

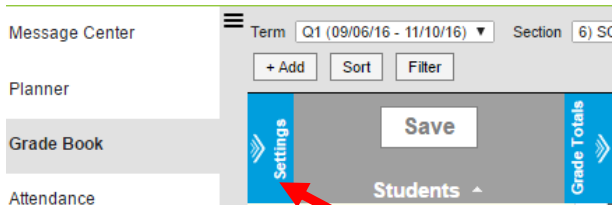
Infinite Campus Guide

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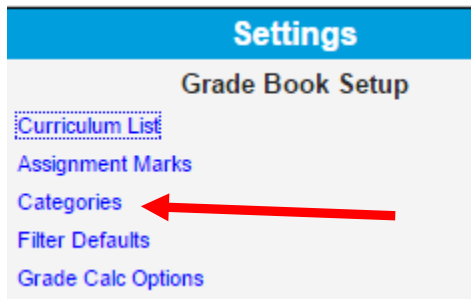
Infinite Campus Quick Reference

Setting up your Gradebook



Open up the settings window

Create Categories



Use the Add button to add categories.

Weighted Categories: add in the weights for each of the categories.

Points: Leave Weight at 0

Sequence - what order do you want it to appear in your gradebook. Can leave blank

Exclude from calculation - if you want a column that keeps track of things without calculating in grades

Drop lowest score - drop lowest score in the category

*Weight	Exclude	Drop Lowest (%)
<input type="text" value="0.0"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="10.0"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="20.0"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="55.0"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="15.0"/>	<input type="checkbox"/>	<input type="checkbox"/>

Grade Calc Options

YOU MUST DO THIS FOR EACH OF YOUR CLASSES IN ORDER FOR IC TO CALCULATE GRADES CORRECTLY

Grade Calculation

Grading Tasks

Fill Calculation Type

Term	Grading Task	Composite	Calculation
Q1	MP	<input type="checkbox"/>	Type: In Progress Grade *Grading Scale Numeric <input checked="" type="checkbox"/> Weight Categories <input type="checkbox"/> Use Score's % Value
Q1	PR	<input type="checkbox"/>	Type: No Calculation
Q2	MP	<input type="checkbox"/>	Type: In Progress Grade *Grading Scale Numeric

Change type to in progress grade
For weighted categories – check off
For points – leave blank



****Change for each MP and for Final Grade in every class. Leave PR alone**

Change the appearance of your gradebook

Sparkline graph - shows graph of student progress throughout quarter

Pass failing grades - color codes grades – green for passing and red for failing.

Preferences	
Display Sparkline Graph	<input type="checkbox"/>
Pass/Fail Coloring for Grades	<input checked="" type="checkbox"/>
Pass/Fail Coloring for Scores	<input checked="" type="checkbox"/>
Save Alert	<input type="checkbox"/>
Assignments Per Page	100


Assignment Sort Options

Sort By:

- Category
- Sequence
- Due Date

Sort Order:

- Ascending
- Descending

Choose sort at the top of your gradebook
to sort assignments by any of the
following items. 

Adding Assignments into your gradebook

In gradebook,  button in the top left corner



You will need to scroll down the entire page to fill in the information needed to correctly enter into IC

Assignment Detail

*Assignment Name

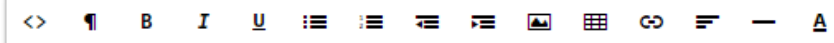
*Abbreviation

Assignment name can be any length. Abbreviation is limited to 5 characters and is what will appear in gradebook. You will see assignment name when you hover over abbreviation.

Section	Term	Active	Campus Portal	*Assigned	*Due	*GB Seq	Student Group
<input checked="" type="checkbox"/> 0430-5 Ressa English	1, 2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="05/09/2016"/> 	<input type="text" value="05/09/2016"/> 	<input type="text" value="1.00"/>	No Groups

Select a template:

Teacher Notes



Teacher notes are internal (not necessary)

Portal description will appear on printed reports or in parent portal view (not necessary)

Align to grade book - can uncheck if it is an assignment that you want to keep track of in gradebook but don't want it to count

Align to Grade Book

Grading Tasks
Select which Grading Tasks get this assignment

Grading Task	Scoring Type	*Total Points	*Multiplier
<input type="checkbox"/> HS Final Exam No Categories			
<input type="checkbox"/> HS Final Grade No Categories			
<input type="checkbox"/> HS Mid Term Exam No Categories			
<input checked="" type="checkbox"/> HS Quarter Grade	<input checked="" type="radio"/> Points <input type="radio"/> Marks	<input type="text"/>	<input type="text" value="1"/>

Add point value for assignment

multiplier

Entering grades into your gradebook

Grades can be typed directly into the gradebook.

To autofill - use expanded view of HW - also used to assign if work was late, missing (will automatically not count any grade that is filled and will default to a grade of 0), X (will not count grade in average), Ch (will assign 0 to grade), etc.

Can also manually drop lowest grade by choosing DR to drop the grade if you did not choose drop lowest grade in category option

If you post grades that are higher than the assigned value it will automatically count the points over as extra credit.

Can override grades in posted section - then post grades. **Each time you repost grades you will have to manually override the grades.** Post grades for each section

Use to open expanded view

Use to add comments to student's individual assignments. This will be seen in portal view and in printed reports

Assignments checked off missing can be filtered to send missing assignment email.

Fill in the same grade at one time.

#1	Seq: 1.00 Due: 09/01 Homework Points: 100	scisu: Scientific sum	Seq: 1.00 Due: 09/13 Homework Points: 100		0 0 0 0 0 0 0	T M L I Ch X Dr	Fill Scores/Comments Multi-Score
	100	100				T M L I Ch X Dr	Student Submission
	100	100				T M L I Ch X Dr	

Using Fill/Scores Comments

Fill in score or comment to be used for multiple students

Use dropdown box to:

- 5 Fill for all students
- Empty
- Present and empty(if you filled in scores prior to this it

Fill Comments

lab6: latitude, longitude and time

Select items to fill:

GT1: MP

Comment

Select students:

All



Print Student Reports

- Message Center
- Planner
- Grade Book
- Attendance
- Roster
- Seating Charts
- Student Groups
- Post Grades
- Assignment Overview
- Reports (Attendance)
- Reports (Grade Book)
- Reports (Planner)
- Reports (Roster)
- Account Settings

There are many report option available.

One you might find useful is the **student summary report**. Here you can print out all (or only the ones you choose), assignments found in your gradebook.



Report Options

Term Section

Report

This report is suitable for handing out to students. It is split into two main sections. The Grade Summary includes both in-progress and final grades as well as assignment category totals. The Assign term.

Page Printing Options

- Student Grades Summary - Multiple Students Per Page
- Student Grades Summary - One Student Per Page
- Show Assignment Detail - One Student Per Page

Show These Assignment Detail Fields:

- Name
- Due Date
- Multiplier
- Score
- Percent
- Portal Description
- Category Name
- Assigned Date
- Shade Alternate Rows
- Points Possible
- Score Comments

Grade Summary

- Show Assignment Categories
- Show Final Grade
- Show Total Points
- Show Grade Percentages
- Show In-Progress Grade
- Shade Alternate Rows

Extra Items

- Parent/Guardian Signature
- Hide Exempt Assignments
- Attendance Summary
- Display Student Number Instead Of Name
- Student-level Comments
- Display Report Card Comments

Sort

- Student Name
- Student Number
- Random

Teacher Comments (printed for each student)

Add extra comments to your report such as your email address or website. Comments appear at the top of the printed report.

Teacher Comments (printed for each student)

Choose the quarter. Check off MP and the assignments you would like to include in the report

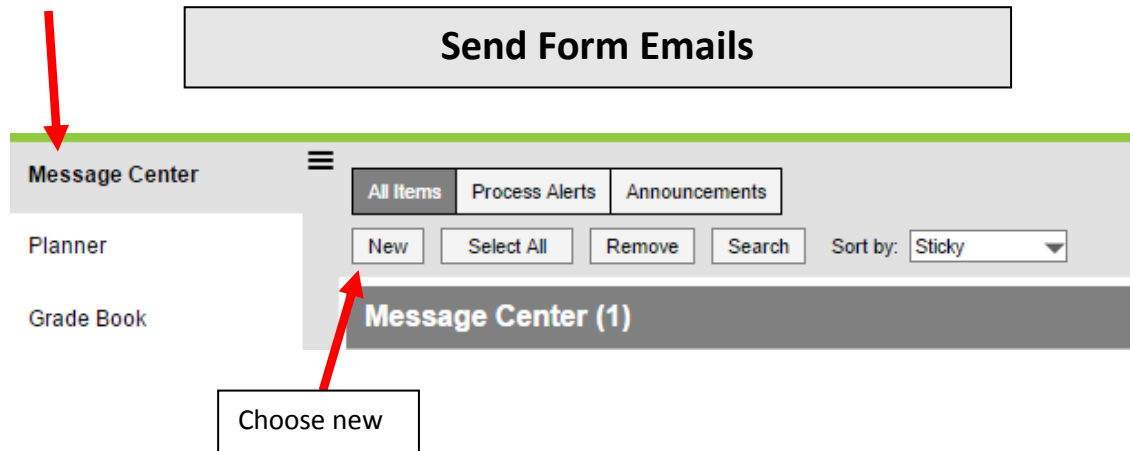
*Select Students

<input checked="" type="checkbox"/>	Name ▲	Student #	Grade
<input checked="" type="checkbox"/>	Alfarone, Emma	370001452	08
<input checked="" type="checkbox"/>	Bader, Logan M	000012644	08
<input checked="" type="checkbox"/>	DiGeronimo, Chase	370001246	08

*Select Assignments

Select All [Expand All](#)

- Q1
 - MP
 - Do Now (Wt: 0.0)
 - PrDN1: Prologue Do now #1



Messages sent from here cannot be replied to. It is a good idea to include your email address in the email. Form emails can be edited.

[Class Message: Step 1](#)

Create a new message or select an existing message template saved to your user account or user group(s).

Message Type

User/User Group

Template

Delivery Details

Delivery Devices
 Inbox Email

Delivery Date

Inbox/Email Delivery Time

Sender's Email

Message Details

Send:

- message to the class (can choose to send to guardians or students)
- grades message (will send email to failing students)
- missing assignment message (if assignments are flagged as missing, will send email)

If you save a message you will find it in the template section

You are able to pick the students you want to send the email to.

View Message Log by going to campus tools

- General
- ▼ Special Ed
 - General
 - Reports
 - Grading & Standards
 - Assessment
 - ▼ Messenger
 - Sent Message Log**
 - Recipient Log
- Account Settings
- Access Log

Sent Message Report Options

Include Delivery Devices:

No Device Inbox Email Voice

Report Detail:

All Summary Failed Delivery

Format:

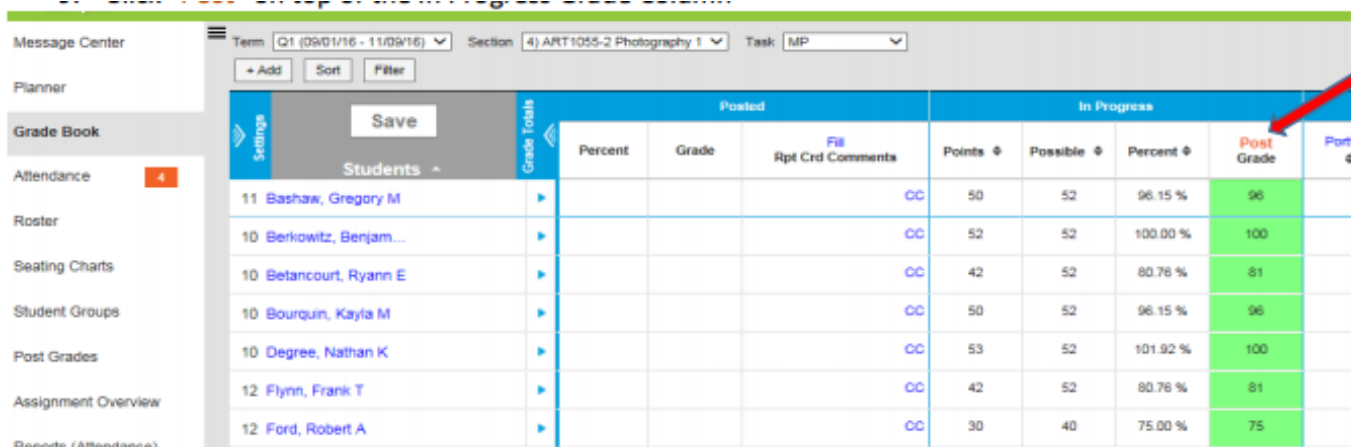
PDF CSV

Print out message log report

Posting Grades to Report Cards

Follow the instructions below to Post Grades from the INFINITE CAMPUS Grade Book to Report Cards:

1. Click GRADE BOOK
2. Make sure you are in the proper Term in the drop down
3. Select course Section in the drop down
4. Select Task – “MP” for Marking Period
5. Verify that all assignment/test/quiz, etc. grades have
6. Click “Post” on top of the In Progress Grade Column

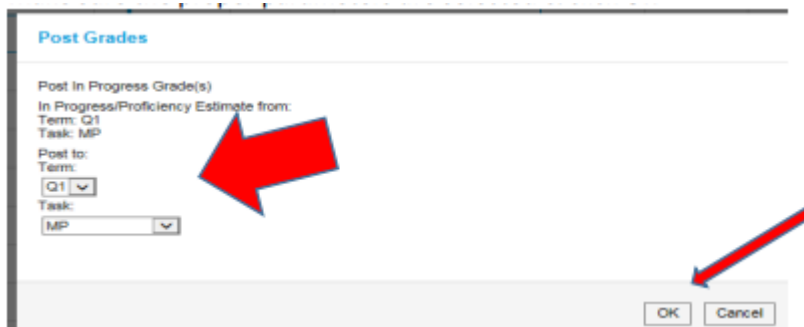


Message Center
Planner
Grade Book
Attendance
Roster
Seating Charts
Student Groups
Post Grades
Assignment Overview
Reports (Attendance)

Term: Q1 (09/01/16 - 11/09/16) Section: 4) ART1055-2 Photography 1 Task: MP

Students	Posted			In Progress				
	Percent	Grade	Fill Rpt Crd Comments	Points	Possible	Percent	Post Grade	Port
11 Bashaw, Gregory M			CC	50	52	96.15 %	96	
10 Berkowitz, Benjam...			CC	52	52	100.00 %	100	
10 Betancourt, Ryann E			CC	42	52	80.78 %	81	
10 Bourquin, Kayla M			CC	50	52	96.15 %	96	
10 Degree, Nathan K			CC	53	52	101.92 %	100	
12 Flynn, Frank T			CC	42	52	80.78 %	81	
12 Ford, Robert A			CC	30	40	75.00 %	75	

7. Make sure the proper parameters are selected & click OK



Post Grades

Post In Progress Grade(s)

In Progress/Proficiency Estimate from:
Term: Q1
Task: MP

Post to:
Term:
Q1

Task:
MP

OK Cancel

8. Percent and Grade columns will populate – verify accuracy

Students	Posted				In Progress			Portk
	Percent	Grade	Rpt Crd	Comments	Points	Possible	Post Grade	
11 Bashaw, Gregory M	96.15 %	96		CC	50	52	96.15 %	96
10 Berkowitz, Benjam...	100.00 %	100		CC	52	52	100.00 %	100
10 Betancourt, Ryann E	80.76 %	81		CC	42	52	80.76 %	81
10 Bourquin, Kayla M	96.15 %	96		CC	50	52	96.15 %	96
10 Degree, Nathan K	101.92 %	100		CC	53	52	101.92 %	100

9. Any overrides MUST be done in BOTH Posted Percent AND Posted Grade columns*

10. Enter Comments using the same procedure used for progress reports

11. SAVE!

*NOTE: The Posted Percent column is what is used to calculate the final average. Therefore, if overriding a Posted Grade, the Percent and Grade must be equal so that final grades calculate properly. (Example: If a student's Posted Percent is a 79.25% then the Posted Grade will be a 79. If you wanted the student to have an 80 on their report card, then you must change both the Posted Percent and Posted Grade to 80. If you only change the Posted Grade and leave the 79.25% in the Posted Percent column, then the 79.25% will be used in the calculation of the final average

Attendance Comments

1	Frequent absences
2	Frequent lateness
3	Frequently absent for tests
4	Frequent absences/lateness
5	Excessive Abs-15 pt penalty

Positive Behavior

6	Puts forth genuine effort
7	Actively contributes in class
8	Attitude is improving
9	A pleasure to have in class
10	Cooperative and responsible
11	Works well in groups
12	Effort is improving

Negative Behavior

13	Inconsistent effort
14	More effort needed
15	Not working up to ability
16	Increase class participation
17	Attitude needs improvement
18	Talks excessively in class
19	Disruptive in group work
20	Needs to improve attention in class
21	Distracts others
22	Avoids doing class work
23	Lacks respect for others
24	Uses inappropriate language
25	Frequently asks to leave the room
26	Inappropriate/excessive use of electronic mobile device

Positive Academic

27	Very talented in this subject
28	Work is outstanding
29	Work is above average

Grades

49	Failing test grade(s)
50	Low test grade(s)
51	Inconsistent test grades
52	In danger of failing
53	Failing quiz grade(s)
54	Low quiz grade(s)
55	Failing project grade(s)
56	Currently failing the quarter
57	Grades decreased toward end of quarter
58	Average below minimum needed for college credit

Music

59	Must make up sectionals
60	Must practice music at home
61	Needs to hand in practice sheets

Labs

62	Lab reports late
63	Failing/low Science lab grades
64	Missing Science labs
65	Failure due to missing science labs

Extra Help

66	Extra help is recommended
67	Consistently attends extra help
68	Does not attend extra help as recommended

Skills Comments

69	Good study skills/organization
70	Organizational skills need improvement
71	Must improve reading skills
72	Must improve grammar/usage skills
73	Must improve study skills
74	Must improve listening skills
75	Must improve writing skills

30	Keep up the good work
31	Work is satisfactory
32	Work shows improvement
33	Good insight in subject area
34	Consistently does quality work

Negative Academic

35	Work needs improvement
36	Needs to make up work
37	Did not make up work on time
38	Missing homework
39	Late homework
40	Missing assignment(s)
41	Late assignment(s)/project(s)
42	Homework incomplete/quality unacceptable
43	Frequently unprepared
44	Notebook incomplete
45	Major project missing/incomplete
46	Difficulty with subject matter
47	Does not complete class assignments
48	Must complete make-up exams

76	Must improve speaking
77	Must improve note taking skills
78	Difficulty in following directions

Miscellaneous

79	Missing community service in Part. in Gov.
80	Contact teacher
81	Teacher has tried to contact home
82	Not utilizing support services
83	New Entrant
84	On home instruction
85	Inadequate Crew Hours
86	Student is medically excused
87	Student has been unprepared at least twice
88	More effort needed during warm-ups

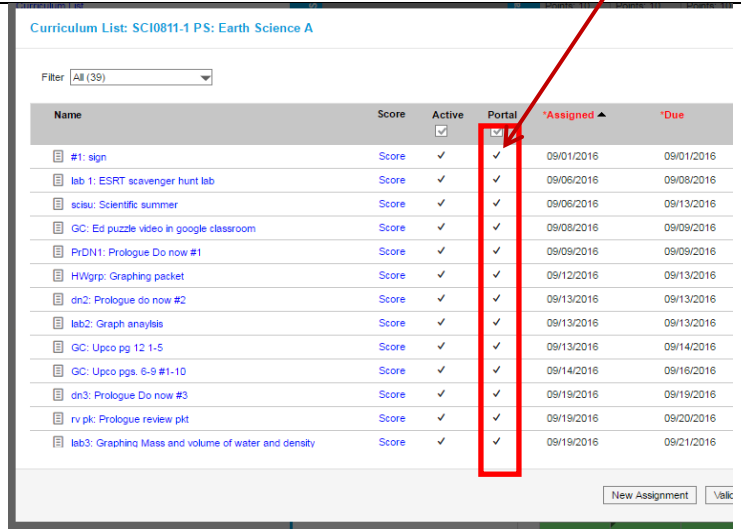
**INFINITE CAMPUS PROGRESS REPORT
& REPORT CARD COMMENTS**

Control which quarter you want to appear in gradebook (when we go live)

Step 1: Teacher's point of view.

- Q1 and Q2 assignments should be **UNCHECKED** so these assignments will not show on portal. Note that this takes **only one click to uncheck each section**.
- Go to Settings > Curriculum List. Uncheck Portal at the top of the window and that will uncheck en masse.
- For example:

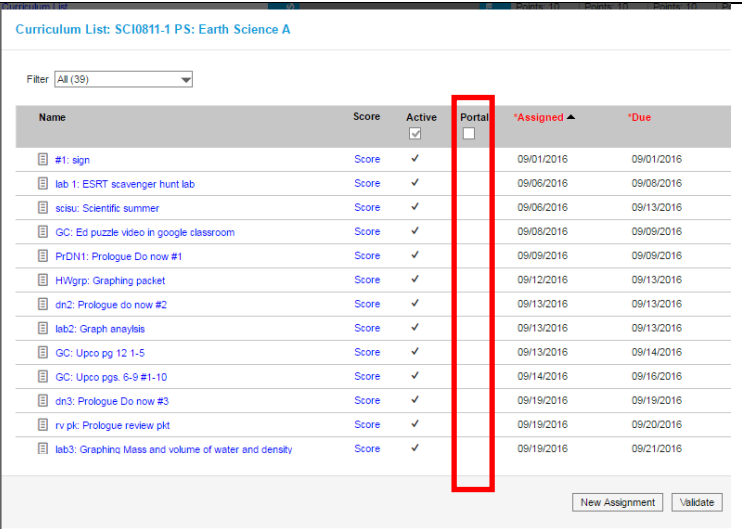
Current Curriculum List in Inf. Campus for a class



Curriculum List: SCI0811-1 PS: Earth Science A

Name	Score	Active	Portal	*Assigned	*Due
#1: sign	Score	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	09/01/2016	09/01/2016
lab 1: ESRT scavenger hunt lab	Score	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	09/06/2016	09/08/2016
scis: Scientific summer	Score	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	09/06/2016	09/13/2016
GC: Ed puzzle video in google classroom	Score	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	09/08/2016	09/09/2016
PrDN1: Prologue Do now #1	Score	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	09/09/2016	09/09/2016
HWgrp: Graphing packet	Score	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	09/12/2016	09/13/2016
dn2: Prologue do now #2	Score	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	09/13/2016	09/13/2016
lab2: Graph analysis	Score	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	09/13/2016	09/13/2016
GC: Upco pg 12 1-5	Score	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	09/13/2016	09/14/2016
GC: Upco pgs. 6-9 #1-10	Score	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	09/14/2016	09/16/2016
dn3: Prologue Do now #3	Score	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	09/19/2016	09/19/2016
rv pk: Prologue review plt	Score	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	09/19/2016	09/20/2016
lab3: Graphing Mass and volume of water and density	Score	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	09/19/2016	09/21/2016

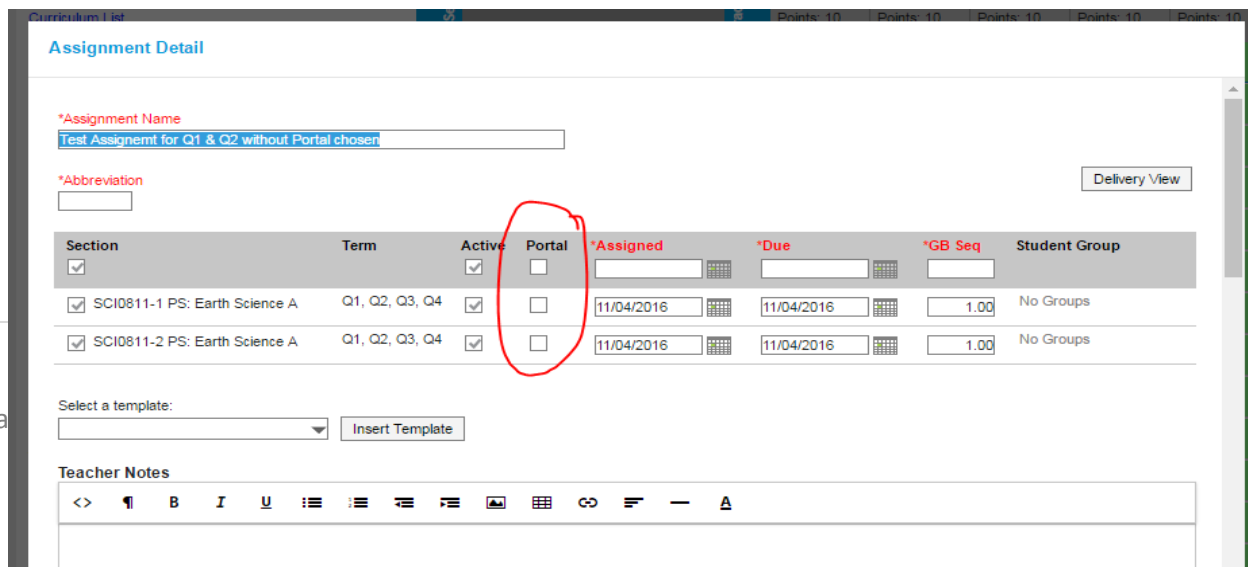
Curriculum List after Portal is unchecked



Curriculum List: SCI0811-1 PS: Earth Science A

Name	Score	Active	Portal	*Assigned	*Due
#1: sign	Score	<input checked="" type="checkbox"/>	<input type="checkbox"/>	09/01/2016	09/01/2016
lab 1: ESRT scavenger hunt lab	Score	<input checked="" type="checkbox"/>	<input type="checkbox"/>	09/06/2016	09/08/2016
scis: Scientific summer	Score	<input checked="" type="checkbox"/>	<input type="checkbox"/>	09/06/2016	09/13/2016
GC: Ed puzzle video in google classroom	Score	<input checked="" type="checkbox"/>	<input type="checkbox"/>	09/08/2016	09/09/2016
PrDN1: Prologue Do now #1	Score	<input checked="" type="checkbox"/>	<input type="checkbox"/>	09/09/2016	09/09/2016
HWgrp: Graphing packet	Score	<input checked="" type="checkbox"/>	<input type="checkbox"/>	09/12/2016	09/13/2016
dn2: Prologue do now #2	Score	<input checked="" type="checkbox"/>	<input type="checkbox"/>	09/13/2016	09/13/2016
lab2: Graph analysis	Score	<input checked="" type="checkbox"/>	<input type="checkbox"/>	09/13/2016	09/13/2016
GC: Upco pg 12 1-5	Score	<input checked="" type="checkbox"/>	<input type="checkbox"/>	09/13/2016	09/14/2016
GC: Upco pgs. 6-9 #1-10	Score	<input checked="" type="checkbox"/>	<input type="checkbox"/>	09/14/2016	09/16/2016
dn3: Prologue Do now #3	Score	<input checked="" type="checkbox"/>	<input type="checkbox"/>	09/19/2016	09/19/2016
rv pk: Prologue review plt	Score	<input checked="" type="checkbox"/>	<input type="checkbox"/>	09/19/2016	09/20/2016
lab3: Graphing Mass and volume of water and density	Score	<input checked="" type="checkbox"/>	<input type="checkbox"/>	09/19/2016	09/21/2016

Step 2: Whenever a teacher creates an assignment that will be due in Q2, the teacher must uncheck the Portal option.



Assignment Detail

*Assignment Name: Test Assignment for Q1 & Q2 without Portal chosen

*Abbreviation: []


Delivery View

























Section	Term	Active	Portal	*Assigned	*Due	*GB Seq	Student Group
<input checked="" type="checkbox"/>	SCI0811-1 PS: Earth Science A	Q1, Q2, Q3, Q4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11/04/2016	11/04/2016	1.00 No Groups
<input checked="" type="checkbox"/>	SCI0811-2 PS: Earth Science A	Q1, Q2, Q3, Q4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11/04/2016	11/04/2016	1.00 No Groups

Select a template: [] Insert Template


Teacher Notes

This is what it will look like from the Parent's point of view. Note grade book icon. Clicking that icon brings up assignments for that class.

 = Click on teacher name for email

	Term Q1 (09/06/16-11/10/16)	Term Q2 (11/14/16-01/27/17)	Term Q3 (01/30/17-03/31/17)	Term Q4 (04/03/17-06/09/17)
1	 SCI0801-1 Science 8  Verwys-Michels Rm: 205	 SCI0801-1 Science 8  Verwys-Michels Rm: 205	 SCI0801-1 Science 8  Verwys-Michels Rm: 205	 SCI0801-1 Science 8  Verwys-Michels Rm: 205
2	 SPN0800-5 Spanish I-8  O'Neill, Christine Rm: 217	 SPN0800-5 Spanish I-8  O'Neill, Christine Rm: 217	 SPN0800-5 Spanish I-8  O'Neill, Christine Rm: 217	 SPN0800-5 Spanish I-8  O'Neill, Christine Rm: 217
	 SES0815-15 Collab Supp Math/Sci 8 (1, 3, 5)  Michels, Mary-Katherine Rm: 205	 SES0815-15 Collab Supp Math/Sci 8 (1, 3, 5)  Michels, Mary-Katherine Rm: 205	 SES0815-15 Collab Supp Math/Sci 8 (1, 3, 5)  Michels, Mary-Katherine Rm: 205	 SES0815-15 Collab Supp Math/Sci 8 (1, 3, 5)  Michels, Mary-Katherine Rm: 205

Teacher's comments about Joshua:

 Click on the bell again. automatically deleted

SCI0801-1 Science 8

Teacher: Verwys-Michels

Grading Task Summary				
Legend: <input type="checkbox"/> Final Grade <input type="checkbox"/> Grade Not Available Yet				
Grading Task	Quarters Q1	Quarters Q2	Quarters Q3	Quarters Q4
MP				
Final Grade				
Final Exam				
PR	PR			
Term Q1 MP Detail				
Homework				
Name	Due Date	Assigned Date	Multiplier	Pts Poss
Score	% Turned In	Comments		
Labs and projects				
Name	Due Date	Assigned Date	Multiplier	Pts Poss
Score	% Turned In	Comments		
Quizzes				
Name	Due Date	Assigned Date	Multiplier	Pts Poss
Score	% Turned In	Comments		
Tests				
Name	Due Date	Assigned Date	Multiplier	Pts Poss
Score	% Turned In	Comments		
Term Q1 PR Detail				
This Grading Task has no assignments assigned to it.				
Term Q2 MP Detail				
This Grading Task has no assignments assigned to it.				
Term Q2 PR Detail				
This Grading Task has no assignments assigned to it.				
Term Q3 MP Detail				
Tests				
Name	Due Date	Assigned Date	Multiplier	Pts Poss
Score	% Turned In	Comments		
Q3 Test	02/01/2017	02/01/2017	1.0	100
Term Q3 PR Detail				
This Grading Task has no assignments assigned to it.				
Term Q4 MP Detail				
This Grading Task has no assignments assigned to it.				
Term Q4 Final Grade Detail				
Q1 MP (21.0%)				
See the Detail section of this Grading Task for more detail.				
Q2 MP (21.0%)				
See the Detail section of this Grading Task for more detail.				
Q3 MP (21.0%)				
See the Detail section of this Grading Task for more detail.				
Q4 MP (21.0%)				
See the Detail section of this Grading Task for more detail.				
Q4 Final Exam (16.0%)				

Q1 and Q2 assignments are not there.

Only the Q3 Assignment that had the portal box appears on the portal.