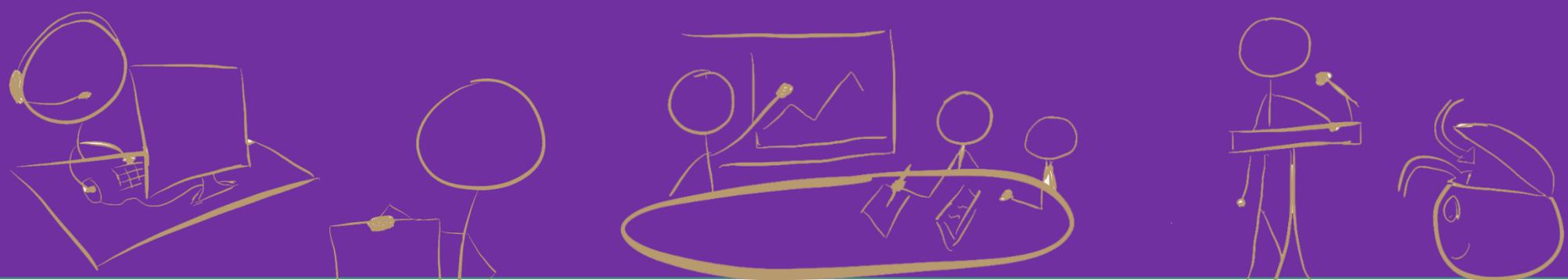




**CLARK COUNTY SCHOOL DISTRICT**  
Technology & Information Systems Services Division  
Employee Business Training Department

# Infinite Campus Secondary Grade Book Summer School



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# Infinite Campus Grade Book: Secondary Summer School

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

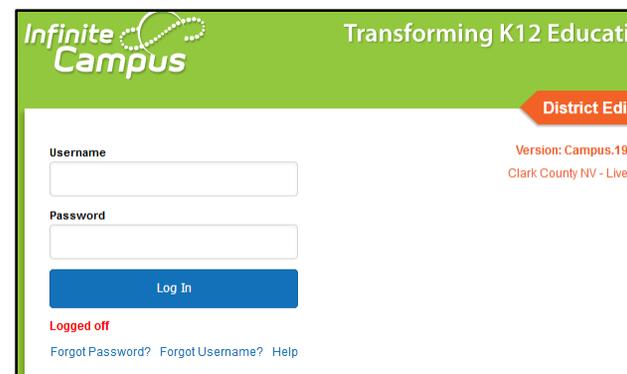
## Summer School Dates and Times

- CPD Session I (June 1 to July 10, 2020):
  - Session Hours Start – 7:30 a.m. End – 12:15 p.m.
  - Report Card Grade Reporting Window Opens June 1, 2020 Closes July 10, 2020 at 1:00 p.m.
  - Grades Posted to the Transcript July 14, 2020
- NVLA Session (June 1 to July 9, 2020):
  - All coursework must be completed and submitted by: **11:59 p.m. PST on July 8, 2020**
  - Semester Exams (may not be taken early): July 9, 2020
  - Report Card Grade Reporting Window Opens July 9, 2020 Closes July 13, 2020 at 1:00 p.m.
- ESY Session (June 24 to July 20, 2020):
  - Session Hours Start – 7:00 a.m. End – 1:00 p.m.
  - Grading period will be completed and submitted by: July 20, 2020

## Accessing Infinite Campus (IC)

Preferred browser: [Mozilla Firefox](#)

1. Open Firefox, go to: [campus.ccsd.net](https://campus.ccsd.net).
2. 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 Tools

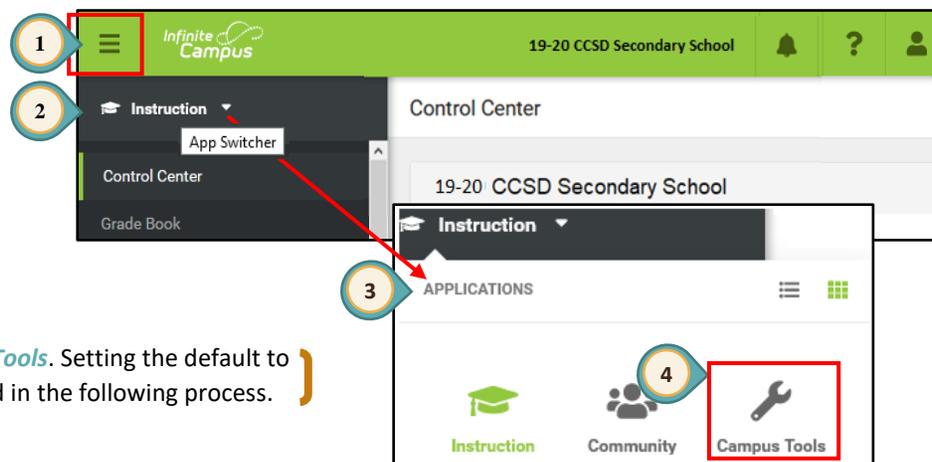
1. Select the [APP SWITCHER](#) in the upper-right corner.
2. Click the [INSTRUCTION](#) link.



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

## Accessing Campus Tools from Instruction

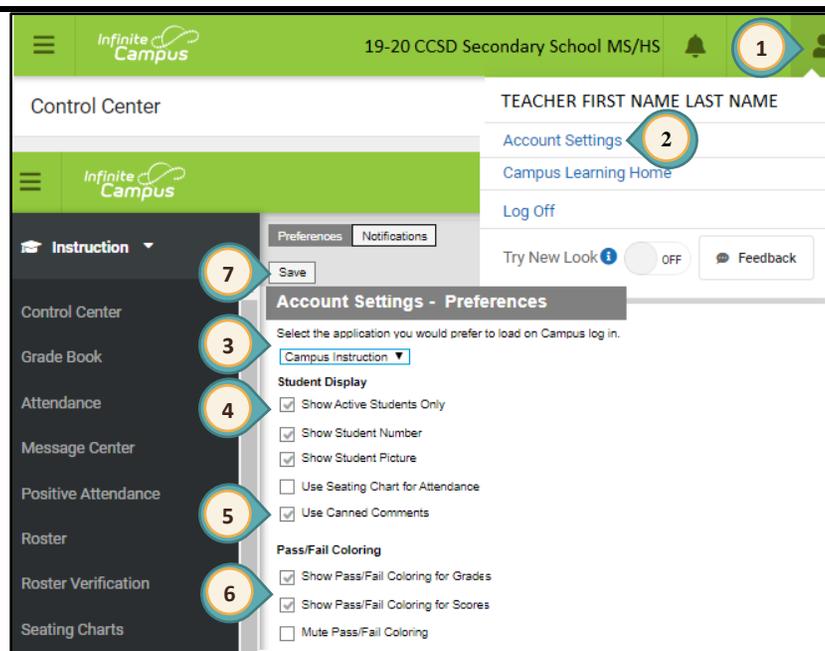
1. The **Open Menu** icon will open/hide the Index Menu (using this allows for additional display area for the **Grade Book**).
2. Select **INSTRUCTION (APP SWITCHER)** from the Index menu at the left.
3. When clicked, **Instruction** expands to display the **Applications** window.
4. Click the **CAMPUS 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) to display the menu choices.
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. Verify **Show Active Students Only** is checked. Withdrawn students will not appear in the grade book.
5. Verify **Use Canned Comments** is checked. Canned comments are required by CCSD and will not display unless this is checked.
6. Select Pass/Fail Coloring as appropriate (Note: This preference has moved from the individual section settings).
7. Click **SAVE**.



## Summer School Site Calendar Setup

Summer School calendars must be set to the Summer School Site Calendar. These directions show how to set the correct Context Calendar. **These directions are dependent on location and can be used by all summer school teachers.**

nearw

1. Click the school name in the green **Action Bar**.
2. Verify the **Year** is set correctly.
3. Select from the **School** drop-down menu the correct program's school name/type [a CPD site, a Credit Retrieval (CR) site, or an ESY site].  
**NOTE:** Although the teacher may teach at the same location as the Summer School location, the School name may need to be changed according to the program type.
4. Select from the **Calendar** drop-down menu the correct calendar type (CPD, CR Summ, or ESY Summ)
5. Click on the school name, in the green **Action Bar** to close the **Context** information window.

**Note:** Infinite Campus may reset the Context of the school calendar choice. Verify the correct calendar when logging in.

# 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 **S5 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 section.
6. If setting up the second summer school session, repeat Steps 2-5 selecting the **S6 Term**.

**Helpful Hint!**  
To display longer student names, do NOT select the **Display Sparkline Graph** Preference.

Sparkline Graph	Collapsible section in grade book to show student growth.
Pass/Fail Coloring Settings	Click link to go to Account Settings for Preferences.
Save Alert	Will generate a message that you have saved your grade book.
Assignments Per Page	Customize the number of assignments viewed per page.

The screenshot shows the Infinite Campus Grade Book interface. On the left is a navigation menu with 'Grade Book' selected. The top header displays 'Term: S5 (06/03/20 - 06/20/20)' and 'Section: Academic 27100'. The main content area is titled 'Settings' and contains several sections: 'Grade Book Setup' (with links for Assignment Defaults, Assignment Marks, Categories, Assignment List, Filter Defaults, Grade Calc Options, and Section Groups), 'Grade Book Tools' (with links for Assignment Copier, Category Copier, Multi-Post Grades, and Score Copier), 'Other' (with links for Help and Web Site Address), and 'Preferences' (with links for Pass/Fail Coloring Settings, Display Sparkline Graph, Save Alert, and Assignments Per Page). A callout '1' points to the 'Grade Book' menu item, '2' points to the term and section dropdowns, '3' points to the 'Settings' button, and '4' points to the 'Display Sparkline Graph' checkbox.

## Grade Calc Options

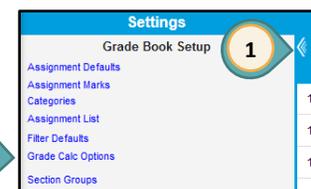
**Grade Calc Options** will be **preset by the District for all active accounts**; however, if modifications are needed, you will need to make them for **EACH** section in **ALL** terms. **Teachers should verify settings** using the directions below.

**Note:** **GRADE CALC OPTIONS** 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, Semester Grade, and Citizenship.

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 each Term (S5 and/or S6).
4. Confirm **Semester Grade** under **Type** is set to **IN PROGRESS GRADE** and **Grading Scale** is set to **DISTRICT A-F**.
5. Confirm **WEIGHT CATEGORIES** box is checked.
6. Confirm **Citizenship** under **Type** is set to **NO CALCULATION** for all Semesters.
7. Do **NOT** check the **CUMULATIVE GRADING STARTING IN** box for any Grading Task.
8. Click **SAVE** if changes have been made.



It is highly recommended the Fill Options and Filters above the gray line remain set to All.

**Grade Calculation**

Filter: Type All Term All Task All

Term	Standard/Grading Task	Composite	Rollup	Calculation
S5	Progress Grade	<input type="checkbox"/>	<input type="checkbox"/>	Type: No Calculation
S5	Semester Grade	<input type="checkbox"/>	<input type="checkbox"/>	Type: In Progress Grade *Grading Scale: District A-F <input checked="" type="checkbox"/> Weight Categories <input type="checkbox"/> Use Score's % Value <input type="checkbox"/> Limit Assignments to Last <input type="checkbox"/> Cumulative Grading Starting in
S5	Citizenship	<input type="checkbox"/>	<input type="checkbox"/>	Type: No Calculation
S6	Progress Grade	<input type="checkbox"/>	<input type="checkbox"/>	Type: No Calculation

Save Close

**WARNING!**  
If the Grade Calc Options are different from those described above for Secondary Summer School Grade Books, please submit a Quick-IT or contact the USS Help Desk at (702)799-3300.

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

## Creating Categories

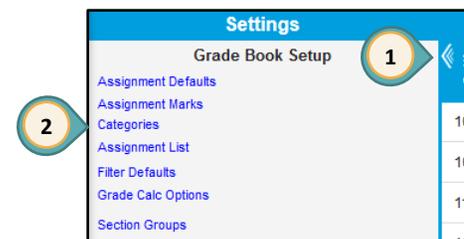
Categories have been enhanced to allow teachers to create categories across multiple sections/periods at one time. Categories **must** be set up prior to adding assignments.

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.

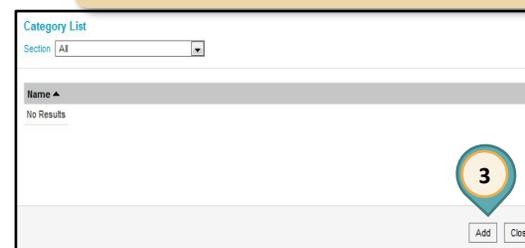
**Best Practice in Grading:** Formative scores should not have an impact on the overall grade. A range of 0% - 10% for a Formative category is appropriate. If **0% is selected**, make sure to check the **Exclude from Calculation** box.

**Example:**

Formative (0%)	0%
Summative (100%)	100%
Does Not Count Towards Grade (0%)	0%



Semester Exam cannot weigh more than **20%** of the Semester Grade.



4. Enter a category **Name**. Put the weight amount in parentheses 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**. Leaving the 0 will place categories in alphabetical order.
8. **Exclude from Calculation**: A category can be excluded from the overall grade calculation.
9. Click **SAVE**.

**Category Detail**

\*Name: Formative (10%) 4

Section	*Weight	Sequence	Exclude from Calculation	Drop Lowest Score (%)
<input checked="" type="checkbox"/>	10	0	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> 01) 10100MA1S-1 English 9	10	0	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> 01) 10104MA1S-1 Eng <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">6</span>	10	0	<input type="checkbox"/> <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">7</span>	<input type="checkbox"/> <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">8</span>
<input checked="" type="checkbox"/> 01) 10109MA1S-1 English 11	10	0	<input type="checkbox"/>	<input type="checkbox"/>

Save Delete Close 9

Note: Category weights can vary by section, as determined by site administration.

**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** a semester exam category.

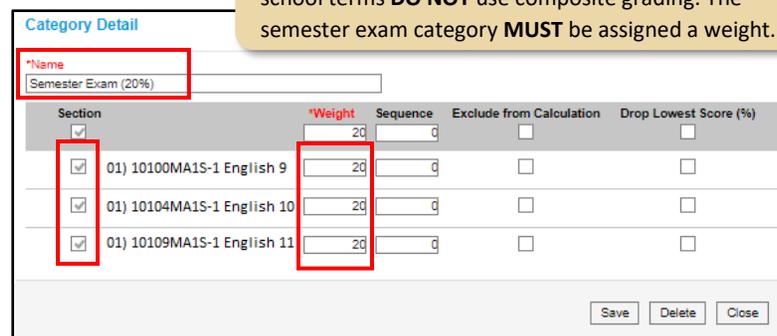
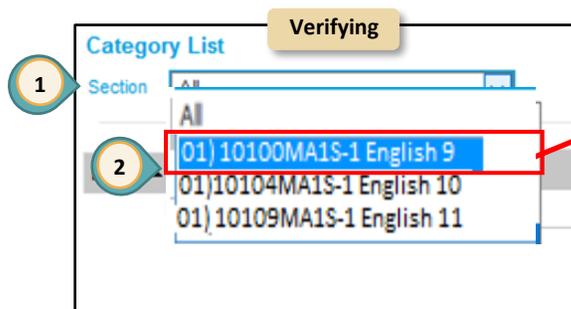
1. Select all sections receiving this category.
2. Set a **Weight** for the category between 0% and 20%.
3. Click **SAVE**.

**Create a Does Not Count Towards Grade** category. 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.

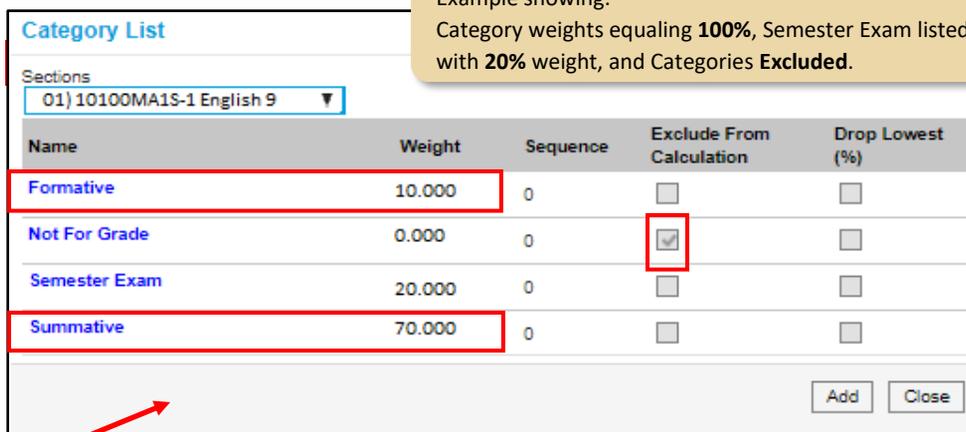
1. Select all sections receiving this category.
2. Leave **Weight** as 0.
3. Check the **EXCLUDE FROM CALCULATION** box.
4. Click **SAVE**.

**Verify** all sections have the created categories.

1. Click on the **SECTION** drop-down menu.
2. Select each section individually to review categories.



**Note:** Unlike the regular school year terms, summer school terms **DO NOT** use composite grading. The semester exam category **MUST** be assigned a weight.



Example showing:  
Category weights equaling **100%**, Semester Exam listed with **20%** weight, and Categories **Excluded**.



**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 **Semester 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 (e.g., 20-20 SS Special Scores).
5. Click **ADD ROW** to create each **Assignment Mark** 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).

#### 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 Defaults (Optional)

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

1. Click the triple white **SETTINGS** arrows to expand the **Settings** window.
2. Select **ASSIGNMENT DEFAULTS** in the **Settings** window.
3. Click **ADD** to create an assignment default.
4. Enter the **Name** (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. A Section Group (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 a **Scoring Type** of **Points** or **Marks**.
11. If **most or all** assignments have the same **Total Points** value, enter it here.
12. Click **SAVE**.

**Settings**

Grade Book Setup

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

**Assignment Default List**

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

Template Name	Section Group	Apply Automatically
No Results		

**Setup Defaults**

\*Name: Alek Topics Apply Automatically

Sections: Acc Math 7

Portal:

Assigned Date: Current Date Due Date: +5

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

Grade Book Sequence:  Increment  1.00

\*Scoring Type: Points

Total Points: 25 Multiplier: 1

Buttons: Save, Delete, Close

### Grade Book Tips!

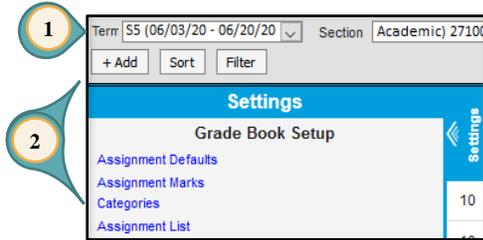
1. If Section Groups are needed, see the Secondary Grade Book Guide for setup directions: [training.ccsd.net](http://training.ccsd.net) > GRADE BOOK > Secondary > Grade Book Guide - Secondary.
2. Assignment Marks cannot be changed once they are used to score an assignment. If a set of Assignment Marks is created for each school year (i.e., 20-20 SS Special Scores), the Default Assignment will ensure the current year's Assignment Marks are being used.
3. For additional information regarding Assignment Defaults, use the following link:

<https://content.infinitecampus.com/sis/Campus.2016/documentation/assignment-defaults/>

# Assignments

## Creating Assignments

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



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

1. Select the appropriate **Term**, **Section**, and **SEMESTER 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 display in the parent portal and is selected by default.
5. Choose an **Assigned** and **Due** date.
6. The current **Section** will be listed. Click the **ADD/REMOVE** button to place the assignment in additional sections.
  - a. Leave **Filters** set to current term and sections.
  - b. Select additional section(s) by clicking the **ADD** link.
  - c. Click **OK**.

**Assignment Detail**

\*Assignment Name  
Creative Story

\*Abbreviation    Assignment Default  
CS9EH   

▼ Scheduling/Grading Alignment

Section	Portal	*Assigned	Due	*GB Seq	Student Group
01) 10104BA1S-1 English 9 H Terms: S5	<input checked="" type="checkbox"/>	<input type="text"/>	06/16/2020	1.00	No Groups

**Section Selector**

Filter: Term  Course  Period

Select Sections	Section List
01) 10100MA1S-1 English 9 Terms: S5 <input type="button" value="Add"/>	01) 10104BA1S-1 English 9 H Terms: S5 <input type="button" value="Remove"/>
01) 10100MA2S-1 English 9 Terms: S5 <input type="button" value="Add"/>	
01) 10104BA2S-1 English 9 H Terms: S5 <input type="button" value="Add"/>	

7. Select the assignment category from the **Category** drop-down menu.
8. Leave **Include in Grade Calculation** checked.
9. **SEMESTER GRADE** is selected as the **Grading Task** for assignments by default. All assignments, including a semester exam, will use this **Grading Task**.
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 saves the created assignment and opens a new Assignment Detail window.
3. Click **Copy** to duplicate an assignment. Infinite Campus saves the created assignment, and opens a new Assignment Detail window using “Copy of” in the title.

## Creating the Semester Exam Assignment

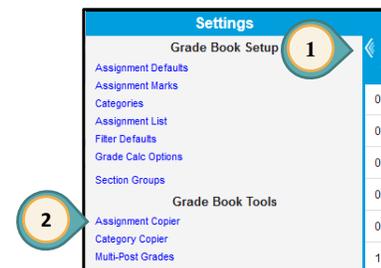
The Semester Exam assignment can be created in the **Assignment List** under **Settings** or from the **+ADD** button within the grade book (semester exam can not exceed 20% of the semester grade).

1. Select the appropriate **Term**, **Section**, and **Semester 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.
4. By default, **Portal** (allows assignment to display in the parent portal) is selected.
5. Choose an **Assigned** and **Due** date.
6. The **Section** will be listed that receives the Semester Exam assignment.
7. Click the **ADD/REMOVE** button to place the assignment with additional sections, as appropriate.
8. Choose **SEMESTER EXAM** for the **Category** (see page 8 for creating a Semester Exam category).
9. Leave **Include in Grade Calculation** checked.
10. Leave **Semester Grade** set as the **Grading Task**.
11. Leave **Points/Marks** set as the **Scoring Type**.
12. Enter a **TOTAL POINTS** value.
13. Click **SAVE**.

## Copying Assignments – Assignment Copier

Existing teachers can copy assignments from their previous term grade book to the current summer school grade book.

1. Click the triple white **SETTINGS** arrows to expand the **Settings** window.
2. Select **ASSIGNMENT COPIER** in the **Settings** window.
3. In the **Assignment Copier: Step 1** window set:

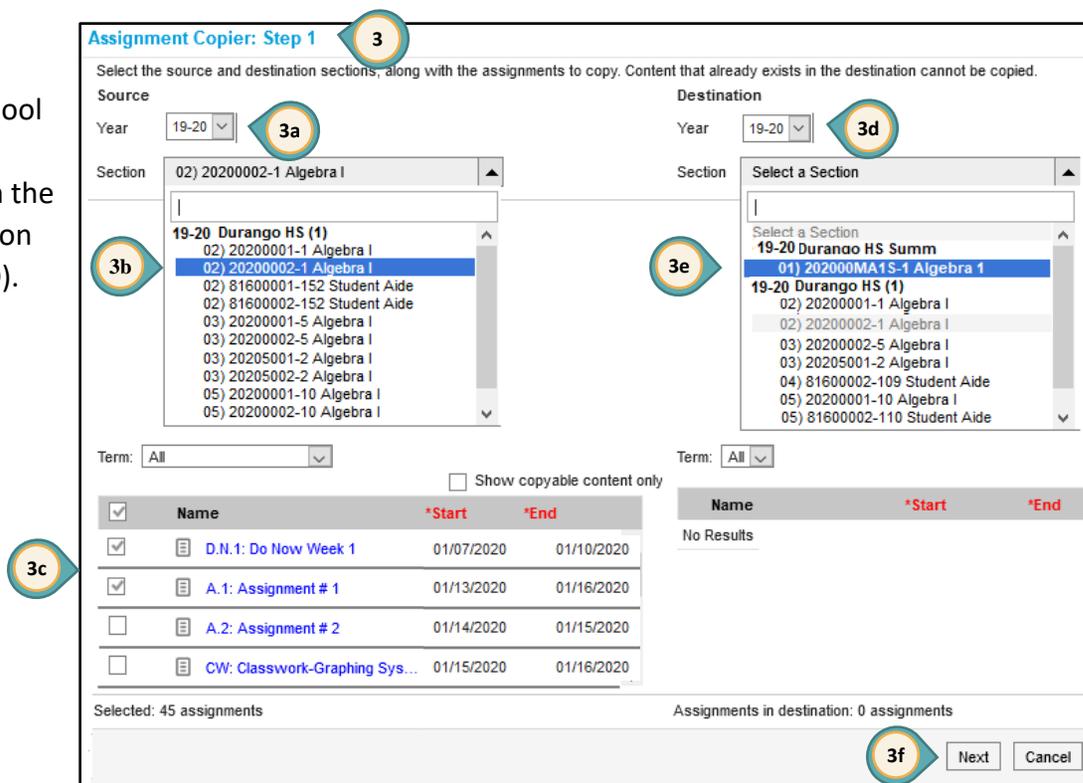


**Source** (left side of window)

- a. Select the **Year** for a previous term's grade book (default is current year).
- b. Select the **Source** Section from the **Section** drop-down menu (the section you will be copying assignments **FROM**).
- c. Select the assignments to be copied.

**Destination** (right side of window)

- d. Select the **Year** for the Summer School session.
- e. Select the **Destination** Section from the **Section** drop-down menu (the section you will be copying assignments **TO**).
- f. Click **NEXT**.



4. In the **Assignment Copier: Step 2** window, set correct Start and End dates for each of the copied assignments (click the calendar icon to the right of each date field).
5. Click **NEXT**.
6. In the **Assignment Copier: Step 3** window:
  - a. Select the appropriate category from the **CATEGORY** drop-down menu.
  - b. Select **SEMESTER GRADE** (default) from the **Grading Task** drop-down menu.
  - c. Select **POINTS** from the **Scoring Type** drop-down menu.
  - d. Enter a **TOTAL POINTS** value.
  - e. Leave **Include in Grade Calculation** checked.
  - f. Repeat for each assignment copied.
  - g. Click **SAVE**.

**Assignment Copier: Step 2**

Review and edit dates for the copied assignments. Default dates are based on the source section.  
Source: 20200002-1 Algebra I (18-19 Durango HS)  
Destination: 20200MA1S-1 Algebra I (18-19 Durango HS Summ)

Name	*Start	*End	Estimated Duration
D.N.1: Do Now Week 1	08/13/2018	08/17/2018	5 calendar days
A.1: Assignment # 1	08/13/2018	08/14/2018	2 calendar days

Next Cancel

**Assignment Copier: Step 3**

Review and edit grading options for copied assignments. Default grading options are based on the source section.  
Source: 20200002-1 Algebra I (18-19 Durango HS)  
Destination: 20200MA1S-1 Algebra I (18-19 Durango HS Summ)

Set assignment grading as a group  
 Set assignment grading individually

Assignment	Standard/Grading Task	Scoring Type	*Total Points	*Multiplier
Do Now Week 1	<b>Semester Grade</b>	Points	10	1
Assignment # 1	<b>Semester Grade</b>	Points	10	1

Save Cancel

**Grade Book Tip!**

Use the Set assignment grading as a group button if **ALL** of the copied assignments will be set with the **SAME** grading options (Category, Grading Task, Scoring Type, Total Points, Multiplier, and will be Included in the Grade Calculation).

## 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 new **Late Assignment Report** to communicate with parents and students. This report is available in the Index Menu for Campus Instruction: **Custom Links and Reports > Late Assignment Report**.

1 Term S5 (06/03/20 - 06/20/20) Section Academic) 27100001S-2 Pre-Algebra 8 Task Semester Grade

+ Add Sort Filter

Settings Save Grade Totals ExInt: Exam: Integers Seq: 1.00 Due: 06/13 Assignments 30% Points: 100 18 0 0 0 0 3 Fill Scores/Comments Multi-Score Evaluate Work

Students	Grade	Mark	Grade	Mark	Grade	Mark	Grade	Mark	Grade
08 C	75	T	M	L	I	Ch	X	Dr	
08 C	100	T	M	L	I	Ch	X	Dr	
08 C	55	T	M	L	I	Ch	X	Dr	

2

### Best Practice in Grading:

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

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

### IMPORTANT!

Do not forget to click **SAVE** after entering scores in the grade book!

Each time grades are updated and saved, they will appear on the parent and student portal. **NO ADDITIONAL POSTING IS REQUIRED!**

### Shortcuts for Grading (codes)

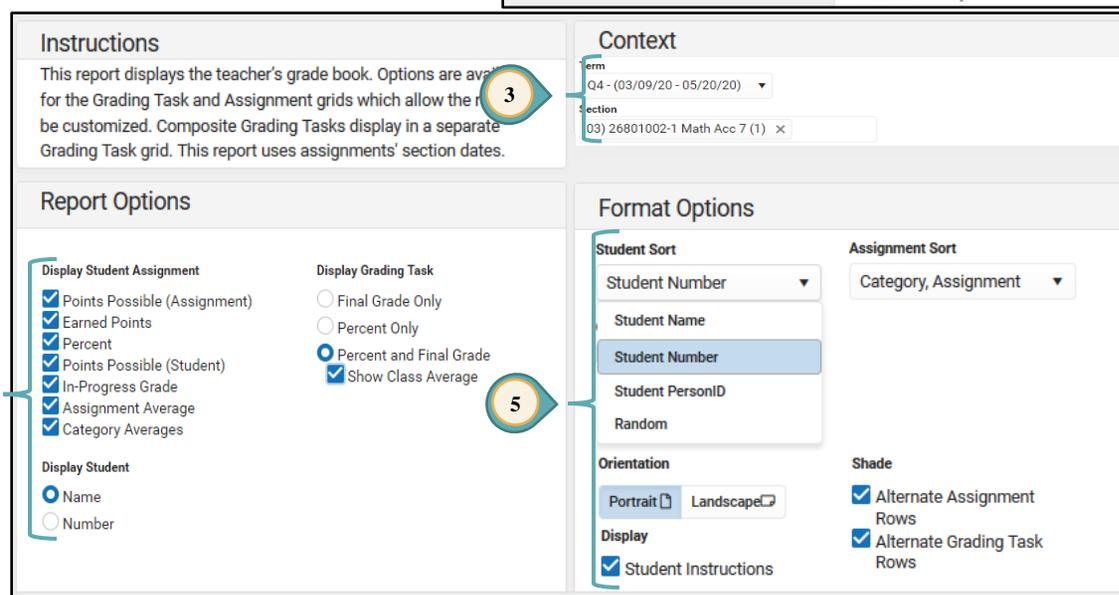
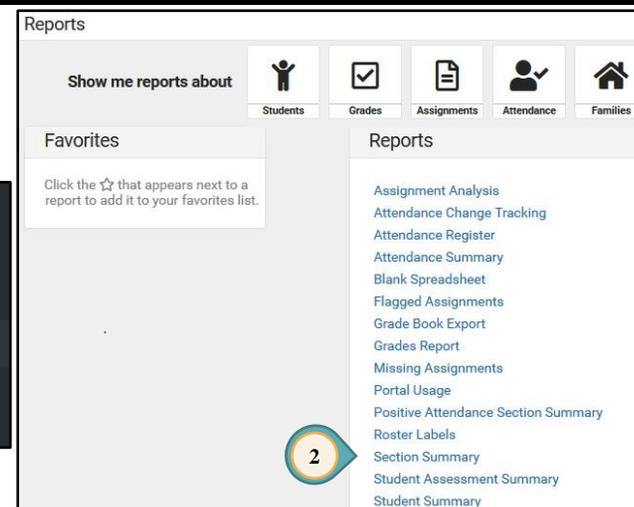
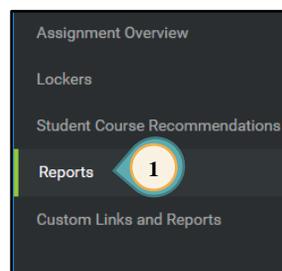
T	Turned in but not graded yet
M	Missing (calculates as 0)
L	Late
I	Incomplete
CH	Cheated (calculates as 0)
X	Exempt
Dr	Dropped

### Grade Book Tip!

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**."

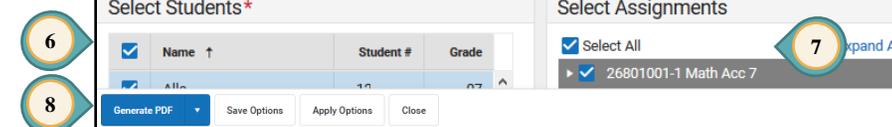
## Generating Class Grade Report With Student ID Only

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**.



**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 during the Summer School Sessions (see Page 1).

1. Select appropriate **Term**, **Section**, and **SEMESTER GRADE** for the **Task**.
2. Under **In Progress** area, click **POST**.
3. Select appropriate **Term**.
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**.

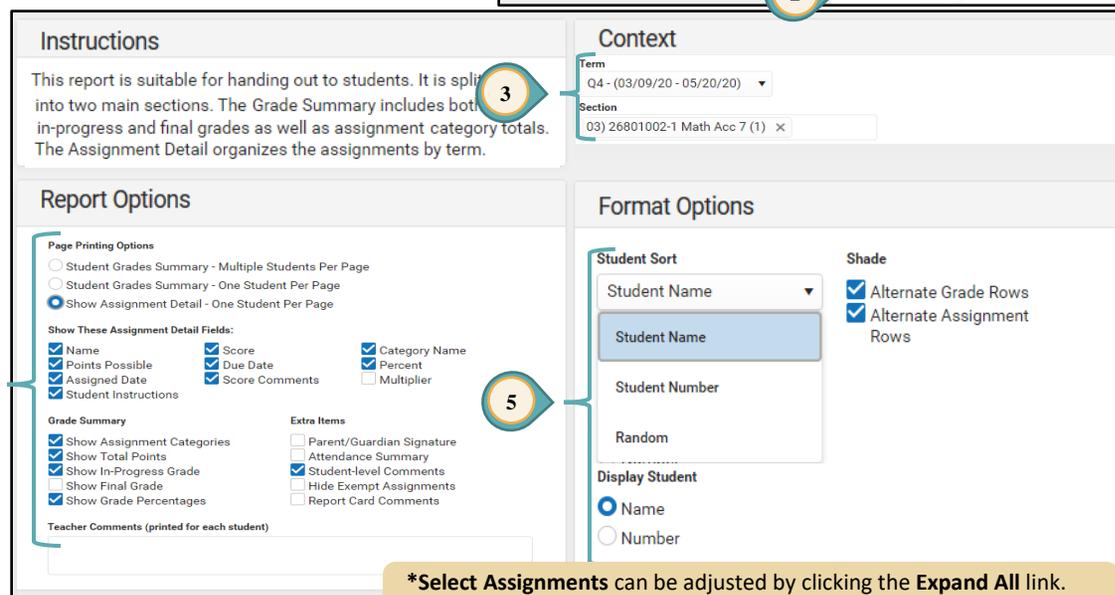
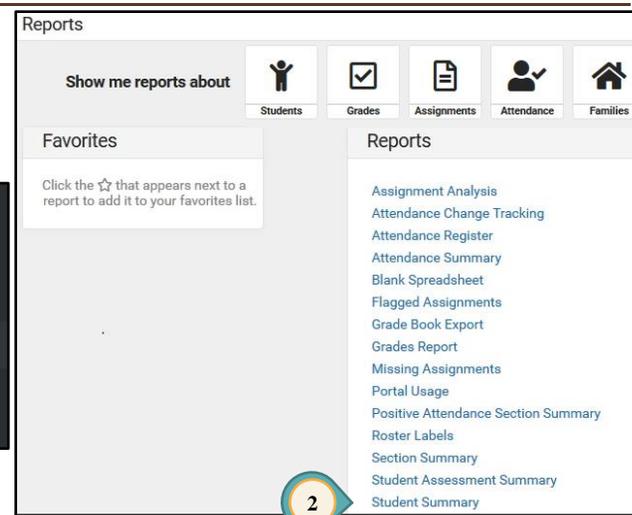
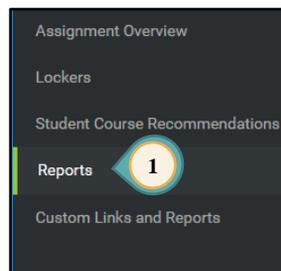
Posted		Fill
Percent	Grade	Rpt Crd Comments
88.50 %	B	Is a pleasure to have <a href="#">CC</a>

### 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.

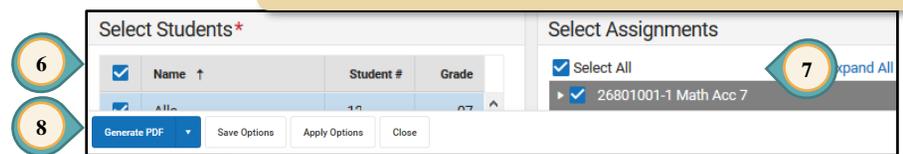
## Printing Progress Reports (Student Summary)

1. Select **REPORTS** from the Index Menu on the left.
2. Select **STUDENT SUMMARY** from the *Reports* menu.
3. In *Context* select the appropriate *Term* and *Section*.
4. For the *Report Options*, select **Show Assignment Detail – One Student Per Page**. Select items from **SHOW THESE ASSIGNMENT DETAIL FIELDS, GRADE SUMMARY AND EXTRA ITEMS**.
5. For the *Format Options* select **STUDENT NAME** for the *Student Sort*, select **NAME** for the *Display Student*, and the desired *Shade*.
6. Select students.
7. Select assignments to include.
8. Click **GENERATE PDF** (or Word DOCX).
9. Click **CLOSE**.



**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 pick student names for printing.

**\*Select Assignments** can be adjusted by clicking the **Expand All** link. Remove the check mark to affect an entire term.



## Report Cards

### Posting Grades and Comments for Report Cards

Posting grades for Summer School will be done during the appropriate window for each session (see Page 1).

1. Select appropriate **Term**, **Section**, and **Task**.
2. Under **In Progress** area, select **Post**.
3. Select appropriate **Term**.
4. Select **SEMESTER GRADE** for the **Task**.
5. Click **OK**.
6. Read the warning and click **OK**.
7. Again, ensure the appropriate **Term** and **Task** are selected.
8. Click the **CC** (Canned Comments) link to enter comments (Canned Comments are **required** by CCSD for secondary report card grading).
9. Click **SAVE**.

Term: S5 (06/03/20 - 06/20/20) | Section: 1) 10100MA1S-1 English 9 | Task: Semester Grade

Buttons: + Add, Sort, Filter, Save

Posted			In Progress		
Percent	Grade	Fill Rpt Crd Comments	Points	Possible	Perce
					<b>Post Grade</b>

**Post Grades**

Post In Progress Grade(s)

In Progress/Proficiency Estimate from:

Term: S5  
Task: Semester Grade

Post to:

Term: S5  
Task: Semester Grade

Buttons: OK, Cancel

**Warning**

Grades will be posted upon save.

Button: OK

Term: S5 (06/03/20 - 06/20/20) | Section: 1) 10100MA1S-1 English 9 | Task: Semester Grade

Buttons: + Add, Sort, Filter, Save

Posted		
Percent	Grade	Fill Rpt Crd Comments
88.50 %	B	Is a pleasure to have <b>CC</b>

#### 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**, from the Index Menu on the left, 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.

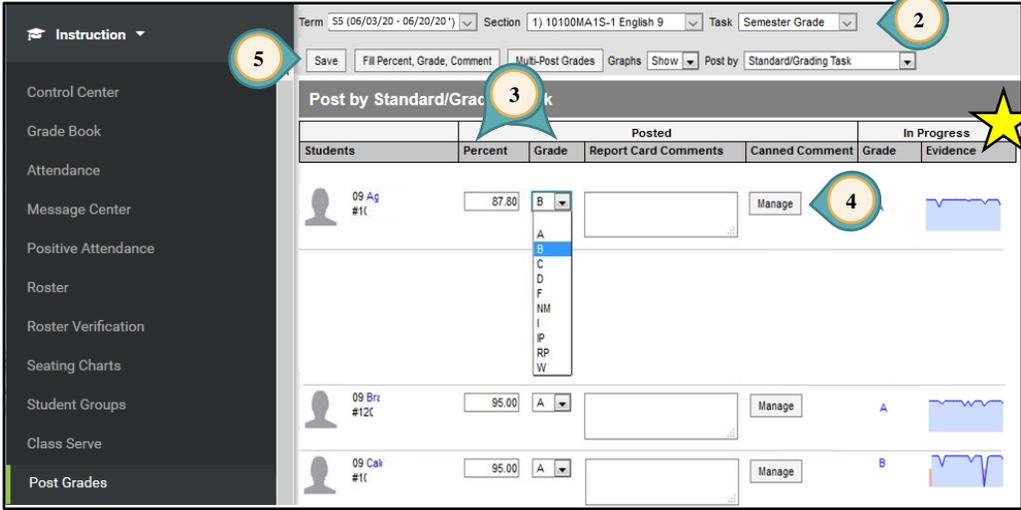
## Finalizing Grades and Comments for Report Card

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**. 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** (Semester Grade).
3. Semester grades will already be present. To adjust these calculations, 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 **Semester Grade** task.
2. The **Post Grades** window shows the  **Semester Grade** and the **Sparkline Evidence Graph**. These displays assist the teacher with grading entries.



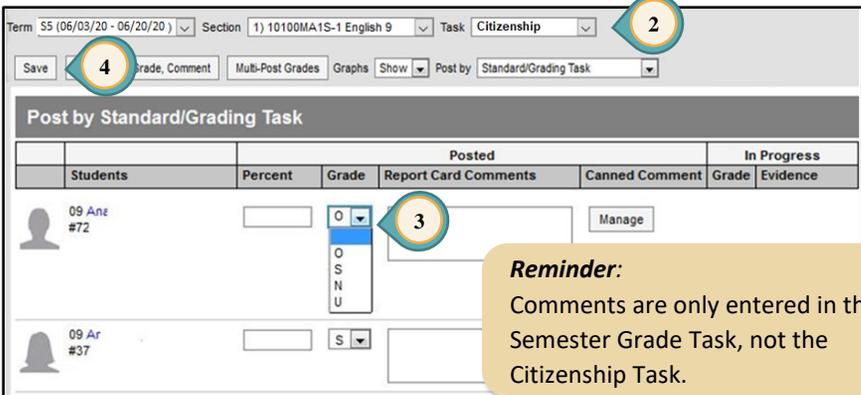
## Citizenship

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

1. Select appropriate **Term** and **Section**.
2. Select **CITIZENSHIP** for the **Task**.
3. Choose the appropriate mark from the **Grade** drop-down menu.
4. Click **SAVE**.

### Grade Book Tip!

A **FILL** option is available.



### Reminder:

Comments are only entered in the Semester Grade Task, not the Citizenship Task.

## Canvas Grade 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 **SEMESTER 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 **Semester Grade**:
  - 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**.

**Note:** The former “Imported Canvas Assignments” grading task is no longer used.

Assignment Name	Standard/Grading Task	Category	Assigned	Due
<input checked="" type="checkbox"/> Mod 3 Solutions	Semester Grade	Summative	06/16/2020	06/16/2020
<input checked="" type="checkbox"/> New Acid Base Quiz	Select Standard/Grading...	Canvas Imported	06/16/2020	06/16/2020
<input checked="" type="checkbox"/> Practice Acids and Bases Quiz	Select Standard/Grading...	Canvas Imported	06/16/2020	06/16/2020

**Note:** Alternatively, you can click the individual Assignment Name (blue hyperlink) to open *Assignment Detail*.

5. In the *Assignment Detail* window, check the **PORTAL** check box.
6. Select the *Category*.
7. Select the *Grading Task* (**SEMESTER GRADE**) for the assignment.
8. Click **SAVE**.

**Assignment Detail**

This assignment was imported from an external tool.  
Only certain fields are editable.

\*Assignment Name  
M0-01: Introduce Yourself

\*Abbreviation  Draft

▼ Scheduling/Grading Alignment

Section	Portal	*Assigned	*Due	*GB Seq	Student Group
01) 10100MA1S-1 English 9 Term: S5	<input checked="" type="checkbox"/>	06/16/2020	06/16/2020	1.00	No Groups

\*Category  
ClassworkQuizzes (10%)

Include in Grade Calculation

\*Standard/Grading Task Scoring Type  
Semester Grade

Add

Delete New Assignment Score Save Close

**NOTICE:** The number of Uncategorized Assignments will decrease after moving the assignment(s) to the Semester Grade Task.

Instruction

Term: S5 (06/03/20 - 06/20/20) Section: 1) 30100AD2S-1 Biology (1) Task: Semester Grade

Uncategorized Assignments: 0

+ Add Sort Filter

Grade Book

Settings Save

Posted			In Progress		
Percent	Grade	Rpt Crd Comments	Points	Possible	Perc

## *Alternate Passback Method*

There is another way to set up Passback without going into each assignment individually and changing the grading task by hand.

If a teacher creates a Canvas assignment and then creates an Infinite Campus (IC) assignment with the exact same name, it will automatically link to the IC assignment, remaining in the desired grading task and category.

Many questions can be answered by the school's Canvas "Controller" and a support ticket can be submitted if needed.

## *Canvas FAQs*

- I have many Canvas assignments but only a few are in Infinite Campus, what's wrong?
  - Until you grade one assignment in Canvas, it won't create the assignment in Infinite Campus (or once the due date is passed, then students will have it show up as a missing assignment in Infinite Campus).
- After I changed a grade in Infinite Campus, why would it change back the next day?
  - Grades come from Canvas in a one-way fashion. To change the grade, change it in Canvas.
- After I deleted an assignment in Canvas, why would it still be in Infinite Campus the next day?
  - The passback process should not delete things from your Infinite Campus Grade Book. Delete it from both locations or move it to an uncalculated task.
- Can I put an assignment back into the "Uncategorized Assignments" tab after moving it to another task?
  - No, delete it in both Canvas and IC or move it to a grading task without weight.

## Grade Book Health Checklist

- **MY SETTINGS ARE CORRECT** (*Grade Calc Options* and *Categories*).
  - Updated grade book guides and other resources can be found on the Employee Business Training (EBT) website: [training.ccsd.net](http://training.ccsd.net) > GRADE BOOK.
  - Updated video tutorials can be found on the ELMS Web site <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 taught.
  - *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 SEMESTER GRADE TASK.**
  - Verify 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 ASSIGNMENT(S) HAVE BEEN PLACED AT THE SEMESTER GRADE TASK.**
  - Verify assignment has been associated to the appropriate sections and category.
  - Verify the *Semester Exam* category has a weight no more than 20%.