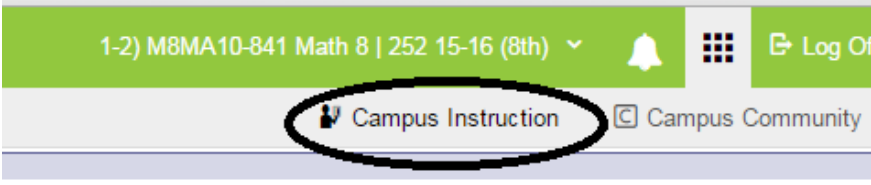
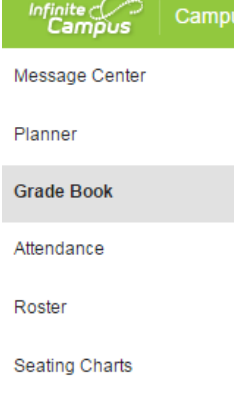
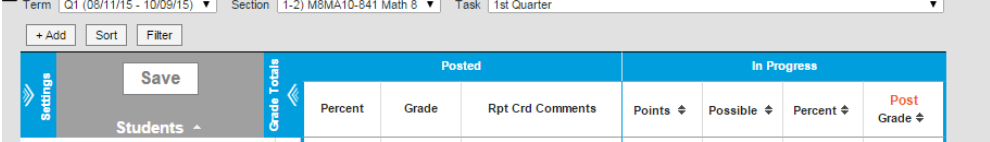
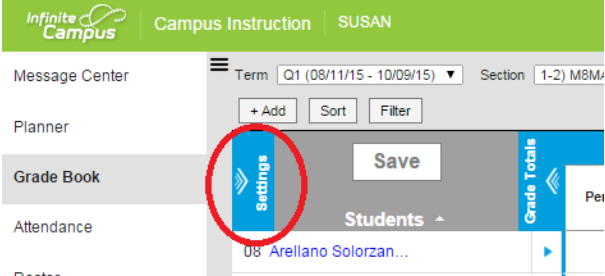


# SETTING UP IC GRADEBOOK

Log into Infinite Campus	
Click Instruction (Campus Instruction)	
Click on <b>Grade Book</b> (on left side menu)	
Select Term <b>Q1</b> Select the Class <b>Section</b> (Example: 1-2)M8MA10-841 Math 8) Select <b>1<sup>st</sup> Quarter</b> for Task	
Click on settings	

Click on categories

Infinite Campus | Campus Instruction | SUSAN

Message Center | Term: Q1 (08/11/15 - 10/09/15) | Section: 1-2) M8MA10-841 Math 8

+ Add | Sort | Filter

### Settings

#### Grade Book Setup

- Assignment List
- Categories**
- Filter Defaults
- Grade Calc Options

#### Copiers

- Assignment Copier
- Category Copier

#### Other

- Help

08 Arellano

08 Armas De

08 Avalos FI

08 Coleman

Click on Add

#### Category List

Sequence ▲	Category	Weight	Exclude	Drop Lowest (%)
1	Writing	5.0	<input type="checkbox"/>	<input type="checkbox"/>

Save | **Add** | Close

Type in the Category Name

(Examples: Homework Assignments Tests)

The **weight** 0.0

Change the Sequence (Optional)

Check the **Sections** you want for the category

### Category Detail

\*Name

Assignments

\*Weight

0.0

Sequence

0

Exclude from Calculation

Drop Lowest Score (%)

### Category Placement

Select which Sections will use this category

Teachers	Section	Term	<input checked="" type="checkbox"/>
EWING, SUSAN ANN	M8MA10-841 Math 8	Q1, Q2, Q3, Q4	<input checked="" type="checkbox"/>
	M8MA10-843 Math 8	Q1, Q2, Q3, Q4	<input checked="" type="checkbox"/>
	M8MA10-844 Math 8	Q1, Q2, Q3, Q4	<input checked="" type="checkbox"/>

Select which Standards will use this category

Save Delete Close

Check the **Grading Tasks** box (always use Quarter!!).

Click the **Save** button on the bottom

Repeat to add more categories

Click Close when you have all Categories

### Category Detail

Select which Standards will use this category

Abbr	Standards	<input type="checkbox"/>
WRKHBT	WORK HABITS (Effort, Engagement, Homework, and Responsibility)	<input type="checkbox"/>

Select which Grading Tasks will use this category

Grading Task	<input type="checkbox"/>
Weekly Eligibility Grade	<input type="checkbox"/>
1st Progress	<input type="checkbox"/>
1st Quarter	<input checked="" type="checkbox"/>
2nd Progress	<input type="checkbox"/>
2nd Quarter	<input type="checkbox"/>
3rd Progress	<input type="checkbox"/>
3rd Quarter	<input type="checkbox"/>
4th Progress	<input type="checkbox"/>
4th Quarter	<input type="checkbox"/>

Save Delete Close

## ADDING ASSIGNMENTS

Click on **Add**

The screenshot shows the Infinite Campus interface for a user named SUSAN. The top navigation bar includes the Infinite Campus logo, 'Campus Instruction', and the user name 'SUSAN'. Below the navigation bar, there are several menu items: Message Center, Planner, Grade Book, Attendance, and Roster. The main content area displays a table with columns for Term, Section, Task, and a 'Posted' status. The 'Term' is set to 'Q1 (08/11/15 - 10/09/15)', the 'Section' is '1-2) M8MA10-841 Math 8', and the 'Task' is '1st'. A '+ Add' button is highlighted with a red box. Below the table, there are buttons for 'Settings', 'Save', and 'Grade Totals'. The table itself has columns for 'Percent', 'Grade', and 'Rpt'. The first row of the table shows a student named '08 Arellano Solorzan...'.

Type in the **Name** of the Assignment  
 Type in an **Abbreviation**  
 Select the section and dates for the assignment

Assignment Detail

\*Name

\*Abbreviation

Add Notes

Section Placement

Section	Term	Active	Campus Portal	*Assigned	*Due	*GB Seq	Student Group
<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input checked="" type="checkbox"/> M8MA10-841 Math 8	Q1, Q2, Q3, Q4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	09/05/2015	09/05/2015	1.00	No Groups
<input type="checkbox"/> M8MA10-843 Math 8							
<input type="checkbox"/> M8MA10-844 Math 8							

Scoring Alignment Detail

Create scoring alignment(s) to Grade Book by selecting from the following choices:

Align to Grade Book

Standards

Delete Copy New Score Save Close

Under Grading Task select the **quarter**,

**the category**  
*(Writing on the right)*

**Marks**

**APS-Secondary SBGR**

**Total Points: 0**

Assignment Detail

standard scoring type  
 WRKHBT: WORK HABITS (Effort, Engagement, Homework, and Responsibility)  
 No Categories

Grading Tasks

Select which grading tasks get this assignment

Grading Task	Scoring Type	*Total Points	*Multiplier
<input type="checkbox"/> Weekly Eligibility Grade			
<input type="checkbox"/> 1st Progress No Categories			
<input checked="" type="checkbox"/> 1st Quarter	<input type="radio"/> Points <input checked="" type="radio"/> Marks	<input type="text" value="0"/>	<input type="text" value="1"/>
<input type="radio"/> Writing	*Assignment Marks <input type="text" value="APS - Secondary SBGR"/>		
<input type="checkbox"/> 2nd Progress No Categories			
<input type="checkbox"/> 2nd Quarter No Categories			
<input type="checkbox"/> 3rd Progress No Categories			
<input type="checkbox"/> 3rd Quarter No Categories			

Delete Copy New Score Save Close

Click **Score** if you want to enter grades

Click **Save** and then **Close** if you want to enter grades into the gradebook

Assignment Detail

\*Name

\*Abbreviation

Add Notes

Section Placement

Section	Term	Active	Campus Portal	*Assigned	*Due	*GB Seq	Student Group
<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input checked="" type="checkbox"/> M8MA10-841 Math 8	Q1, Q2, Q3, Q4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	09/05/2015	09/05/2015	1.00	No Groups
<input type="checkbox"/> M8MA10-843 Math 8							
<input type="checkbox"/> M8MA10-844 Math 8							

Scoring Alignment Detail

Create scoring alignment(s) to Grade Book by selecting from the following choices:

Align to Grade Book

Standards

Click on **blue arrows**

Grade Totals	Posted			In Progress			Categories
	Percent	Grade	Rpt Crd Comments	Points	Possible	Percent	Writing
							test Seq: 1.00 Due: 09/05 Writing Points: 0



You can add comments or click on these:

- T**--Turned in
- M**--Missing
- L**--Late
- I**--Incomplete
- CH**--Cheated
- X**--Exempt
- Dr**--Dropped

test: test

Seq: 1.00

Due: 09/05

Writing

Points: 0

0 0 0 0 0 0

T M L I Ch X Dr

Fill Scores/Comments

Multi Score

Student Submission