Grade Book
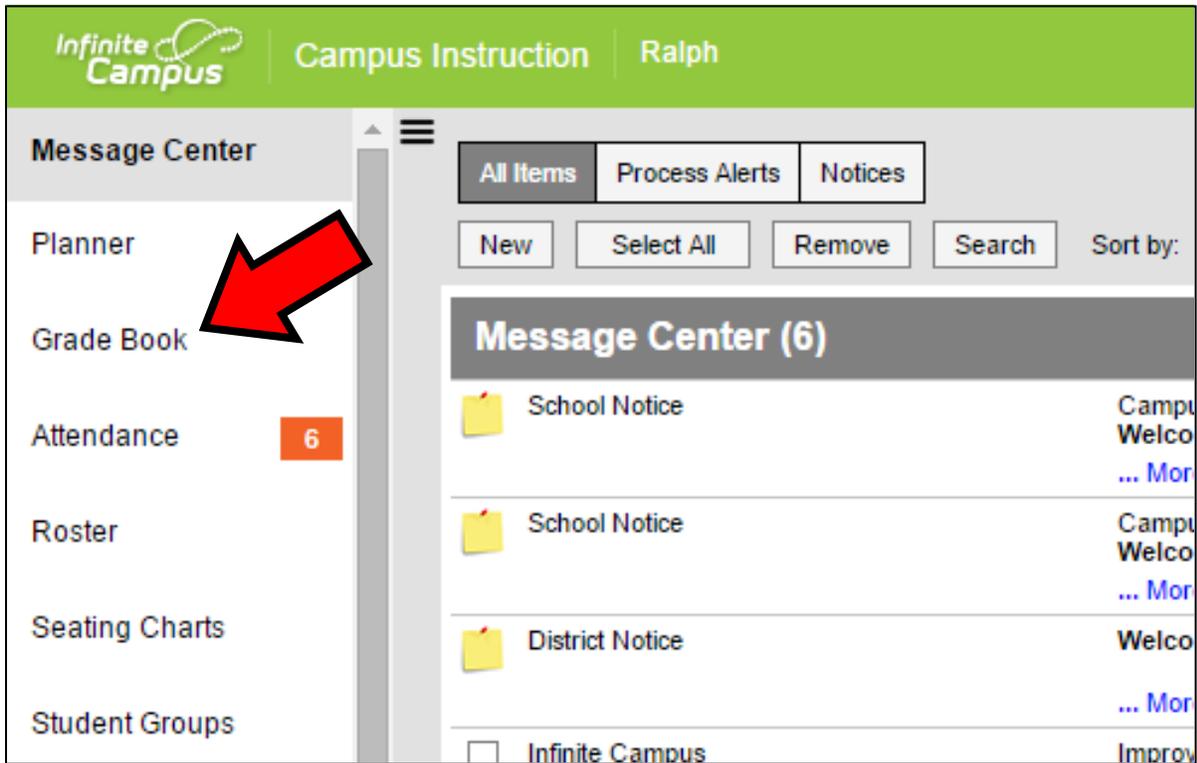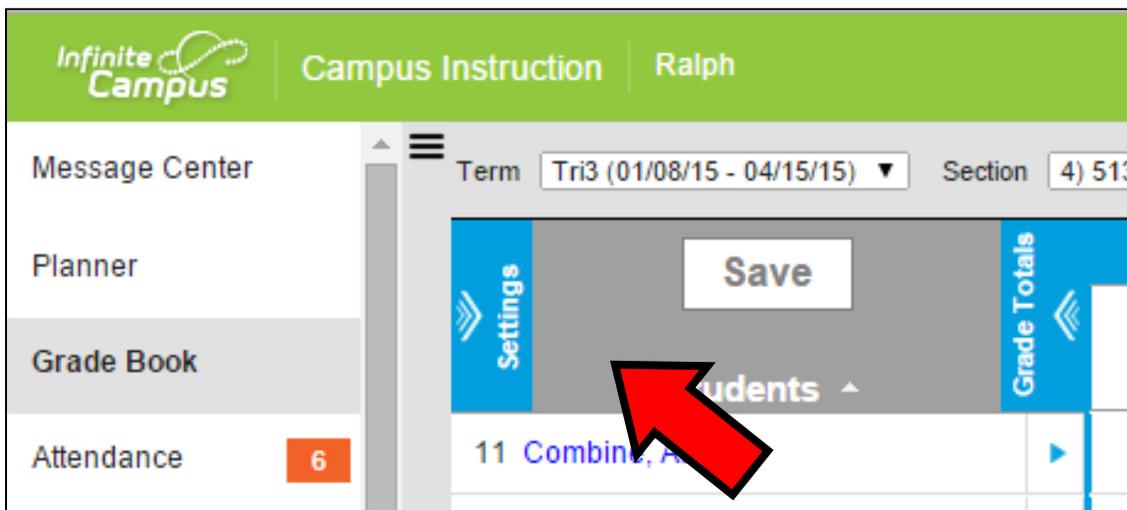
Step 1: Set the "Grade Calc Options"
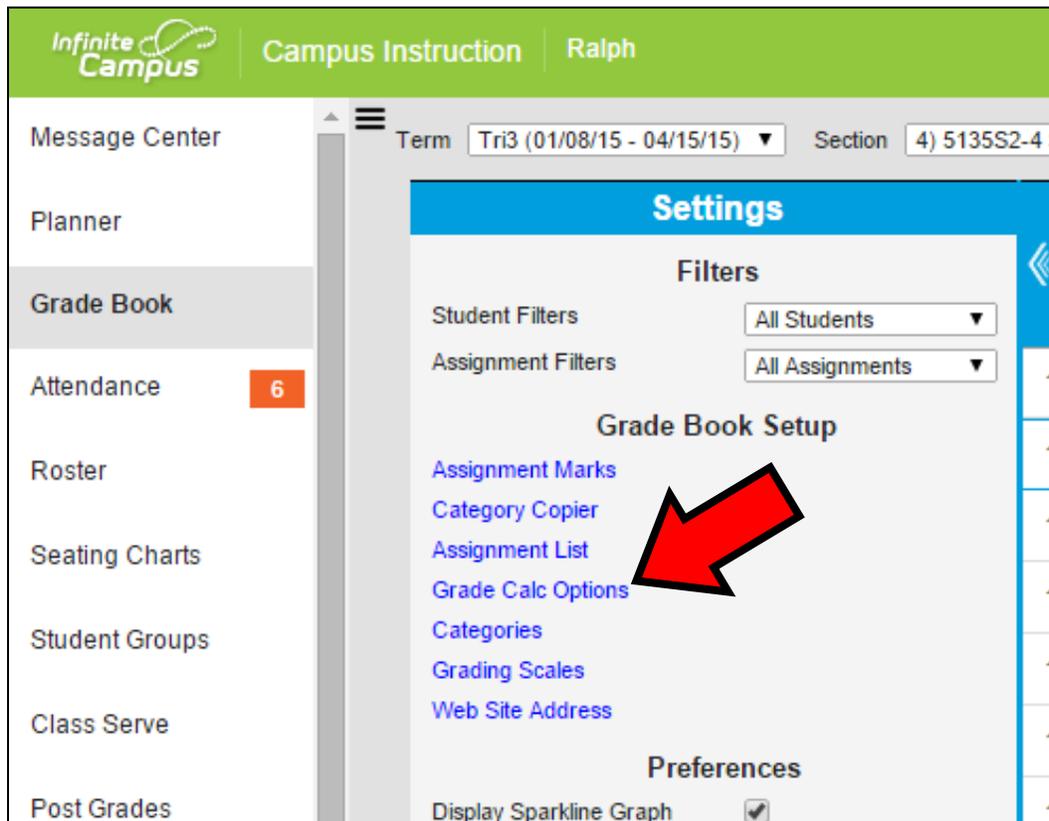
1. Log in to Infinite Campus
2. In the Index (the menu on the left), click Grade Book

3. Click on the blue "Settings" label just under the Term selector to open the Settings
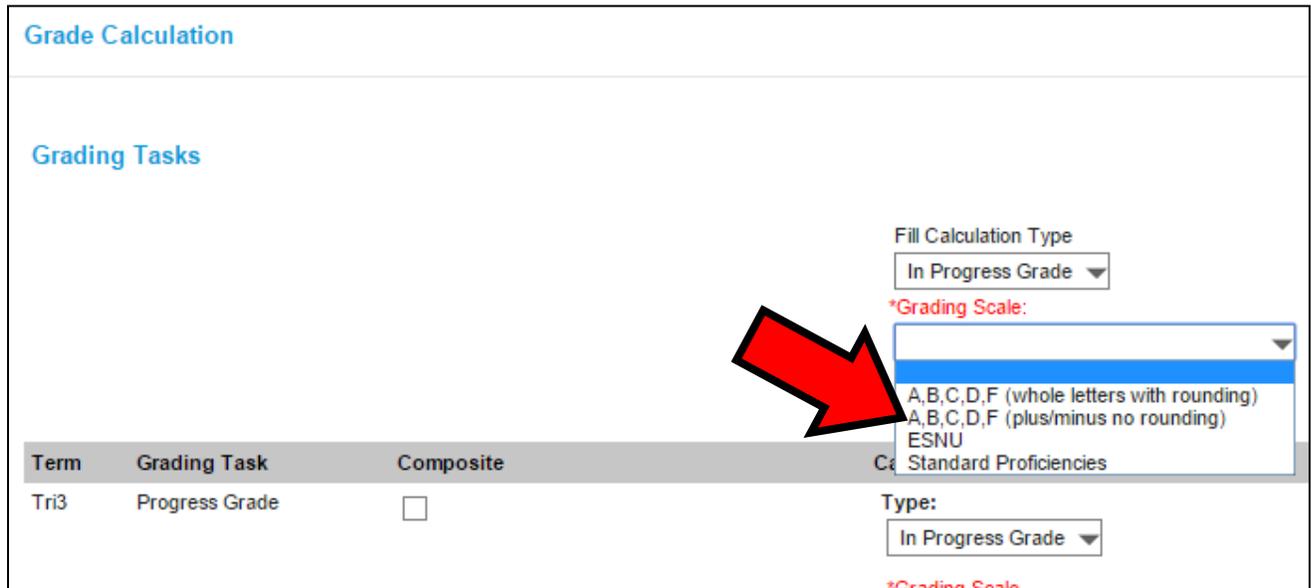
4. Under **Grade Book Setup**, click **Grade Calc Options**

5. In the window that appears, start by choosing **In Progress Grade** under the **Fill Calculation Type** menu

6. In the *Grading Scale: menu, choose A,B,C,D,F (plus/minus no rounding)

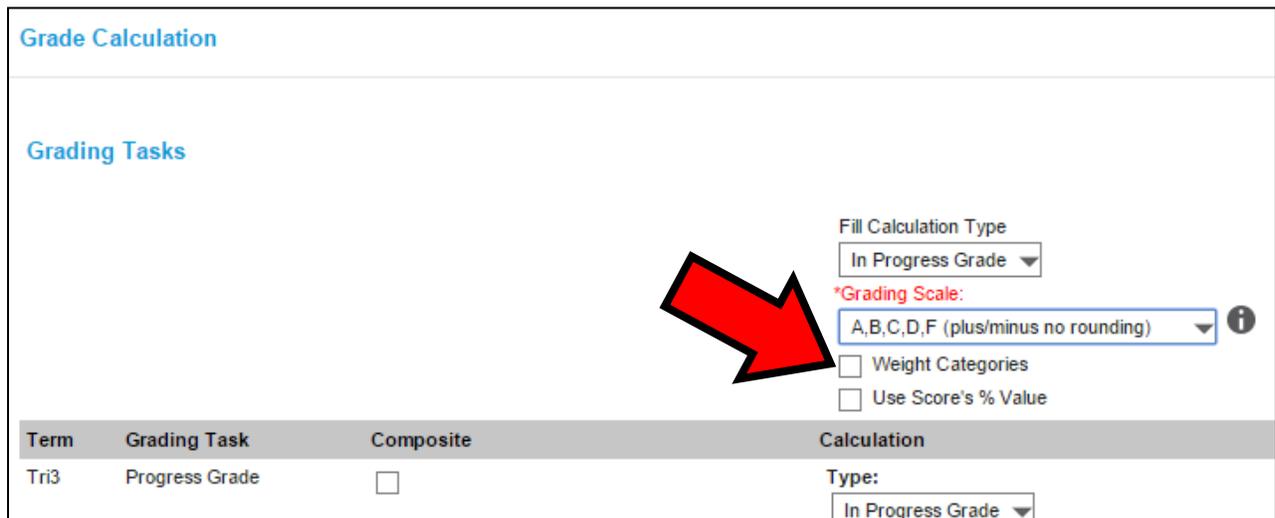**7.** Click the checkbox for Weight Categories. DO NOT choose Use Score's % Value!

8. Click the Save button in the lower right corner of the window

Step 2: Setup Your Categories (homework, tests, quizzes, etc.)

1. **Make sure you are in Grade Book view. Then, in the Settings menu, click Categories**
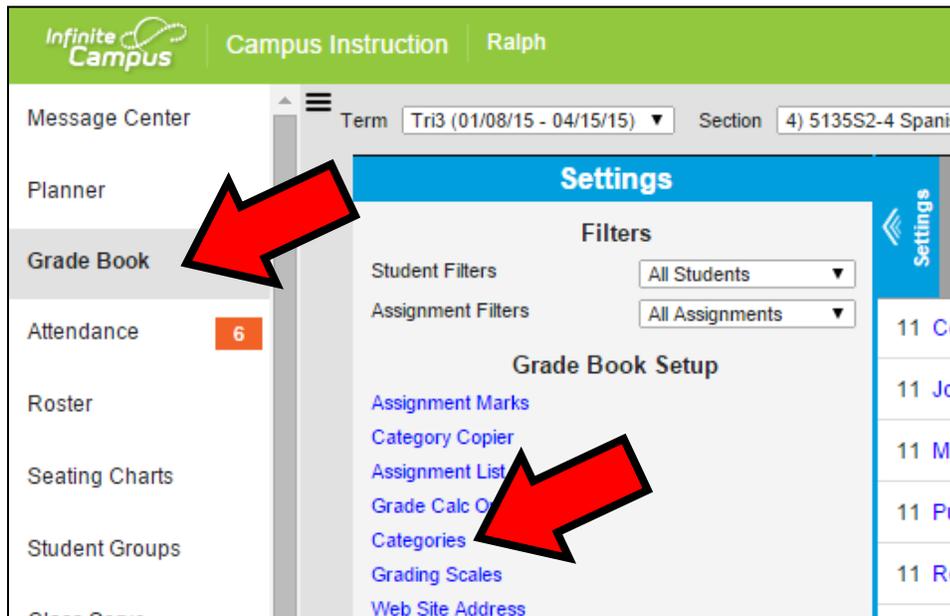
2. **In the window that appears, click the Add button in the lower right corner**

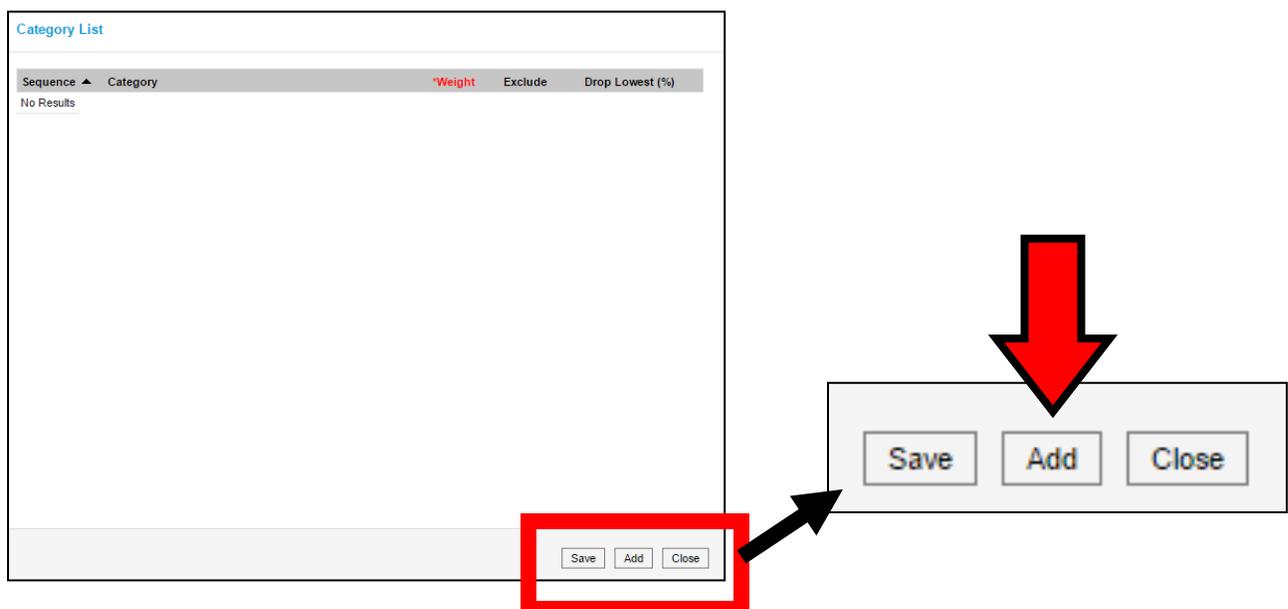3. Give the category a name.

4. If you wish to assign the category a weight, type it here (no need to type a % sign)

5. Sequence is for how the categories will be lined up left to right in the Grade Book. Type a number corresponding to where in the order of categories this category should appear, or just leave it set to 0.
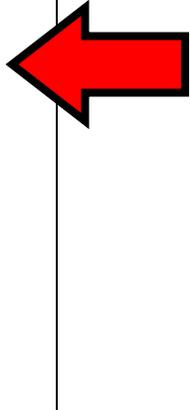
Category Detail

*Name

*Weight

0.0

Sequence

0

☐ Exclude from Calculation

☐ Drop Lowest Score (%)

6. **If you would not like this Category to be included in the students' calculated grade, click the Exclude from Calculation checkbox**

7. **If you would like Infinite Campus to automatically drop the lowest score from the category, click the Drop Lowest Score (%) checkbox.**

Category Detail

*Name

*Weight

0.0

Sequence

0

☐ Exclude from Calculation

☐ Drop Lowest Score (%)

If you choose 'Drop Lowest Score (%), the first grade entered in this category will not be included in the students' grade because it will automatically be the lowest. The students' grade for this category will not be calculated until at least 2 assignments have been entered for the category.

8. Use the scrollbar on the right side of the window to scroll down for more options

9. Click the checkboxes next to the Sections that will use this Grade Book category
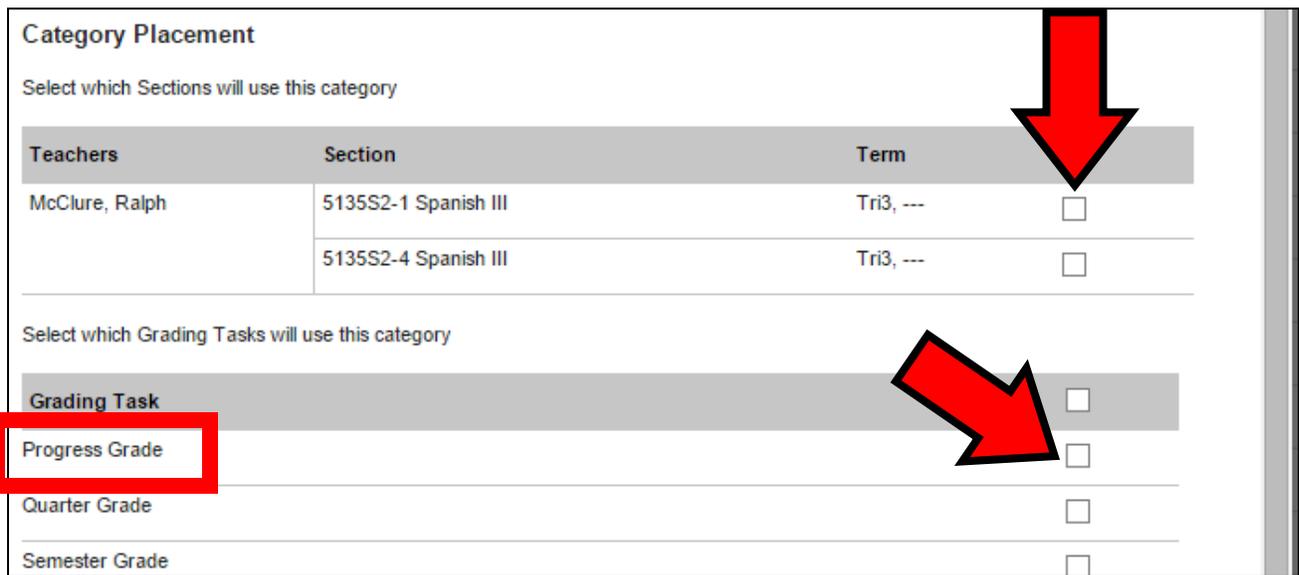
10. For the Grading Task, ONLY choose Trimester Grade

Category Placement

Select which Sections will use this category

Teachers	Section	Term	
McClure, Ralph	5135S2-1 Spanish III	Tri3, ---	☐
	5135S2-4 Spanish III	Tri3, ---	☐

Select which Grading Tasks will use this category

Grading Task		☐
Progress Grade		☐
Quarter Grade		☐
Semester Grade		☐

11. Click the **Save** button in the lower right corner of the window

12. If you would like to add more categories, click the **Add** button in the lower right corner of the window. If you want to make a change to a category, you can do it here. Click Save after making the changes. When you are all done setting categories, click **Save**.

Category List

Sequence ▲	Category	*Weight	Exclude	Drop Lowest (%)
0	homework	10.0	☐	☐

Make changes to categories here if necessary

Click Add if you want to add another category

If you made changes above, click Save

| Save | Add | Close |

When you're all done, click Close

Step 3: Create Assignments

1. Make sure you are still in Grade Book view

2. Choose the term and class (Section)

3. Don't worry about the Task drop-down menu right now

4. Now click the +Add button
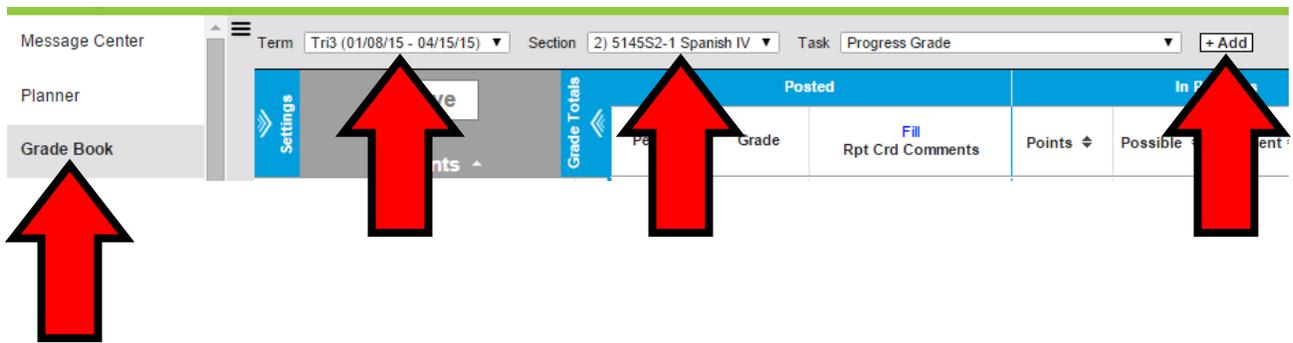
5. In the window that appears, give the Assignment a Name and an Abbreviation (both are required)

6. Under **Section Placement**, click the checkboxes next to the classes to which this assignment belongs

   You can assign the assignment to as many sections as you like.

7. Also set the ***Assigned** date and ***Due** date

8. The ***GB Seq** option refers to where in the list of assignments this assignment will appear, left to right.

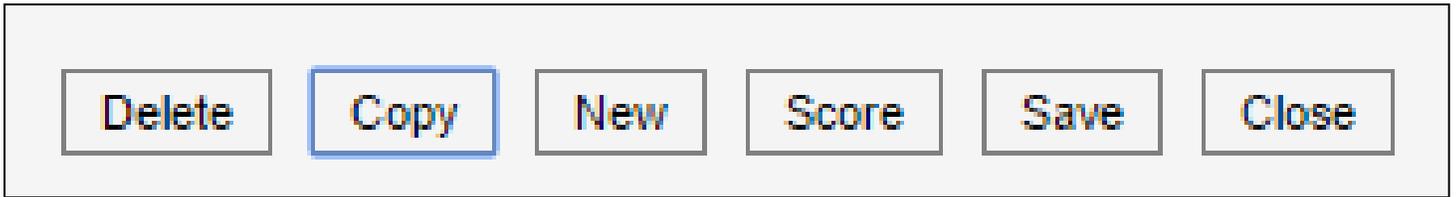9. Under **Scoring Alignment Detail**, make sure the **Align to Grade Book** box is checked
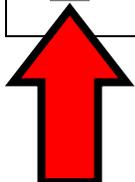
10. Under **Grading Tasks**, choose **Trimester Grade** (Mid Tri should not be an option as long as you haven't added categories to the Mid Tri task when you created categories)

11. Once you choose Trimester Grade, select the category it belongs to and choose **Points**. Then assign the point value to the assignment.

    If you want this assignment to be weighted differently than others in the category, choose the multiplier you want to use.

| Delete | Copy | New | Score | Save | Close |

12. When you're done setting the assignment, there are many options to choose at the bottom right of the window:

   a. **Delete** will delete the assignment

   b. **Copy** will create a new assignment with all of the same settings but a new name. Change the name of the new assignment if you like.

   c. **New** will save the assignment and clear all fields for a new assignment

   d. **Score** will save the assignment and let you immediately start entering scores for the assignment

   e. **Save** will save the assignment and keep the assignment details on the screen

   f. **Close** will close the window and take you back to Grade Book view

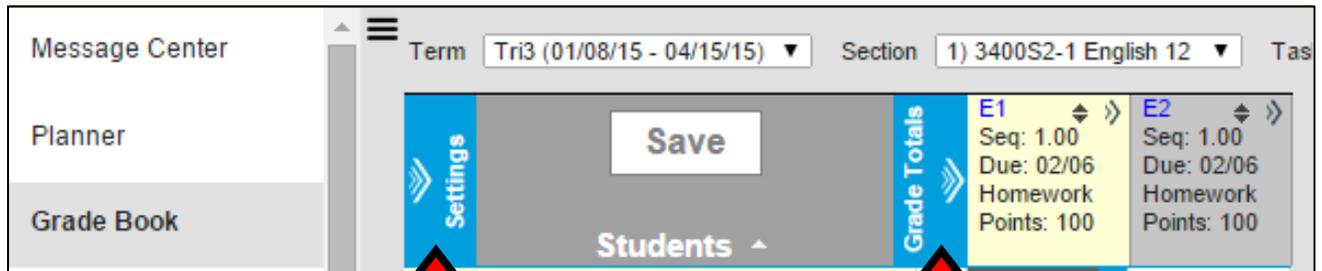# Step 4: Entering Assignments Scores

1.   **Make sure you are in Grade Book view**
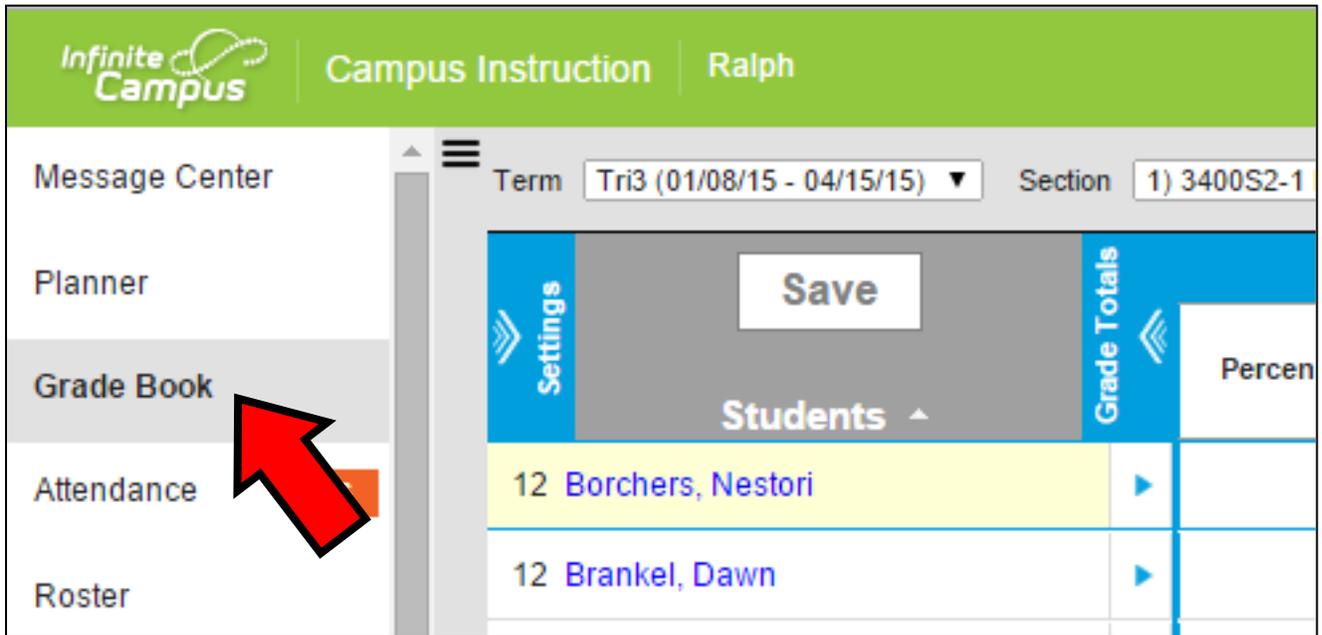
2.   **Choose the Term and Section that has the assignment you want to grade.**
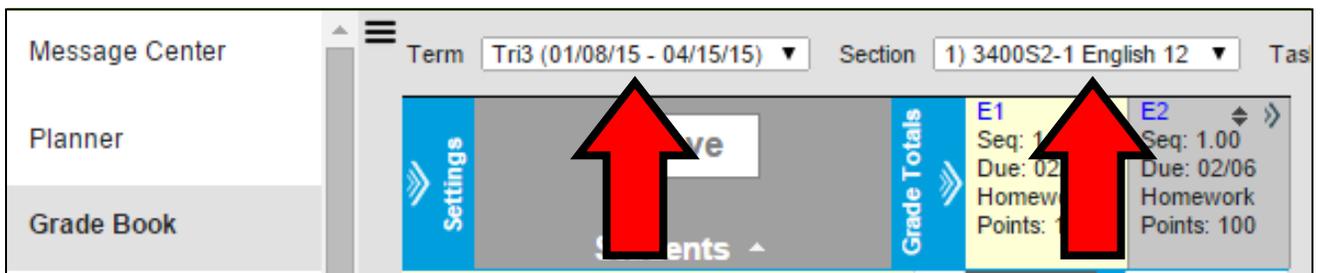
3. The blue menu buttons let you expand or collapse more viewing options. For example, clicking the Settings menu will reveal the settings.

4. Expanding the Grade Totals menu reveals overall details about student grades.

The **Posted** column shows grades that have been submitted for report cards (like at Mid-Trimester)

The **In Progress** column shows the current overall grade for each student

The **Categories** column shows the current grade for each category for each student

To the right of Categories are columns for each individual assignment.
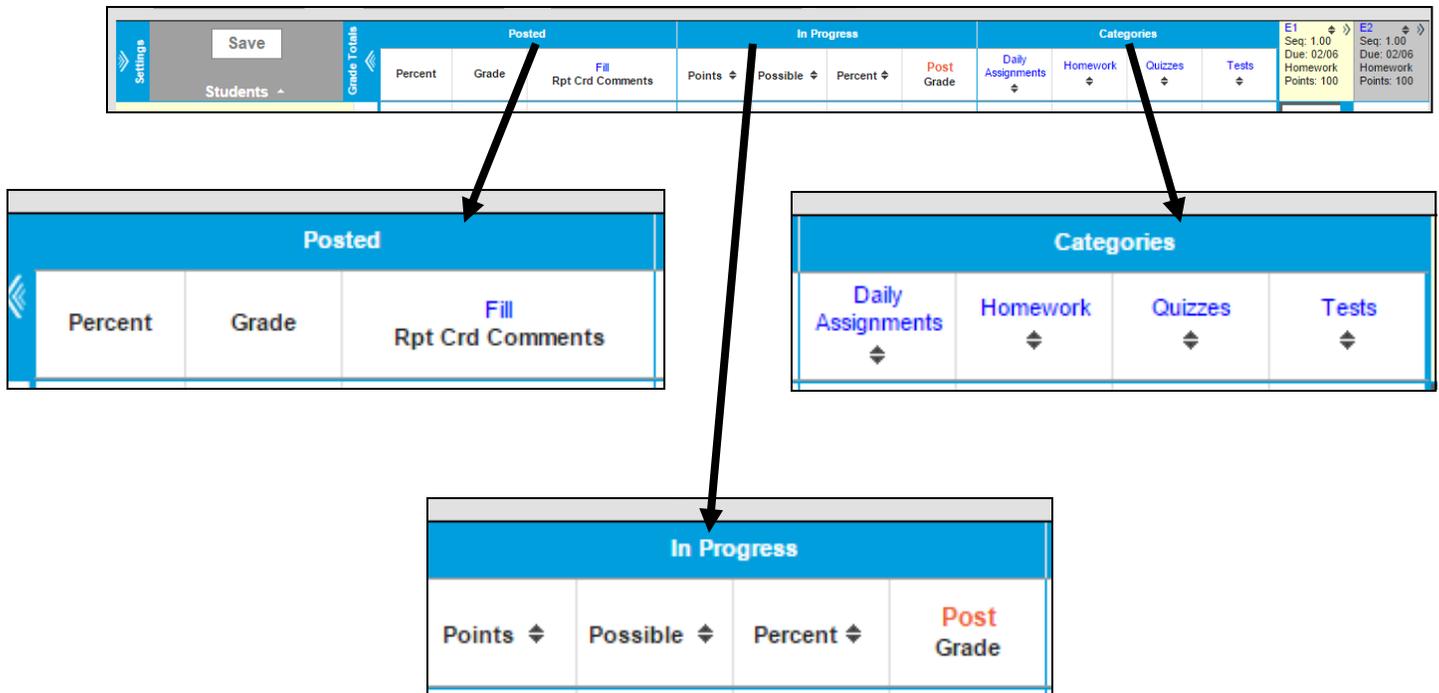
5. For easier grade entry, it is recommended to collapse the Grade Totals menu. This way, the assignments will appear right next to the student names.

Settings	Save	Students ▲	Grade Totals	E1 ⬍ 》 Seq: 1.00 Due: 02/06 Homework Points: 100	E2 ⬍ 》 Seq: 1.00 Due: 02/06 Homework Points: 100
		12 Borchers, Nestori ▶			
		12 Brankel, Dawn ▶			
		12 Bromley-Hubbard… ▶			
		12 Burrell, Sacha ▶			
		12 Christ, Zahid			

6. To enter scores for an assignment, click in the box for the first student in the column representing the assignment you are grading.

Type a score, and press Enter to move down the list of students to enter their scores.

7. **Clicking the blue arrows next to a student's score will expand the assignment so that you can make comments and mark each student's status as turned in, missing, etc.**

T = **Turned in**
M = **Missing**
L = **Turned in Late**
I = **Incomplete**
Ch = **Cheated**
X = **Exempt**
Dr = **Dropped**

Clicking one of the letters in the light tan section at the top will mark that letter for every student. This is handy for marking all students as Turned In, then adjusting the letter for individual students.

8. **When you are done entering scores, comments, and statuses, click the Save button above the student names (now white with red letters).**