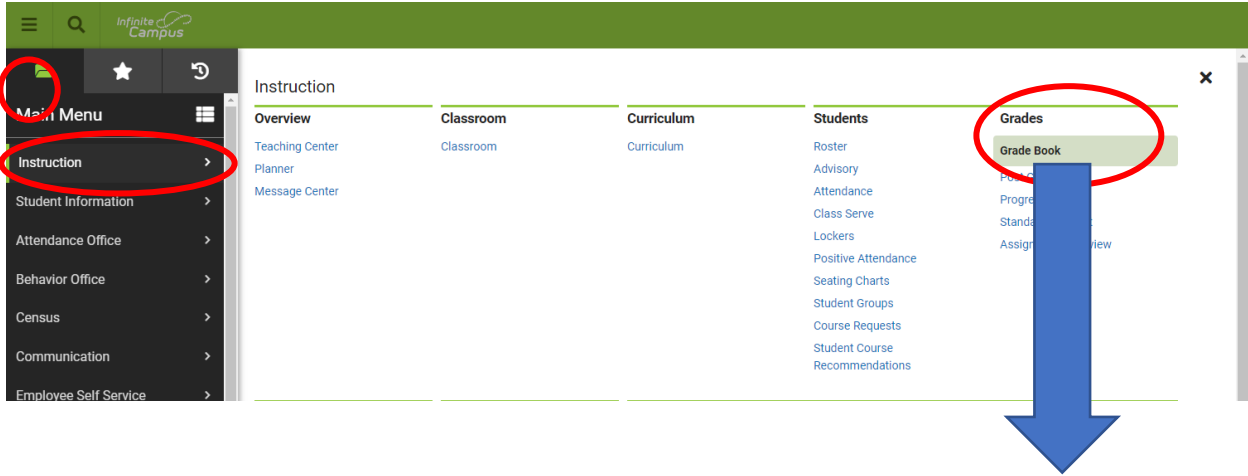


Infinite Campus Teacher Guide – Setting Up Grade Book

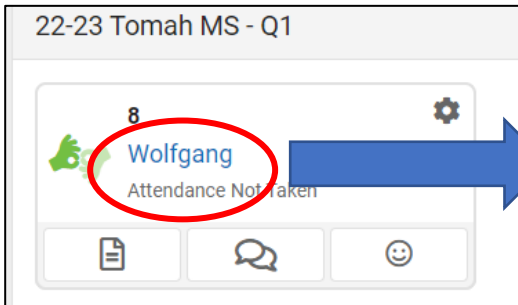
Finding Your Grade Book:

You can get to your grade book from the main menu, or from the teaching center.

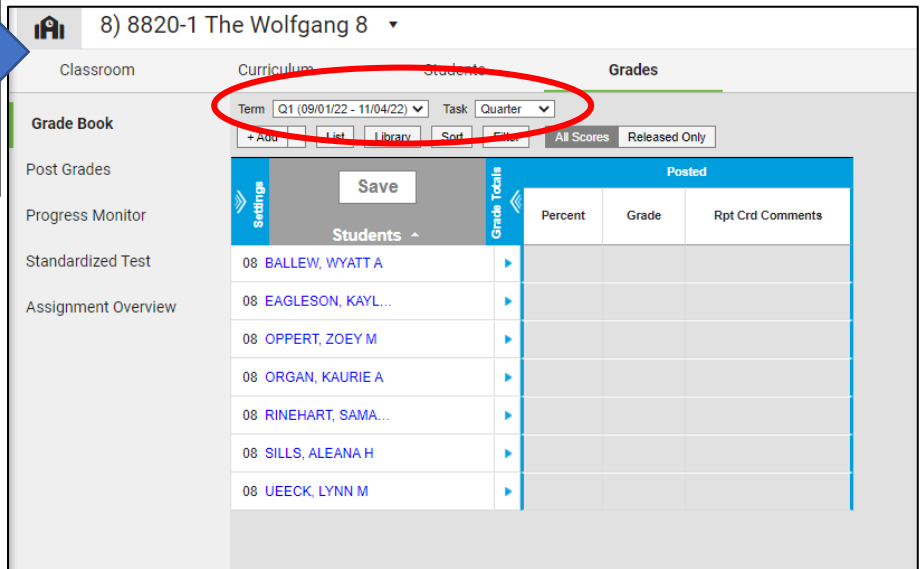
From the main menu, follow this pathway: **Pathway = Instruction > Grades > Grade Book**



From the “Teaching Center” (make sure you have navigation turned on), click on the course name, and select the “Grades” tab.



Either route will bring you to this screen. Select your “Term” (quarter) and “Task.” (Quarter Grade, Semester Grade, Semester Exam). You will select “Quarter” for quarter 1.



Setting Up The Grade Book:

To set up the grade book, you will need to set up your “Categories” and “Grade Calc Options.” Categories must be set up first! This is essentially identical to Infinity (Formative/Summative, Quizzes, Homework, Participation, etc.)

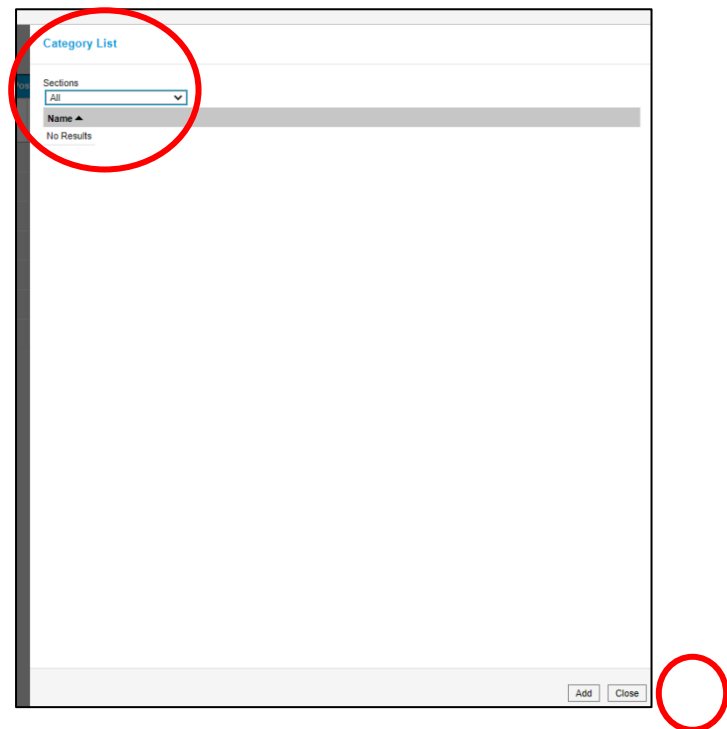
Begin, by clicking on the “Settings Chevron” to open the settings. (I will refer to this image to set up “Grade Calc Options.” Your grading scales has already been set up for you.)

The screenshot shows the 'Grades' section of a software interface. At the top, there are tabs for 'Curriculum', 'Students', and 'Grades'. Below the tabs, there are filters for 'Term' (Q1 (09/01/22 - 11/04/22)) and 'Task' (Quarter). There are also buttons for '+ Add', 'List', 'Library', 'Sort', 'Filter', 'All Scores', and 'Released Only'. The main content area is titled 'Settings' and is divided into several sections: 'Grade Book Setup', 'Grade Book Tools', 'Other', and 'Preferences'. The 'Categories' link under 'Grade Book Setup' is circled in red. A 'Settings' chevron icon is also circled in red. The main table shows a list of students with columns for 'Percent', 'Grade', and 'Rpt Crd Comments'. The table is currently empty.

Students	Grade Totals	Percent	Grade	Rpt Crd Comments
08 BALLEW, WYATT A				
08 EAGLESON, KAYL...				
08 OPPERT, ZOEY M				
08 ORGAN, KAURIE A				
08 RINEHART, SAMA...				
08 SILLS, ALEANA H				
08 UEECK, LYNN M				

A new section will appear on the right-hand side of your screen.

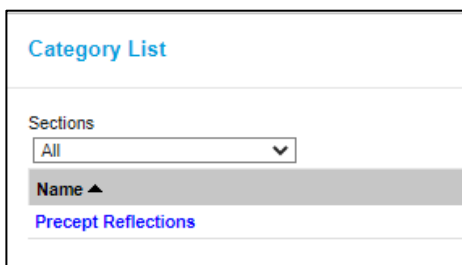
- This will be blank to begin and say “No Results.”
- In the lower right-hand corner of the screen, click on the “Add” to add your first category.
- Enter the “category name” at the top. **Select the sections to which this category will apply.** (If you use Formative/Summative, enter Formative here, weight it accordingly.)
 - The “Sequence” simply puts the categories in the order you want them to appear.
 - “Default Scoring Type” can be set to points or rubrics.
 - Set “Default Points” if you like.
 - **CLICK SAVE** in the lower right-hand corner.
 - Repeat for Summative.



Category Detail

*Name
Precept Reflections

Section	*Weight	Sequence	Exclude from Calculation	Drop Lowest Score (%)	Default Scoring Type	Default Points	Default Multiplier
<input type="checkbox"/>	0	1	<input type="checkbox"/>	<input type="checkbox"/>	Points		
<input checked="" type="checkbox"/> 8) 8821-1 Character Strong 8	0.0	1	<input type="checkbox"/>	<input type="checkbox"/>	Points	5	1
<input checked="" type="checkbox"/> 8) 8821-2 Character Strong 8	0.0	1	<input type="checkbox"/>	<input type="checkbox"/>	Points	5	1
<input checked="" type="checkbox"/> 9) 8821-3 Character Strong 8	0.0	1	<input type="checkbox"/>	<input type="checkbox"/>	Points	5	1
<input checked="" type="checkbox"/> 9) 8821-4 Character Strong 8	0.0	1	<input type="checkbox"/>	<input type="checkbox"/>	Points	5	1
<input type="checkbox"/> 8) 8820-1 The Wolfgang 8	0.0	0	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/> 8) 8820-2 The Wolfgang 8	0.0	0	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/> 9) 8820-3 The Wolfgang 8	0.0	0	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/> 9) 8820-4 The Wolfgang 8	0.0	0	<input type="checkbox"/>	<input type="checkbox"/>			



The category you created will appear in the category list. Repeat this process to ensure that you have the categories you want created, and that they are aligned to the correct course sections.

Setting Up Grade Calc Options: Middle School

Return to the Grade Book Settings and Select Grade Calc Options, which will automatically calculate your running quarter grades. Below, is an image of the screen that appears for Middle School Teachers. You can speed up the process by using the “Fill Options” in the upper left corner, or you can manually set it for each quarter.

- Set the “Type” to “In-Progress Grade” (for quarter grades)
- Select the “Grading Scale” you need to use (Pass/Fail or **Tomah Area District Grading Scale**.)
- If you used weighted categories (formative/summative), place a check mark in the “Weight Categories” box.

Grade Calculation

Fill Options Filter: Type **All** Term **All** Task **All**

Term	Standard/Grading Task	Composite	Rollup	Calculation
Q1	Quarter	<input type="checkbox"/>	<input type="checkbox"/>	Type In-Progress Grade *Grading Scale Tomah Area District Grading Scale <input 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
Q2	Quarter	<input type="checkbox"/>	<input type="checkbox"/>	Type In-Progress Grade *Grading Scale Tomah Area District Grading Scale <input 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

Setting Up Grade Calc Options: High School

Return to the Grade Book Settings and Select Grade Calc Options, which will automatically calculate your grades. Below, is an image of the screen that appears for High School Teachers. You can speed up the process by using the “Fill Options” in the upper left corner, or you can manually set it for each quarter.

- For Q1, Q2, and Q2 Semester Exam set the “Type” and “Grading Scale.”
 - Set the “Type” to “In-Progress Grade” (for quarter grades)
 - Select the “Grading Scale” you need to use (Pass/Fail or **Tomah Area District Grading Scale.**)
 - If you used weighted categories (formative/summative), place a check mark in the “Weight Categories” box.

- For Q2 Semester Grade, you will need to click on the “composite” check box to bring up which grades will be included in the calculation (Example, Q1, Q2, and Semester Exam)

- Use the **Add** button to include all of the individual grades to be added to the composite grade.
- Use the drop-down arrow to select Q1, Q2, and Semester Exam. Add percentage weight to the right.

- You are now ready to begin entering grading events (assignments).

Grade Calculation

Fill Options Filter: Type [All] Term [All] Task [All]

Term	Standard/Grading Task	Composite	Rollup	Calculation
Q1	Quarter Grade	<input type="checkbox"/>	<input type="checkbox"/>	Type In-Progress Grade *Grading Scale Tomah Area District Grading Scale <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
Q2	Quarter Grade	<input type="checkbox"/>	<input type="checkbox"/>	Type In-Progress Grade *Grading Scale Tomah Area District Grading Scale <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
Q2	Semester Exam	<input type="checkbox"/>	<input type="checkbox"/>	Type In-Progress Grade *Grading Scale Tomah Area District Grading Scale <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
Q2	Semester Grade	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Type In-Progress Grade *Grading Scale Tomah Area District Grading Scale

*Child Task/Standard	*Weight	Effective %
X Q1 Quarter Grade	45	45.00
X Q2 Quarter Grade	45	45.00
X Q2 Semester Exam	10	10.00

These resources from Infinite Campus will assist you with this process; please call if you need additional support!

[Enter scores, flags, and comments in the Grade Book - Video | Infinite Campus](#)

[Scoring Submissions | Infinite Campus](#)

[Scoring Submissions - Video | Infinite Campus](#)

[Provide feedback on student work submitted via the Portal - Video | Infinite Campus](#)