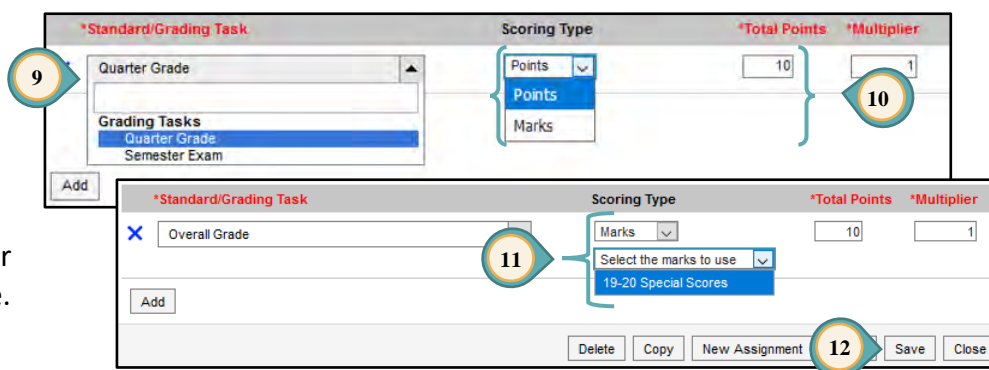
Filter: Term All Course All Period All Section Group All

Select Sections	Section List
01) 20900001-7 Algebra II Terms: Q1, Q2	01) 20900002-7 Algebra II Terms: Q3, Q4
04) 20900001-8 Algebra II Terms: Q1, Q2	04) 20900002-8 Algebra II Terms: Q3, Q4
03) 20900001-9 Algebra II Terms: Q1, Q2	
06) 20900001-10 Algebra II Terms: Q1, Q2	
03) 20900002-9 Algebra II Terms: Q3, Q4	
06) 20900002-10 Algebra II Terms: Q3, Q4	

Add All Remove All

OK Cancel

9. **QUARTER GRADE** is selected as the *Grading Task* for assignments by default. Click the *Grading Task* drop-down menu to change to the **SEMESTER EXAM Grading Task** for the semester exam *only*.
10. If selecting **POINTS** for the *Scoring Type*, enter a **TOTAL POINTS** value.
11. If selecting **MARKS** for the *Scoring Type*, select your *Assignment Marks* and enter a **TOTAL POINTS** value.
12. Click **SAVE**.



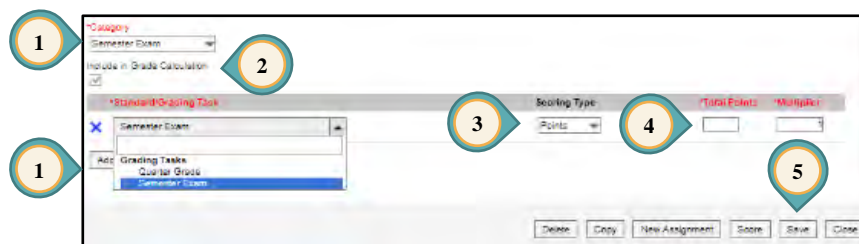
Grade Book Tips!

1. Click Score to enter scores for the assignment immediately.
2. Click New Assignment to add another assignment. Infinite Campus automatically saves the assignment and opens a new Assignment Detail window.
3. Click Copy to duplicate an assignment. Infinite Campus automatically saves the created assignment, and opens a new Assignment Detail window using "Copy of" in the title.

Creating the Semester Exam Assignment

The Semester Exam assignment 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 **SEMESTER EXAM** for the *Task*.
 2. Click the **+ADD** button to create an assignment.
 3. Enter the assignment *Name* and an *Abbreviation* (up to 5 characters).
 4. *Portal* allows assignments to be displayed in the parent portal and is selected by default.
 5. Choose an *Assigned* and *Due* date.
 6. The *Section* will be listed that receives the assignment.
 7. Click the *Add/Remove* button to place the assignment with additional sections, as appropriate.
1. Select **SEMESTER EXAM** for both the *Category* and *Grading Task*.



2. Leave *Include in Grade Calculation* checked.
3. Select **Points/Marks** for *Scoring Type*.
4. Enter a **Total Points** value.
5. Click **SAVE**.

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** allows mass scoring options.
 - When scoring assignments using **Marks**, type the appropriate mark such as: **E, S, N, minF, Yes, or No** (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 a grade book interface for 'Q4 (03/30/15 - 06/30/15)' in 'Section 02) 31000002-5 Chemistry'. It features a table with columns for 'Students', 'Grade Totals', and 'L1: Lab1'. The table lists three students: 12 Ac (100), 11 Bu (76), and 10 Cf (55). A 'Save' button is prominently displayed. Callout 1 points to the dropdown menus for Term, Section, and Task. Callout 2 points to the 'Fill Scores/Comments Multi Score' button. Callout 3 points to the 'Evaluate Work' button.

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.

Grade Book Tip!

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

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:

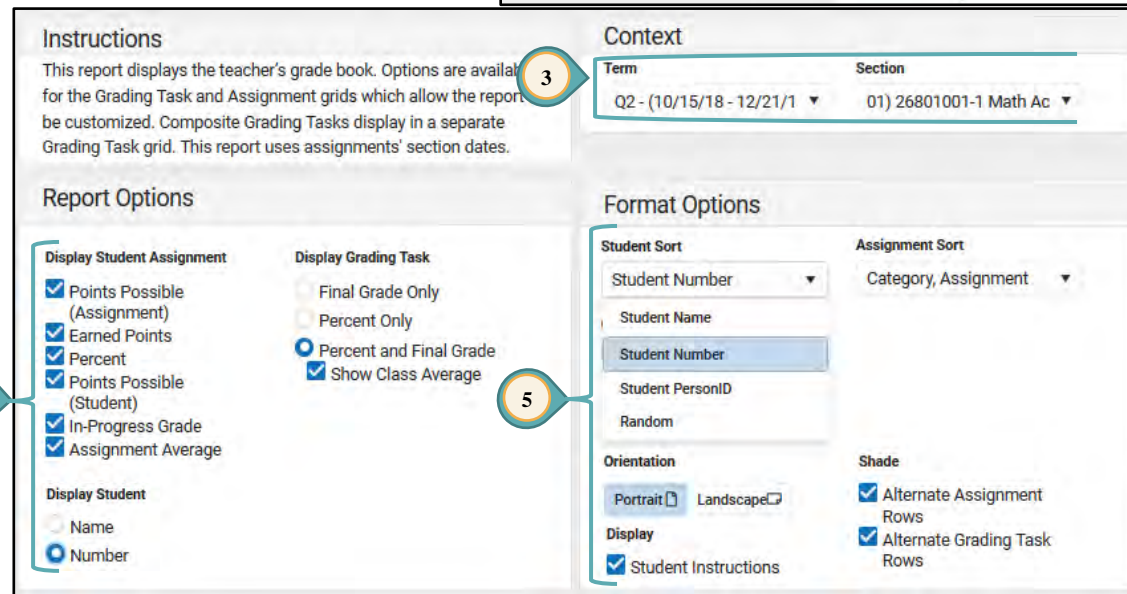
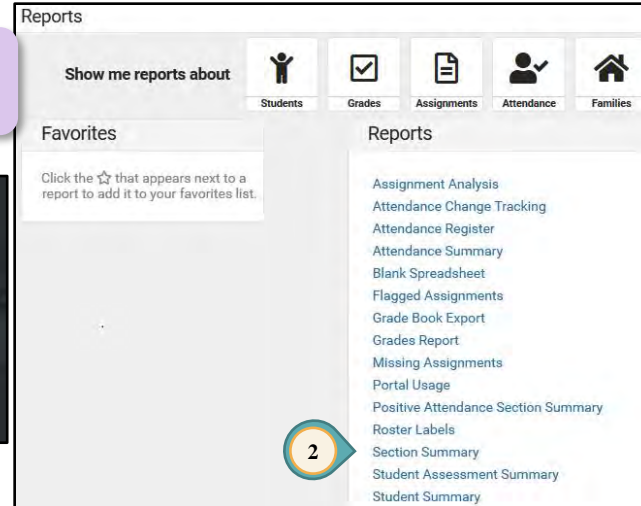
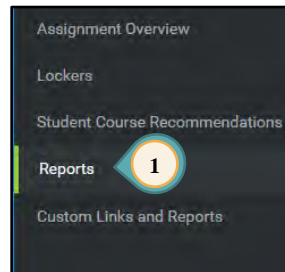
Select "**L=Late**" to flag work that has not been turned in (make a note in comments that it is missing). This will show up on custom progress reports and the parent portal.

Using the "**M=Missing**" will assign an automatic zero. This is punitive and is an inaccurate reflection of student progress.

Generating Class Grade Report With Student ID Only

1. Select **REPORTS** from the Index Menu on the left.
2. Select **SECTION SUMMARY** from the *Reports* menu.
3. In *Context* select the appropriate *Term* and *Section*.
4. For the *Report Options*, select **Display Student Assignment** items, **SHOW PERCENT AND FINAL GRADE** for **Display Grading Task**, and **NUMBER** for **Display Student** (see Tip).
5. For the *Format Options* select **STUDENT NUMBER** for the *Student Sort*, the desired *Assignment Sort* options, the desired *Orientation*, the desired *Student Instructions*, and the desired *Shade*.
6. Select students.
7. Select assignments to include.
8. Click **GENERATE PDF** (or Word DOCX).
9. Click **CLOSE**.

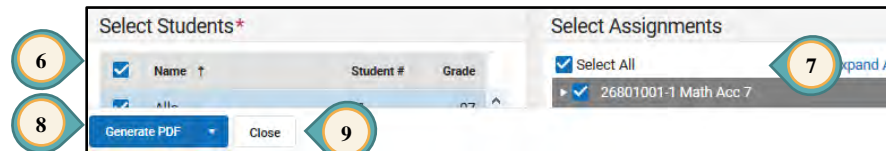
NEW report display and Favorites menu.



Grade Book Tip!

Following these instructions prevents students from knowing each other's grades when looking at a posted list. Caution: Using Student Names as the Student Sort option generates the printed report in student alpha order causing the use of the Student ID to be null.

As a recommendation, change the option choice each time, so student grades are listed in a different order.



Posting Progress Grades and Comments

Posting grades for Progress Reports will be done at set times throughout the year. You will be given the dates when Progress Grades must be posted. (Progress Reports are printed by the administration or the District.)

1. Select appropriate **Term**, **Section**, and **QUARTER GRADE** for the **Task**.
2. Under **In Progress** area, select **POST**.
3. Select appropriate term from the **Term** drop-down menu.
4. Select **PROGRESS GRADE** from the **Task** drop-down menu.
5. Click **OK**.
6. Read the warning and click **OK**.
7. Ensure the **Task** is **PROGRESS GRADE**.
8. Click the **CC** (Canned Comments) link to enter comments (Canned Comments are **required** by CCSD for secondary progress grading).
9. Click **SAVE**.

Term: Q4 (03/18/19 - 05/23/19) | Section: 01) 26801002-1 Math Acc 7 (1) | Task: Quarter Grade

Posted			In Progress		
Percent	Grade	Fill Rpt Crd Comments	Points	Possible	Per

Buttons: + Add, Sort, Filter, Save, Students, Settings, Grade Totals

Post Grades

Post In Progress Grade(s)
In Progress/Proficiency Estimate from:
Term: Q4
Task: Quarter Grade
Post to:
Term: Q4
Task: Progress Grade

Buttons: OK, Cancel

Warning

Grades will be posted upon save.

Buttons: OK

Term: Q4 (03/18/19 - 05/23/19) | Section: 01) 26801002-1 Math Acc 7 (1) | Task: Progress Grade

Posted		
Percent	Grade	Fill Rpt Crd Comments
93.04 %	A	Great Job! Cc

Buttons: + Add, Sort, Filter, Save, Students, Settings, Grade Totals



WARNING!

If grades need to be edited after posting, do **NOT** click the **POST** button again. Go to **Post Grades** from the Index Menu on the left to manually adjust the letter grade and percentage.

Grade Book Tips!

1. The **Show Active Students Only** box under **Account Settings** should be checked before Posting Grades (see page 2).
2. If the **CC** link is **NOT** available for entering Progress Report comments, select **Account Settings**, from the Open Menu on the right, check the item **Use Canned Comments**. **SAVE** before leaving (see page 2).
3. A **FILL** option is available.
4. A **Multi-Post Grades** option is available from the Settings > Grade Book Tools menu. Additional information for using the tool can be found in Campus Help at:

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

Report Cards - COVID-19 Process

Posting Grades and Comments for Report Cards - Updated for COVID-19 Process

Posting grades for report cards will be done differently in response to school closures aligned to COVID-19. Teachers must update scores for Quarter 3 assignments and post Quarter 3 grades to the **Quarter Grade** for Q3 and Q4 before posting to the **Semester Grade**. Do NOT add any grades or post to the **Semester Exam** in Q4. Citizenship will not be reported for Quarter 4.

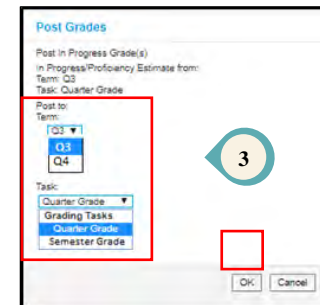
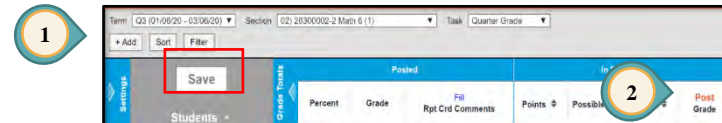
*To Move or Omit Assignments Created in a Quarter 4 Section:

- Under the **Index Menu** (to the left), select **Assignment Overview**.
- Select Q4 from the **Term** drop-down menu and select the appropriate section. Assignments placed in Q4 display.
- Click a listed assignment name to open the assignment detail.
 - To count the assignment in Quarter 3, change the **assigned date** of the assignment to **March 6, 2020**. Click **Save** then **Close**.
 - To omit the assignment from the grade calculation, change the **category** of the assignment to **Does Not Count for Grade** (See Secondary Grade Book Guide – Creating Categories).
 - To delete the assignment, click the **Delete** button and accept the warning message of existing grades. **Save, Close**, repeat.
- Repeat for additional sections.

The following steps must be followed to post from the Q3 term to all required tasks:

- Select Q3 for the **Term** and Quarter Grade for **Task**.
- Under **In Progress** area, select **Post**.
- Post to tasks using the following sequence:
 - Select **Term** Q3 and the **Task** Quarter Grade. Click **OK**. Click **OK** when the warning screen appears. Click **Save**.
 - While continuing to stay in **Term** Q3, select **Post** again. Select **Term** Q4 and the **Task** Quarter Grade. Click **OK**. Click **OK** when the warning screen appears. Click **Save**.

Note: The grade book will change to the Q4 **Term** with the Quarter Grade **Task** displaying for this section.
- While in **Term** Q4, select the **Task** Semester Grade. Verify the posted Q3 and Q4 Quarter Grades. Select **Post**. Select **Term** Q4 and the **Task** Semester Grade. Click **OK**. Click **OK** when the warning screen appears. Click **Save**.
- Verify Semester Grade, Q3, and Q4 grades are the same.
- Return to the Q3 **Term** to continue and repeat this process for each section.



Posted	In Progress	Q3) Quarter Grade	Q4) Quarter Grade
Percent	Grade	Percent	Grade
83.58 %	B	83.58	B

Report Cards

Posting Grades and Comments 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. (Report Cards are printed by the administration or the District.)

7. Select appropriate **Term**, **Section**, and **Task**.
8. Under **In Progress** area, select **Post**.
9. Select appropriate term from the **Term** drop-down menu.
10. Select appropriate task from the **Task** drop-down menu.

This screenshot shows the top navigation area of the reporting system. It includes dropdown menus for 'Term' (Q4 03/30/15 - 06/30/15), 'Section' (03) 31004002-1 Chemistry H, and 'Task' (Quarter Grade). Below these are buttons for '+ Add', 'Sort', and 'Filter'. A 'Save' button is visible. On the right, there are columns for 'Posted' and 'In Progress'. In the 'In Progress' column, there is a 'Post' button with a 'Grade' dropdown next to it. A red circle with the number '1' points to the Term dropdown, and a red circle with the number '2' points to the Post button.

Note (Step 4):

1. When posting grades for Q1, Q2, Q3, and Q4 select the task - **Quarter Grade**.
2. When posting the Semester Exam Grade select the task - **Semester Exam**.
3. When posting the Semester Grade select the task - **Semester Grade**.

11. Click **OK**.
12. Click **OK** when the warning screen appears.
13. Again, ensure the appropriate **Term**, **Section**, and **Task** are selected.
14. Click the **CC** (Canned Comments) link to enter comments (Canned Comments are **required** by CCSD for secondary report card grading).
15. Click **SAVE**.

This is a 'Post Grades' dialog box. It contains the following text: 'Post In Progress Grade(s)', 'In Progress/Proficiency Estimate from:', 'Term: Q4', 'Task: Quarter Grade', 'Post to:', 'Term: Q4', and 'Task: Progress Grade'. There are 'OK' and 'Cancel' buttons at the bottom right. Red circles with numbers 3 and 4 point to the Term and Task dropdowns respectively. A red circle with the number 5 points to the OK button.

This is a 'Warning' dialog box with the text 'Grades will be posted upon save:' and an 'OK' button at the bottom right. A red circle with the number 6 points to the OK button.

This screenshot shows the main reporting interface with a student record selected. The student's name is '12 Arr'. The 'Percent' column shows '95.00 %', the 'Grade' column shows 'A', and the 'Rpt Crd Comments' column shows 'Great job'. A 'CC' link is visible in the comments column. A 'Save' button is highlighted. Red circles with numbers 7, 8, and 9 point to the Term dropdown, the CC link, and the Save button respectively.

Grade Book Tips!

1. The **Show Active Students Only** box under **Account Settings** should be checked before Posting Grades for Report Cards.
2. If the **CC** link is **NOT** available for entering Report Card comments, select **Account Settings**, check the item **Use Canned Comments**. **Save** before leaving.
3. Select **ONLY ONE** comment for each student. Do **NOT** use free text when entering comments.

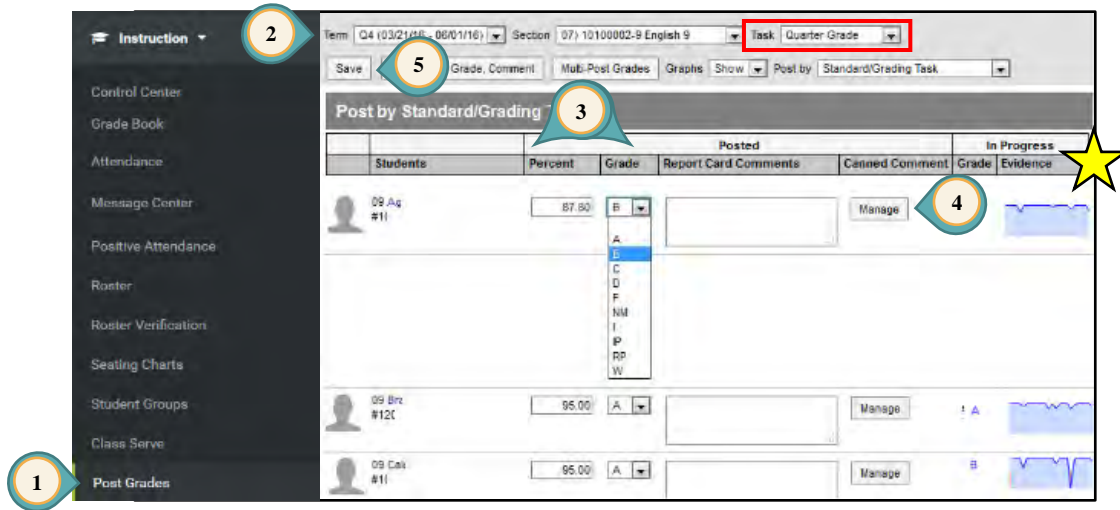
Finalizing Grades and Comments for Report Cards

Adjustments for grades and comments can be made from the **Posted** section of the grade book or from the **Post Grades** menu item. Adjustments in both the **Percent** and **Grade** fields are **required**. (The **Percent** field is part of the final **Semester Grade** calculation.) Directions using the **Post Grades** menu item are shown below.

1. Select **POST GRADES** from the Index Menu on the left.
2. Select appropriate **Term**, **Section**, and **Task** (Quarter Grade, Semester Exam, or Semester Grade).
3. Posted grades will already be present. To adjust these grades, use the **Percent** and **Grade** fields. Note that grades other than A-F should only be used with the permission of school administration.
4. Select **MANAGE** to use **required Canned Comments**.
5. Click **SAVE**.

Grade Book Tips!

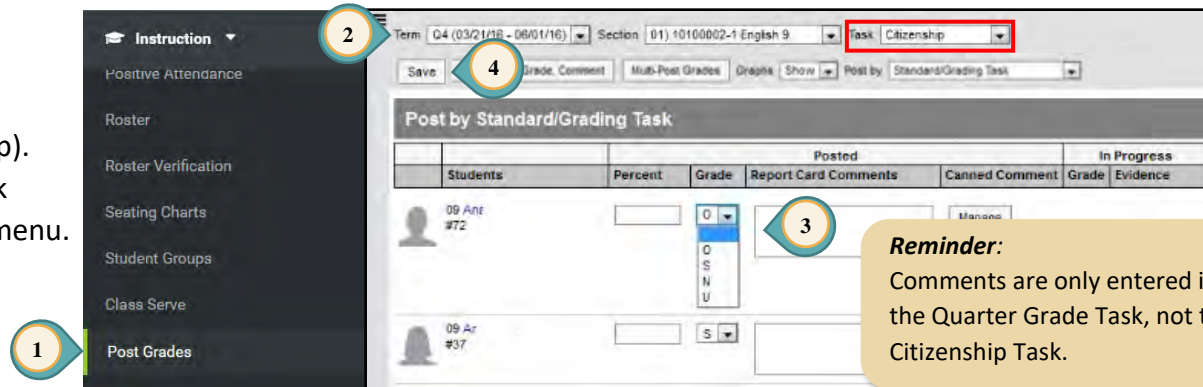
1. Canned Comments are **ONLY** entered in the Report Card Comments field under the **Quarter Grade** task.
2. The **Post Grades** window shows the **★ Quarter Grade** and the **Sparkline Evidence Graph**. These displays assist the teacher with grading entries.



Citizenship

Citizenship grades will be entered when the window for posting grades opens.

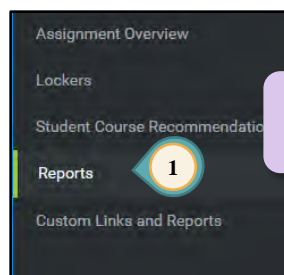
1. Select **POST GRADES** from the Index Menu on the left.
2. Select appropriate **Term**, **Section**, and **Task** (Citizenship).
3. Choose the appropriate mark from the **Grade** drop-down menu.
4. Click **SAVE**.



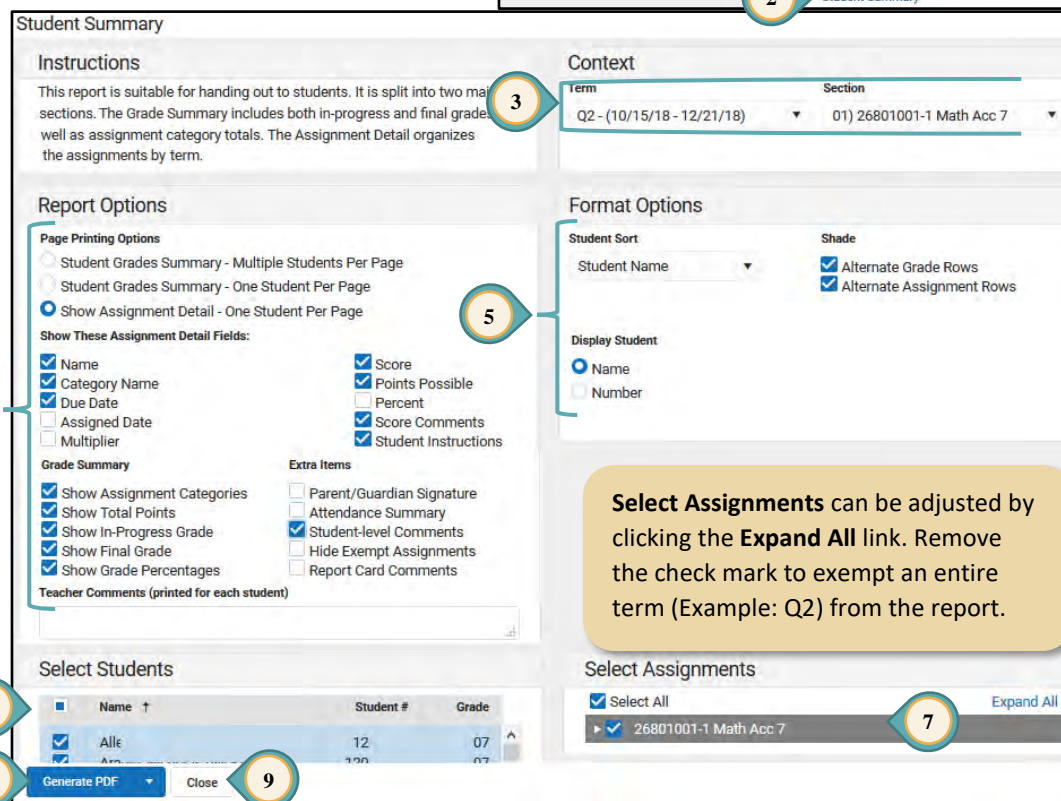
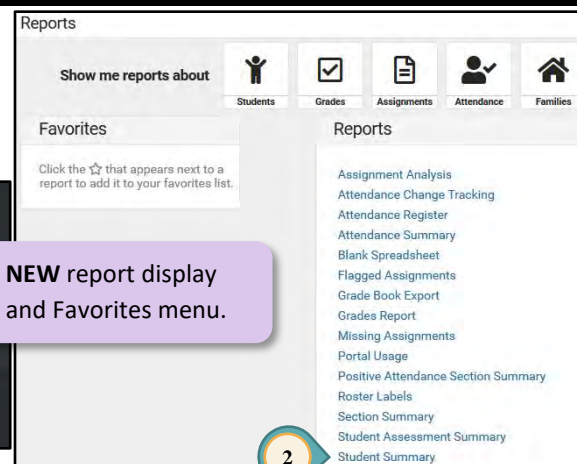
Printing Student Summary Reports

The Student Summary Report provides a detailed summary of all student grades, assignments and scores. This report can be used to provide a new teacher information regarding the progress of a student when transferring between sections. It is **recommended** a Student Summary Report be printed prior to a student being withdrawn from a section.

1. Select **REPORTS** from the Index Menu on the left.
2. Select **STUDENT SUMMARY** from the **Reports** listed.
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 assignments to be included.
8. Click **GENERATE PDF** (or Word DOCX).
9. Click **CLOSE**.



NEW report display and Favorites menu.



Grade Book Tip!
The default for **Select Students** is for ALL students to be included in the report. Deselect the check mark to the left of **Name** to individually include students in the report.

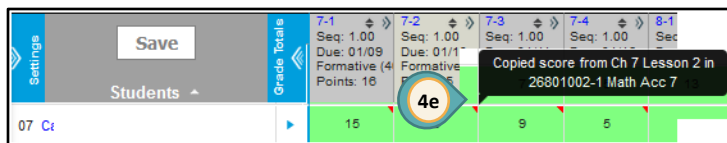
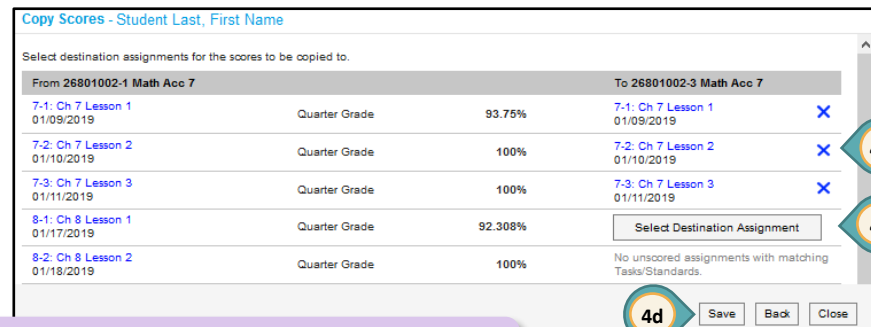
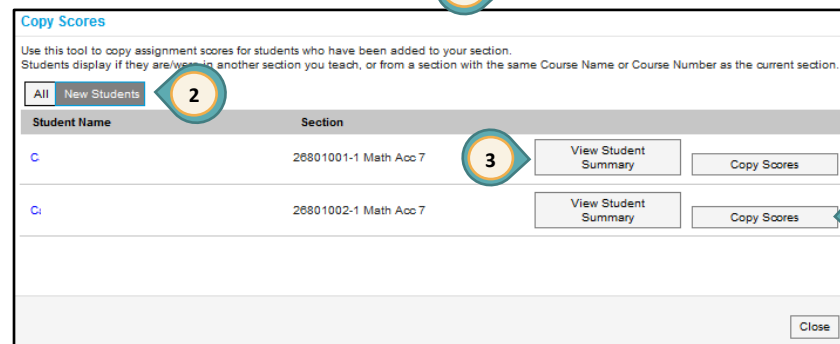
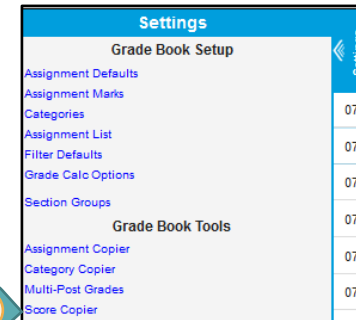
Select Assignments can be adjusted by clicking the **Expand All** link. Remove the check mark to exempt an entire term (Example: Q2) from the report.

Transfer Grades

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 assignments.
 - d) Click **SAVE** to copy scores into the student's new section.
 - e) Copied scores will be marked with a comment identifying the assignment score's source.



Grade Book Tip!
As always, please use professional judgement when adding ANY student scores to the grade book.

Entering Transfer Grades

Teachers are not required to use transfer grades. When a student enrolls in a section, scores/grades do not automatically transfer. The scores/grades can be hand entered by the teacher into the new section. A Student Summary report can facilitate this process.

If a student transfers into a semester credit-bearing class in the second or fourth quarter, teachers can enter an *In Progress* Q1 or Q3 grade and still have composite grading calculate properly.

- 📍 Select the appropriate *Term*, *Section*, and select **QUARTER GRADE** for the *Task*.
- 📍 Click the **+ADD** button to create an assignment.
- 📍 Enter the title *Transfer Grade* (See pages 11 and 12 for additional steps for creating an assignment).

Section	Portal	*Assigned	*Due	*GB Seq	Student Group
01) 26801001-1 Math Acc 7	<input checked="" type="checkbox"/>	12/21/2018	12/21/2018	1.00	No Groups

IMPORTANT!

1. When entering the score for a new **Transfer Grade** assignment, all other existing students must be **excluded** for the assignment. (See page 13 for Exempt grade code.)
2. If the transfer student has a Q1 or Q3 grade posted by the administration, verify that **both** the **percentage** and **letter grade** are entered. Provide the administration with the percentage or letter grade for the posted Q1 or Q3 grade if the information is missing.
3. The District-set *Grade Calc Options* will calculate the transfer grade into the Semester Grade **upon posting**.

Grade Book Tips!

1. After clicking the **SAVE** button, click **SCORE** to enter the the transfer grade for the new student and then **EXCLUDE** existing students.
2. 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.

Canvas Passback to Infinite Campus

These directions are only for teachers using the Canvas Learning Management System (LMS) grade book.

The Canvas (LMS) grade book syncs with the Infinite Campus (IC) Grade Book, “passing” assignments and grades from Canvas to Infinite Campus nightly. The assignment names and scores are placed in the Infinite Campus (IC) Grade Book in the **Uncategorized Assignments** list. Assignments that will be used for the calculation of the student’s Semester Grades can be moved into the teacher’s Infinite Campus (IC) Grade Book categories (*categories created by the teacher in the IC Grade Book*).

Teachers using the Canvas (LMS) **do not** manage scoring in the Infinite Campus (IC) grade book. All assignments are created and scored in Canvas. **This grading process only flows in one direction.** If a teacher wishes to enter a new score or make a score change, it must be done in Canvas.

Viewing Uncategorized Assignments

1. Select **GRADE BOOK** from the Index Menu on the left.
2. Select the correct **Term**, **Section**, and set **Task** to **QUARTER GRADE**.
3. If Canvas assignments are available to be passed into Infinite Campus, a tab will appear next to the drop-down for **Task**. Click the tab to open the list of assignments. Assignments in this list are **not** included in the grade calculation by default.

4. From the **Assignments to Align to Grade Book** window, move the assignments to **Quarter Grade** or **Semester Exam**, as appropriate:
 - a. Check the **Assignment Name** box for the assignments you wish to edit.
 - b. Use the drop-down menus to select the **Grading Task** and **Category**.
 - c. Click **SAVE ALL**.

IMPORTANT!

1. The former “Imported Canvas Assignments” grading task is no longer used.
2. The number of Uncategorized Assignments will decrease after moving the assignment(s) to the Quarter/Semester Grade Task.

Grade Book Tip!

A fill feature can be used if the assignments will be placed in the same **Standard/Grading Task** and/or **Category**. Click **FILL SELECTED** to place the selection(s).

Once imported, click the individual Assignment Name (from the Assignment List) or the assignment’s abbreviation (blue hyperlink) to open the **Assignment Detail**. Modifications can be made to the following items **only**:

- Abbreviation**.
- Portal** check box – hide/show the assignment on the portal.
- Category** – change the scoring category.
- Grading Task** – change the Task.

NOTE: Assignment titles and dates can **ONLY** be modified in Canvas.

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:
 - A *Semester Exam* category has been created (if applicable).
 - The categories are associated with all appropriate sections.
 - The weight of the categories used in each section total 100%.

MY ASSIGNMENTS HAVE BEEN PLACED AT THE QUARTER GRADE TASK

- Assignments have been associated to the appropriate section(s).
- Assignment Overview* can help you check where your assignments are located: by *Term*, *Task*, and *Category*.
 - Assignment Overview* is located on the Index Menu on the left.
 - Assignments in the wrong location can be recognized easily and moved appropriately.

MY SEMESTER EXAM(S) HAVE BEEN PLACED AT THE SEMESTER EXAM TASK

- Assignment has been associated to the appropriate sections.

MY ASSIGNMENT MARKS ARE CORRECT (if created)

- Verify *Assignment Marks* score(s) **DO NOT** use the same abbreviation as a scoring code (i.e., L = Late or I = Incomplete, etc.) or a number (i.e., 1, 1.5, 2, 2.5, etc.).
- When using *Assignment Marks*, all assignments have a *Total Points* value set.
- 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.)