

Infinite Campus Training

Gradebook

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Last Revised: February 10, 2009

Infinite Campus
Transforming K12 Education™

District Edition

Version: 2009.2.0851.5
Farmingdale Live Site

User Name:



Password:

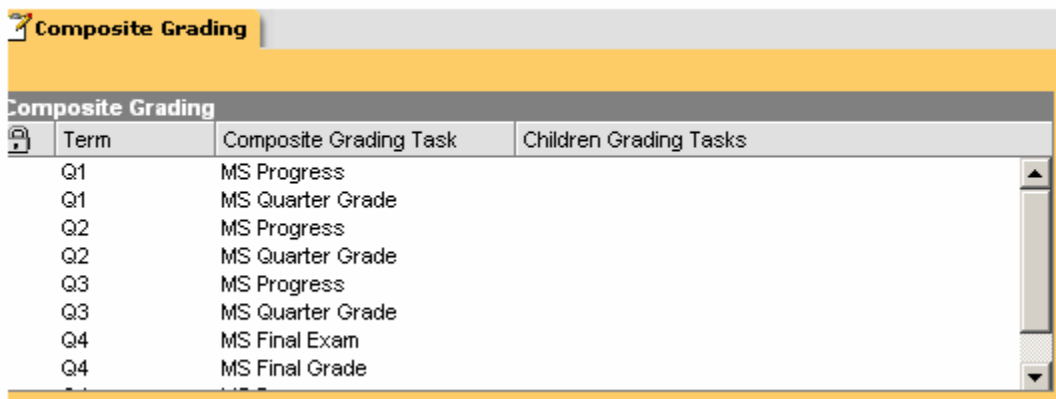
Sign In >

Logged off

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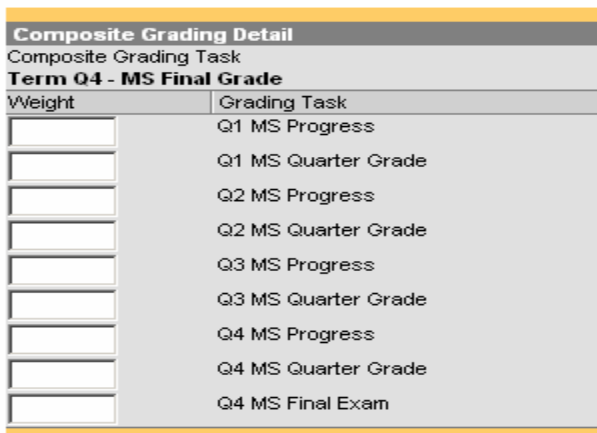
Setting Up Grading Rubric in Gradebook

1. Log onto Infinite Campus
2. In your index tab, on the left hand side, Click on the "Admin" module.  Admin
3. Then click on the "Composite Grading" module.  Composite Grading
4. The following will appear.



Term	Composite Grading Task	Children Grading Tasks
Q1	MS Progress	
Q1	MS Quarter Grade	
Q2	MS Progress	
Q2	MS Quarter Grade	
Q3	MS Progress	
Q3	MS Quarter Grade	
Q4	MS Final Exam	
Q4	MS Final Grade	

5. Click on "Q4 MS Final Grade".
6. The following will appear.



Weight	Grading Task
<input type="text"/>	Q1 MS Progress
<input type="text"/>	Q1 MS Quarter Grade
<input type="text"/>	Q2 MS Progress
<input type="text"/>	Q2 MS Quarter Grade
<input type="text"/>	Q3 MS Progress
<input type="text"/>	Q3 MS Quarter Grade
<input type="text"/>	Q4 MS Progress
<input type="text"/>	Q4 MS Quarter Grade
<input type="text"/>	Q4 MS Final Exam

7. Enter "20" for the following categories: Q1 MS Quarter Grade, Q2 MS Quarter Grade, Q3 MS Quarter Grade, Q4 MS Quarter Grade, Q4 MS Final Exam.

Composite Grading

Save

Composite Grading Detail

Composite Grading Task

Term Q4 - MS Final Grade

Weight	Grading Task
<input type="text"/>	Q1 MS Progress
20	Q1 MS Quarter Grade
<input type="text"/>	Q2 MS Progress
20	Q2 MS Quarter Grade
<input type="text"/>	Q3 MS Progress
20	Q3 MS Quarter Grade
<input type="text"/>	Q4 MS Progress
20	Q4 MS Quarter Grade
20	Q4 MS Final Exam

8. Click on the "Save" Icon.

9. The following will appear.

Composite Grading

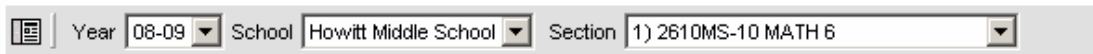
Term	Composite Grading Task	Children Grading Tasks
Q4	MS Final Exam	
Q4	MS Final Grade	(20%) Q1 MS Quarter Grade (20%) Q2 MS Quarter Grade (20%) Q3 MS Quarter Grade (20%) Q4 MS Quarter Grade (20%) Q4 MS Final Exam
Q4	MS Progress	
Q4	MS Quarter Grade	

10. REPEAT PROCESS FOR EACH SECTION YOU TEACH. (The above will then be used to calculate the Final Year Grade for each student. It will average out the 5 grades.)



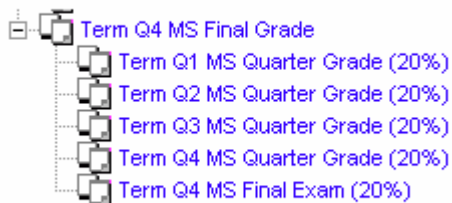
11. In your index tab, on the left hand side, Click on the "Lesson Planner" module (Lesson Planner)

12. The top toolbar should default on the first section you teach.



13. Click on "Term Q4- MS Final Grade".

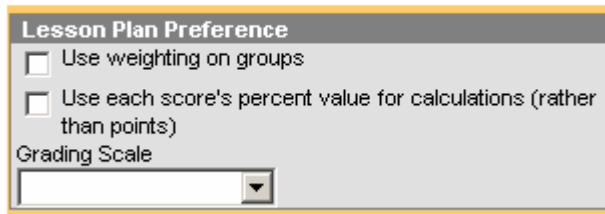
14. The following will appear.



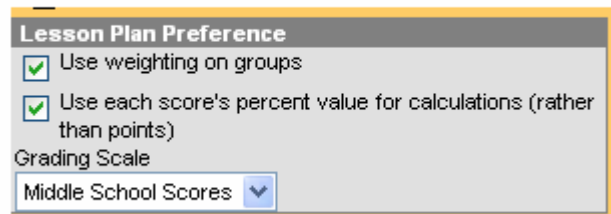
REPEAT PROCESS FOR ALL SECTIONS YOU TEACH. *

15. Click on "Term Q1- MS Quarter Grade".

16. The following will appear.



17. Under, "Lesson Plan Preference", check of the first two boxes, and default the grading scale as Middle School Scores.

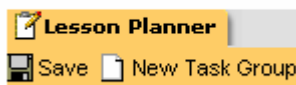


18. Click the "Save" disc icon

19. Repeat steps for: "Term Q2- MS Quarter Grade", "Term Q3- MS Quarter Grade" and "Term Q4- MS Quarter Grade" and "MS Final Grade". Click the "Save" disc icon after each quarter.

20. Then, click back on "Term Q1- MS Quarter Grade".

21. Click on "New Task Group".



22. *A task group needs to be created for each category/breakdown used for calculating your averages. (i.e. homework, classwork, quizzes, exams, projects, participation, etc.)

23. Under *Name, typed in red, type in the name of your first task group (i.e. homework)

24. Assign it a weight (i.e. If homework is worth 20% of your grade, you would type in 20. If quizzes account for 30% of your grade, you would type in 30.)

25. Assign it a sequence number. If you want homework to appear first in your gradebook, you would assign it a sequence number of 1. If you want it to appear second, you would assign it a sequence number of 2; and so on)

26. Check off any of the following, if that is what you want to do. **(CAUTION!! If you choose to drop the lowest score, DO NOT check off this box until you have at least 2 grades entered. If you do, it will automatically drop the first score you entered, since technically it is the lowest score.)**

<input type="checkbox"/>	Hide from view in portal
<input type="checkbox"/>	Exclude this group from calculation
<input type="checkbox"/>	Drop lowest score

27. Under the ***Select Term/Task Combination, typed in red,** check off the following: Term Q1-MS Quarter Grade, Term Q2-MS Quarter Grade, Term Q3- MS Quarter Grade, Term Q4- MS Quarter Grade.

***Select Term/Task Combination**

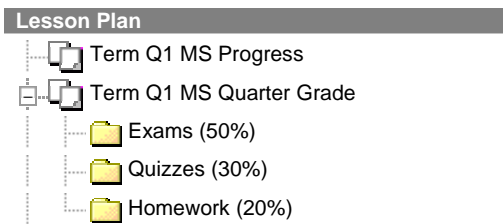
- Term Q1 - MS Progress
- Term Q1 - MS Quarter Grade
- Term Q1 - MS Final Grade
- Term Q2 - MS Progress
- Term Q2 - MS Quarter Grade
- Term Q2 - MS Final Exam
- Term Q2 - MS Final Grade
- Term Q3 - MS Progress
- Term Q3 - MS Quarter Grade
- Term Q3 - MS Final Grade
- Term Q4 - MS Progress

- Term Q4 - MS Quarter Grade
- Term Q4 - MS Final Exam
- Term Q4 - MS Final Grade

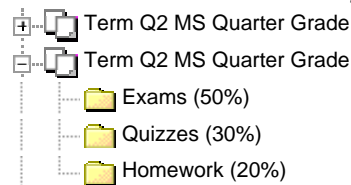
28. Click the "Save" disc icon

28. Repeat steps 19-27 of the process for all categories/breakdowns. (Quizzes, Exams, Participation, etc..)

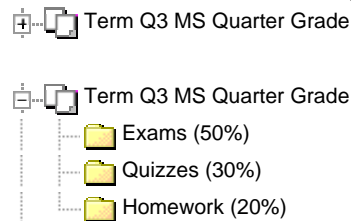
29. You will see folders appear on the left, under "Lesson Plan". That will show you the breakdown of your grading rubric.



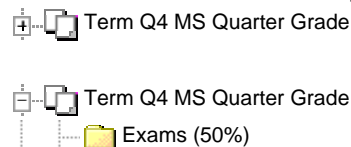
30. When you click on the (+) sign next to "Term Q2- MS Quarter Grade", the same folders will appear.

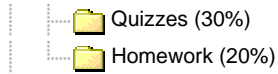


31. When you click on the (+) sign next to "Term Q3- MS Quarter Grade", the same folders will appear.



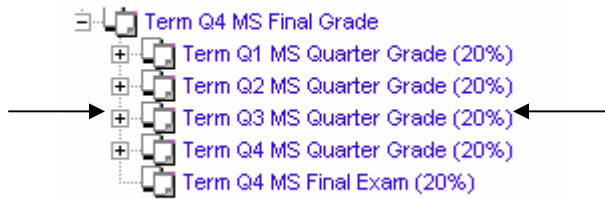
32. When you click on the (+) sign next to "Term Q4- MS Quarter Grade", the same folders will appear.



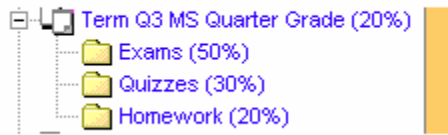


33. Click back on "Term Q4- MS Final Grade".

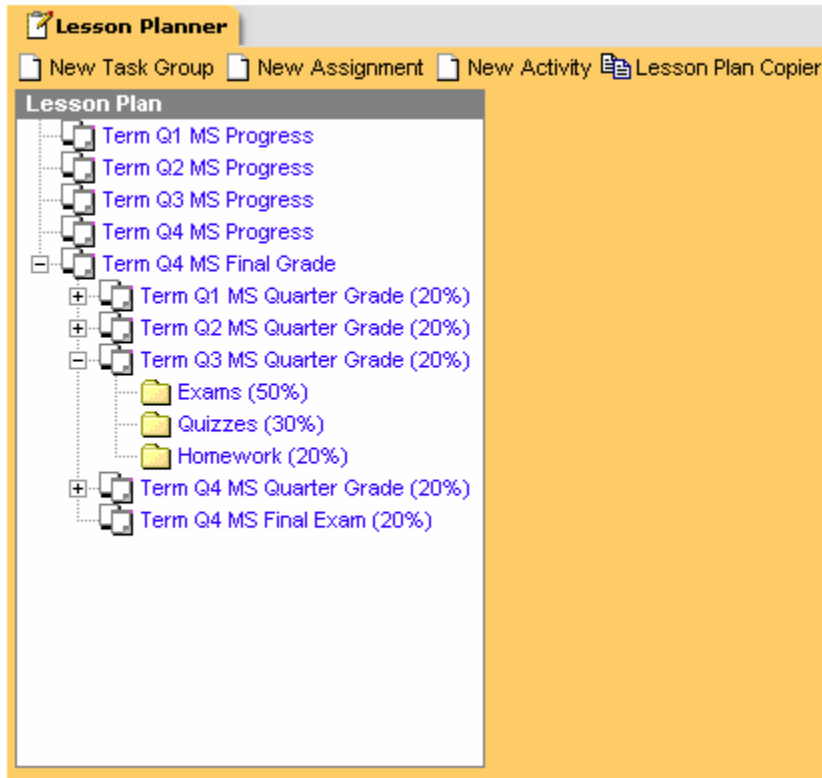
34. Click on the + sign next to the marking period for which you want to enter assignments.



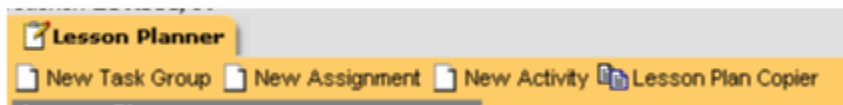
35. Your folders will appear.



36. Click back on "Lesson Planner", on the left hand side. A page similar to the one below will appear.



37. Click on "Lesson Plan Copier".



38. The following will appear.

Lesson Plan Copier

This tool will copy the entire Lesson Plan from this section to all of the sections you select.

The Lesson Plan Copier is used to copy an entire Lesson Plan from one section to other sections that have no groups or assignments. Only sections with no groups or assignments can be selected below.

If you want to copy a couple new assignments, use the Copy Group function available when editing a group.

By default copied assignments are not made active. If you want assignments to remain active select the "Preserve Active Assignments" checkbox.

Preserve Active Assignments

Pick the Sections you want to copy this Lesson Plan to.

08-09 ** 0002 MS

3611MS-1 SCIENCE 6HORIZONS

0612MS-2 ENRICHMENT

2611MS-2 MATH 6HORIZONS

2610MS-10 MATH 6

3610MS-15 SCIENCE 6

Copy Lesson Plan

39. Place a check mark next to all the sections for which you want your category/breakdown folders to appear.

Preserve Active Assignments

Pick the Sections you want to copy this Lesson Plan to.

08-09 ** 0002 MS

3611MS-1 SCIENCE 6HORIZONS

0612MS-2 ENRICHMENT

2611MS-2 MATH 6HORIZONS

2610MS-10 MATH 6

3610MS-15 SCIENCE 6

Copy Lesson Plan

40. Click on "Copy Lesson Plan".

Copy Lesson Plan

41. This will appear for each section you checked off on the previous list.

Lesson Plan Copier - Step 2

Campus has copied forward the Groups, Assignments and Activities to the Sections you selected. Below are the Groups listed for each Section. Each Group has a droplist that needs to be matched to the appropriate Term/Task combination you want the Group associated with. Each Group MUST be associated with a Term/Task combination. If you'd like to delete a Group, check the delete box to the left of the Group you want to delete.

Groups with the same name assigned to the same Term/Task combination will be combined into one group when you select Update Groups.

2611MS-2 MATH 6HORIZONS

Delete	Name	Old Term/Task	Term/Task
<input type="checkbox"/>	Exams		Term Q1 - MS Quarter Grade ▾
<input type="checkbox"/>	Exams		Term Q2 - MS Quarter Grade ▾
<input type="checkbox"/>	Exams		Term Q3 - MS Quarter Grade ▾
<input type="checkbox"/>	Exams		Term Q4 - MS Quarter Grade ▾
<input type="checkbox"/>	Quizzes		Term Q1 - MS Quarter Grade ▾
<input type="checkbox"/>	Quizzes		Term Q2 - MS Quarter Grade ▾
<input type="checkbox"/>	Quizzes		Term Q3 - MS Quarter Grade ▾
<input type="checkbox"/>	Quizzes		Term Q4 - MS Quarter Grade ▾
<input type="checkbox"/>	Homework		Term Q1 - MS Quarter Grade ▾
<input type="checkbox"/>	Homework		Term Q2 - MS Quarter Grade ▾
<input type="checkbox"/>	Homework		Term Q3 - MS Quarter Grade ▾
<input type="checkbox"/>	Homework		Term Q4 - MS Quarter Grade ▾

3610MS-15 SCIENCE 6

Delete	Name	Old Term/Task	Term/Task
<input type="checkbox"/>	Exams		Term Q1 - MS Quarter Grade ▾
<input type="checkbox"/>	Exams		Term Q2 - MS Quarter Grade ▾
<input type="checkbox"/>	Exams		Term Q3 - MS Quarter Grade ▾
<input type="checkbox"/>	Exams		Term Q4 - MS Quarter Grade ▾
<input type="checkbox"/>	Quizzes		Term Q1 - MS Quarter Grade ▾
<input type="checkbox"/>	Quizzes		Term Q2 - MS Quarter Grade ▾
<input type="checkbox"/>	Quizzes		Term Q3 - MS Quarter Grade ▾
<input type="checkbox"/>	Quizzes		Term Q4 - MS Quarter Grade ▾
<input type="checkbox"/>	Homework		Term Q1 - MS Quarter Grade ▾
<input type="checkbox"/>	Homework		Term Q2 - MS Quarter Grade ▾
<input type="checkbox"/>	Homework		Term Q3 - MS Quarter Grade ▾
<input type="checkbox"/>	Homework		Term Q4 - MS Quarter Grade ▾

3611MS-1 SCIENCE 6HORIZONS

Delete	Name	Old Term/Task	Term/Task
<input type="checkbox"/>	Exams		Term Q1 - MS Quarter Grade ▼
<input type="checkbox"/>	Exams		Term Q2 - MS Quarter Grade ▼
<input type="checkbox"/>	Exams		Term Q3 - MS Quarter Grade ▼
<input type="checkbox"/>	Exams		Term Q4 - MS Quarter Grade ▼
<input type="checkbox"/>	Quizzes		Term Q1 - MS Quarter Grade ▼
<input type="checkbox"/>	Quizzes		Term Q2 - MS Quarter Grade ▼
<input type="checkbox"/>	Quizzes		Term Q3 - MS Quarter Grade ▼
<input type="checkbox"/>	Quizzes		Term Q4 - MS Quarter Grade ▼
<input type="checkbox"/>	Homework		Term Q1 - MS Quarter Grade ▼
<input type="checkbox"/>	Homework		Term Q2 - MS Quarter Grade ▼
<input type="checkbox"/>	Homework		Term Q3 - MS Quarter Grade ▼
<input type="checkbox"/>	Homework		Term Q4 - MS Quarter Grade ▼

Update Groups

42. **IF YOU WANT EVERYTHING TO TRANSFER OVER, DO NOT PLACE ANY CHECK MARKS IN THE BOXES. Only check off boxes if you do not want something to transfer over.**

43. Click on "Update Groups".

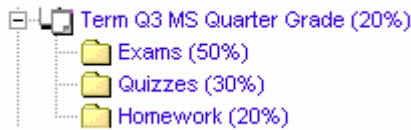
Update Groups

44. All your sections will have the folders you created.

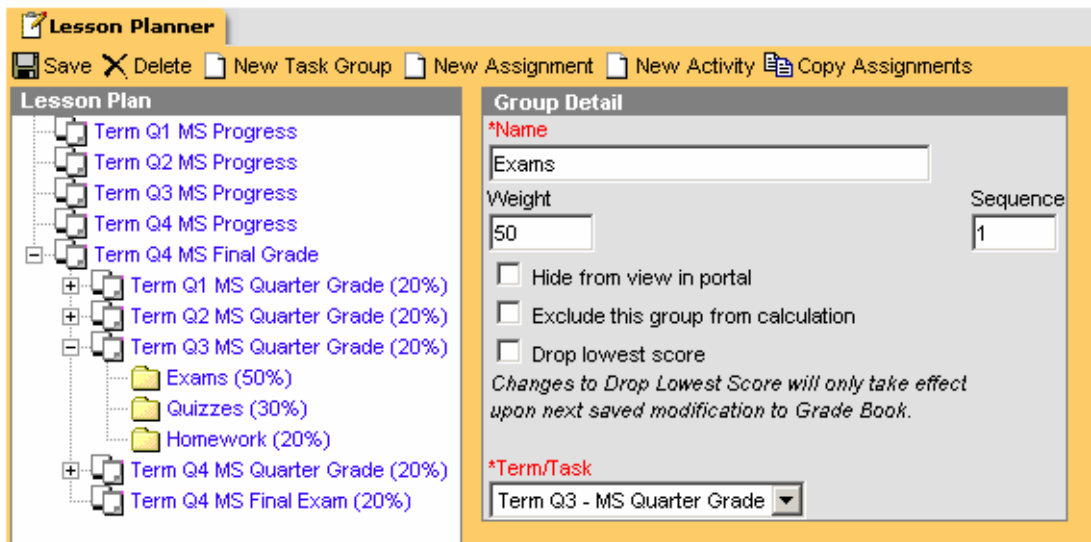
45. Click on any section you teach, using the drop down arrow at the top of your toolbar.

Year
 School
 Section

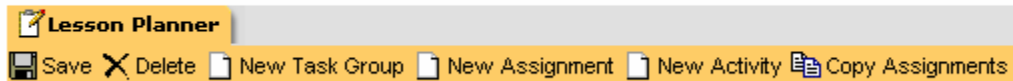
46. Click on your first folder.



47. The following will appear, based on the information you previously entered.



48. Click on "New Assignment".



49. The following will appear.

The screenshot shows an 'Assignment Detail' form with the following fields and values:

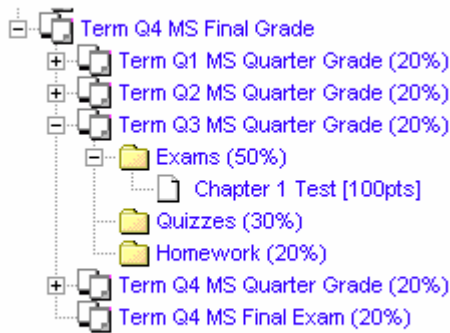
- *Name:** (Empty text box)
- *Abbreviation:** (Empty text box)
- *Group:** Homework - Term Q2 MS Quarter Grade (Dropdown menu)
- Student Group:** (Empty dropdown menu)
- Test Strand:** (Empty dropdown menu)
- *Total Points:** 100 (Text box)
- *Multiplier:** 1 (Text box)
- Grading Scale:** (Empty dropdown menu)
- *Due Date:** 01/29/2009 (Calendar icon)
- Assigned Date:** (Empty calendar icon)
- Sequence:** 1 (Text box)
- Active:**
- Hide Portal:**

50. Enter in all information for red print with an asterisk.

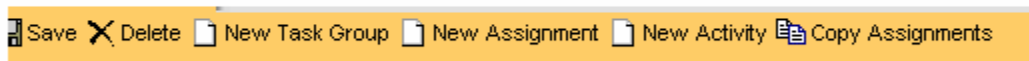
The screenshot shows an 'Assignment Detail' form with the following fields and values:

- *Name:** Chapter 1 Test (Text box)
- *Abbreviation:** T1 (Text box)
- *Group:** Exams - Term Q3 MS Quarter Grade (Dropdown menu)
- Student Group:** (Empty dropdown menu)
- Test Strand:** (Empty dropdown menu)
- *Total Points:** 100 (Text box)
- *Multiplier:** 1 (Text box)
- Grading Scale:** (Empty dropdown menu)
- *Due Date:** 02/04/2009 (Calendar icon)
- Assigned Date:** (Empty calendar icon)
- Sequence:** 1 (Text box)
- Active:**
- Hide Portal:**
- Description:** (Empty text box)

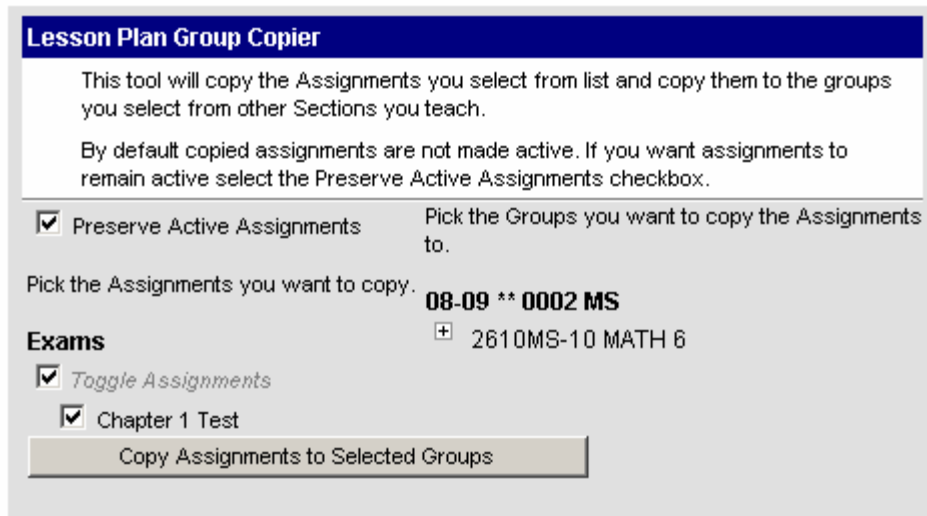
51. Click on "Save".
52. The assignment will appear in the appropriate folder. Then click on the *manila folder* with the assignment(s) you want copied into other sections.



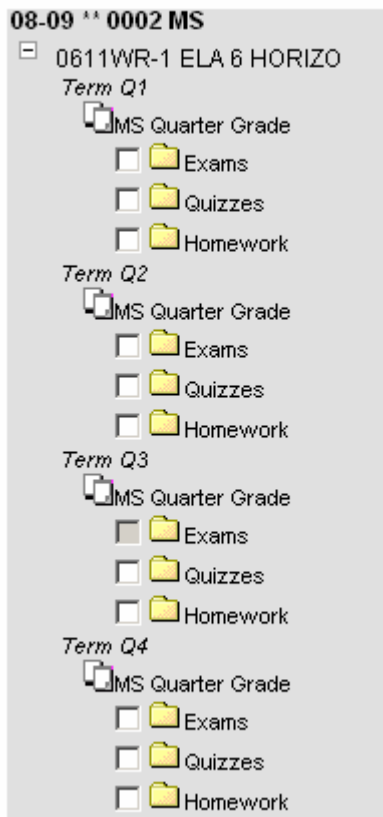
53. Then click on "Copy Assignments".



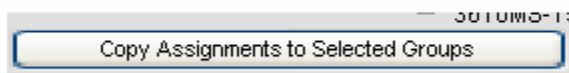
54. The following will appear.



55. On the right, click on the sections in which you want to copy the assignment.
56. The following will appear.



57. Place a check into the Term and Folder you want the assignment(s) to appear.
58. Click on “Copy Assignments to Selected Groups”.



59. The assignment(s) will then appear in the appropriate folder.
60. Repeat process for all assignments (homework, quizzes, exams, participation, etc) that you enter.

Entering Assignments in Gradebook

**** ALL ITEMS TYPED IN RED, PRECEDED BY AN ASTERICK, MUST BE ENTRED. ****

1. In your index tab, on the left hand side, Click on the “Lesson Planner” module ( Lesson Planner)

2. Click on “New Assignment”

3. In “Assignment Detail” , under ***Name (typed in red)** type in the name of the assignment (i.e. Homework #1, Chapter 1 test, Algebra quiz, etc)

***Name**

Chapter 1 Test

4. Under ***Abbreviation, typed in red**, type in an abbreviation of the assignment (i.e. hw1, t1,q2, etc)

***Abbreviation**

T1

5. Under ***Group, typed in red**, assign it to a category and a marking period

***Group**

Exams - Term Q1 MS Quarter Grade

* **Do not** enter a Student Group or Test Strand

Student Group	<input type="text"/>
Test Strand	<input type="text"/>

6. Under ***Total Points, typed in red**, type in how many points (usually out of 100) that the assignment is worth.

***Total Points**

100

7. ***Multiplier, typed in red**, should be set to one (1), unless you want the assignment to weigh twice as much. If that is the case, then set the multiplier to two (2).

**** Do not enter a Grading Scale.**

Grading Scale

8. Under **Due Date, typed in red*, click on the date that the assignment is/was due.

**Due Date*

9. Enter an assigned date, *if you so choose*.

10. Enter a sequence number. The sequence number tells you in what order you would like the assignments to be listed. (For example, homework #1 would get a sequence number of 1 Homework #2 would get a sequence number of 2 and so on.)

Sequence

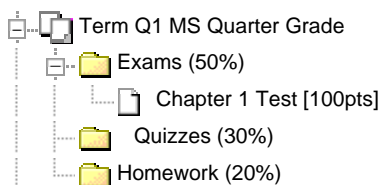
11. Click on the "Active" box

Active


12. Type in Description, Objectives and References, *if you so choose*.

13. Click on the "Save" disc icon

14. The following will appear in the appropriate folder on the left hand side:





Entering Grades from Gradebook

1. In your index tab, on the left hand side, click on the "Gradebook" module (Gradebook)
2. Under, "Hide Grade Totals", (which is highlighted in yellow) and under "Select a Task", (which is highlighted in green), click on the appropriate quarter for which you are entering your grades.
3. On the right hand side, find the assignment for which you are entering a grade. The assignment's abbreviation will appear in gray, under the specific category for which it was assigned.
4. Click on the first box under the assignment. The box will be highlighted in yellow, surrounded by a black outline.
5. Enter a grade (any grade over 100 will appear in green)
6. You can use your mouse OR the down arrow key to move to the next student
7. Continue entering grades for each student
8. Click on the "Save" icon disc on the top of the page
9. A message will appear that reads: Your Gradebook has been Saved
10. Click "OK"
11. Repeat steps for all assignments

***Note...If you right click in the gray box for which you are entering a grade, a box will "pop up" providing you with the opportunity to mark the assignment as one of the following: Late, Exempt, Missing, Incomplete, Cheated and Dropped.**

****Note: Your averages will appear in the yellow and/or green boxes. If you wish not to see them every time you enter your grades, you can click on "Hide Grade Totals", highlighted in yellow on the top of the page. If you wish to see grade totals at any point, click on "Show Grade Totals", highlighted in yellow on the top of the page.**

Posting Grades from Gradebook

1. In your index tab, on the left hand side, Click on the "Gradebook" module ( Gradebook)
2. Right click inside the yellow or green columns with the averages.
3. Left click on "Post Grades".
4. Click on the "Save" icon disc on the top of the page.
5. In your index tab, on the left hand side, click on the "Grading By Task" module. ( Grading By Task)
6. Press "OK" to continue.
7. Under "Grading By Task", use the down arrow to click on the marking period for which you want to see your grades. (i.e. Q2 MS Quarter Grade)
8. The percent and score should be posted for each student. (Note: If the percent falls between a 63% and 64%, a score will not be posted. You will have to manually change the percent and score to a grade of 62% or 65%. Also, if the percent is less than 50%, a score will not post. You will have to manually change the percent and score to a grade of 50%.)
9. Enter student comments the same way you have been doing for previous interims and report cards.