



Educational
Technology Service
Genesee Valley
Wayne-Finger Lakes

GRADE BOOK SETUP

For Infinite Campus

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Related Documents

- See online documentation and videos on the EduTech website:
<http://www.edutech.org/services.cfm?subpage=1827640>
- **Submitting Grades Using Grade Book:**
<http://www.edutech.org/files/1871822/ic-gradebook-submittinggrades.pdf>

Change History

Rev #	Date	Author	Section	Nature of Change
Draft	7/1/14	JHoag	All	Creation
1	7/29/14	JHoag	All	Finalized Content
2	11/19/15	JHoag	Related Documents	Added New Links
3	4/1/16	JHoag	Setting Up the Grade Book	Updated to reflect new location for the "Use Canned Comments" feature
4	8/30/17	JHoag	ALL	Updated to reflect the latest look and feel applied in RP.1729

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1 Executive Summary

This document was created to assist teachers with setting up the Infinite Campus Grade Book.

2 Audience

Staff assigned to teach courses where the Infinite Campus Grade Book is used to enter assignments and track grades.

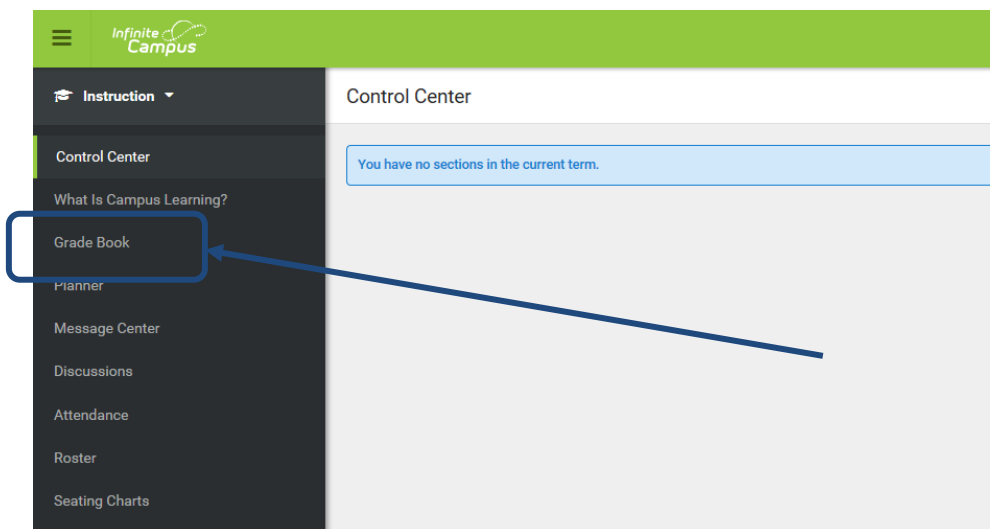
3 Introduction

This document was written to assist you with setting up the Infinite Campus Grade Book. It is fairly common for teachers to miss steps in the initial grade book setup process, which then creates issues later in the year when grades become due.

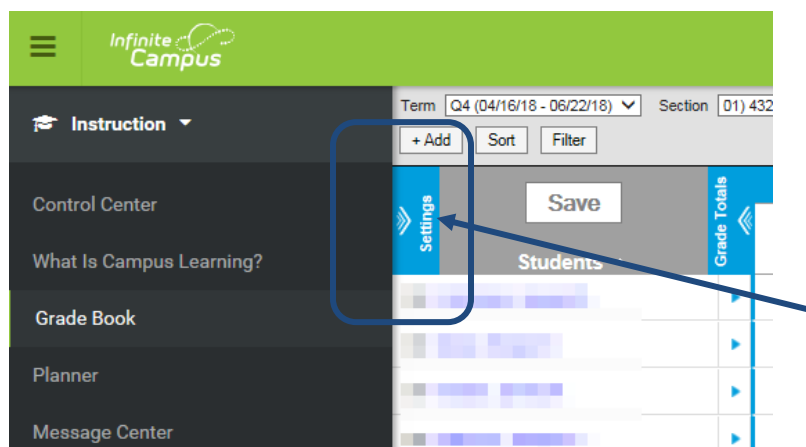
The intent of this document is to provide you with a set of instructions that you can follow at the beginning of each school year, to successfully setup grade books for each course you teach, and to avoid issues later in the year.

4 Setting Up the Grade Book

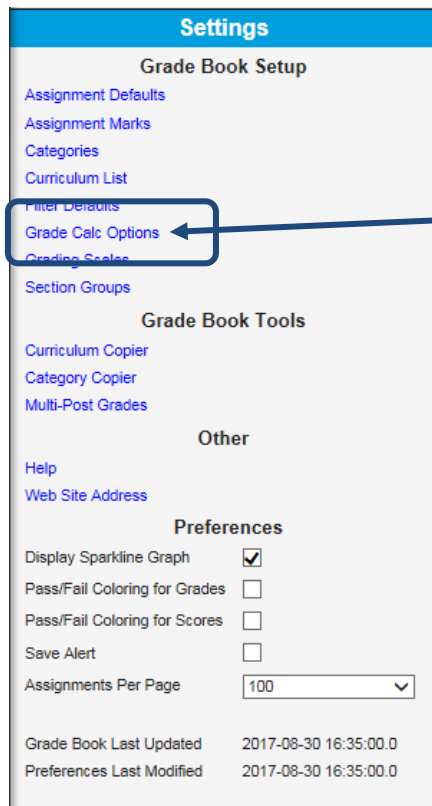
1. **Log into Infinite Campus** if you have not already – you should immediately see a list of modules on the left hand side of the screen
2. **Click “Grade Book”** on the left – a grade book will appear on the right displaying a list of students, and if it has not been setup, it will look something similar to the image below



3. Just above the list of students, click the **“Settings”** button as illustrated below – this will cause the “Settings” area to slide out from the left to the right



4. In the “Settings” area that now appears, click “Grade Calc Options”



Settings

Grade Book Setup

[Assignment Defaults](#)

[Assignment Marks](#)

[Categories](#)

[Curriculum List](#)

[Filter Defaults](#)

[Grade Calc Options](#)

[Grading Scales](#)

[Section Groups](#)

Grade Book Tools

[Curriculum Copier](#)

[Category Copier](#)

[Multi-Post Grades](#)

Other

[Help](#)

[Web Site Address](#)

Preferences

Display Sparkline Graph

Pass/Fail Coloring for Grades

Pass/Fail Coloring for Scores

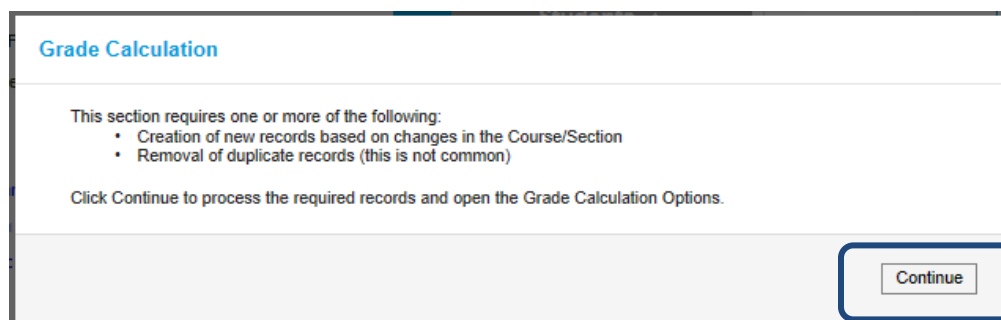
Save Alert

Assignments Per Page

Grade Book Last Updated 2017-08-30 16:35:00.0

Preferences Last Modified 2017-08-30 16:35:00.0

5. If you next receive a message similar to the following, it is safe to **just click Continue**, otherwise skip on to the next step



Grade Calculation

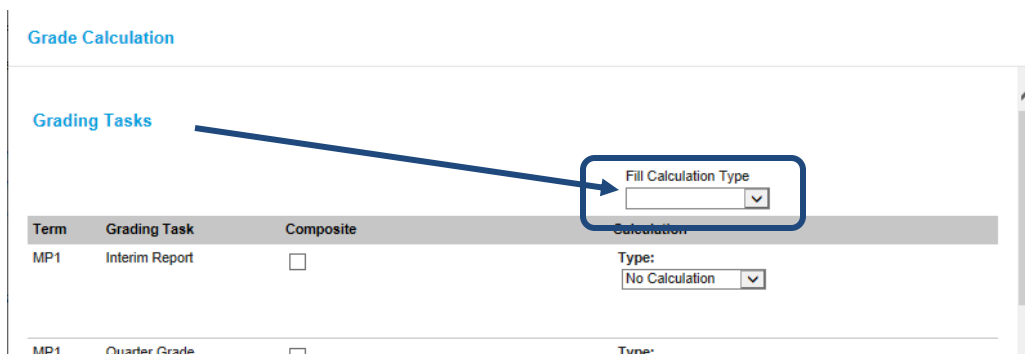
This section requires one or more of the following:

- Creation of new records based on changes in the Course/Section
- Removal of duplicate records (this is not common)

Click Continue to process the required records and open the Grade Calculation Options.

[Continue](#)

- On the next screen, change the “Fill Calculation Type” field that is currently blank to “In Progress Grade” – this field appears to the top most right side of the screen and is blank to start



***Hint: After changing the “Fill Calculation Type” in the previous step, the top portion of the screen will change to what is illustrated below. Notice now how an additional field has appeared and two check boxes. If this doesn’t happen, retrace your steps!*

Fill Calculation Type
 In Progress Grade

*Grading Scale:
 []

Weight Categories
 Use Score's % Value

Calculation
 Type:

- Change the “Grading Scale” field to “Numeric” unless all students in the class will be graded on some other type of scale (e.g. elementary and pass/fail courses are generally graded with an alpha or “Pass/Fail” scale)

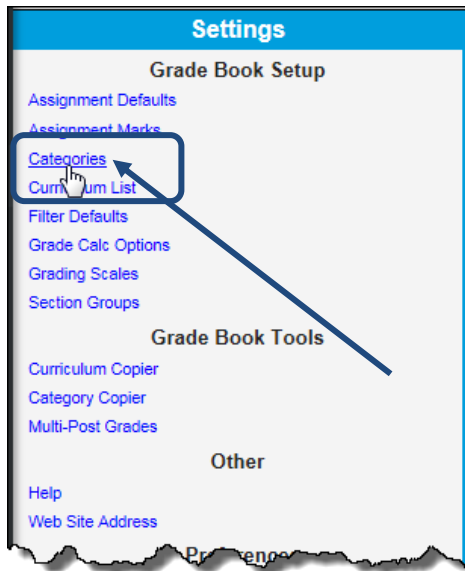
*Grading Scale:
 Numeric

- (Optional) Check the “Weight Categories” box if and only if you intend for the assignments you will create in the class, to be weighted depending on the type of assignment (e.g. homework assignments count 50% less than test grades)

9. Below click the “Save” button

The screenshot shows a form with three identical sections for setting calculation types. Each section includes a 'Fill Calculation Type' dropdown (set to 'In Progress Grade'), a '*Grading Scale' dropdown (set to 'Numeric'), and checkboxes for 'Weight Categories' (checked) and 'Use Score's % Value' (unchecked). The bottom section has a 'Save' button circled in blue, with a blue arrow pointing to it from the text above.

10. Next click the “Categories” link that appears back in the Settings area as illustrated below – the “Category List” screen will appear next

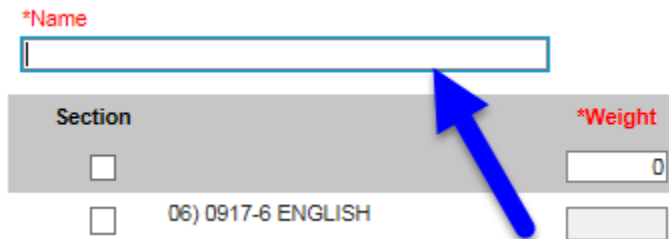


Hint: If you created Categories for courses in a previous school year, you may be able to use the “Category Copier” feature to create your categories. For more information on this feature, see the appendix of this guide.

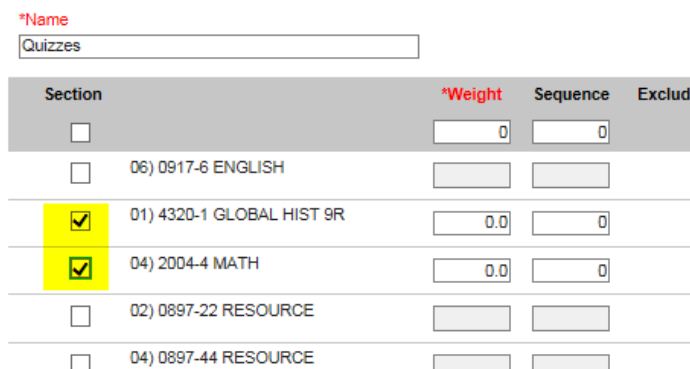
- On the “Category List” screen, **click the “Add” button** that appears in the lower right of the screen – the “Category Detail” screen appears



- In the “Name” field, type the name of the assignment category you would like to create – for example, one of the types of assignments you give to students might be “Homework”




- In the area just below, **check the “Section” checkbox** to the left of each of the courses that you want to create this category in:



14. Use the “Weight” field that appears to the right of each course you checked in the previous step, to type the weight the new category should have in each class in regard to the overall calculation of the students course average – if you do not weight categories, leave the value in the weight field as is (i.e. 0.0)

Section	*Weight	Sequence	Ex
<input type="checkbox"/>	0	0	
<input type="checkbox"/> 06) 0917-6 ENGLISH			
<input checked="" type="checkbox"/> 01) 4320-1 GLOBAL HIST 9R	0.0	0	
<input checked="" type="checkbox"/> 04) 2004-4 MATH	0.0	0	
<input type="checkbox"/> 02) 0897-22 RESOURCE			

 Although it is not a requirement to do so, it is generally best practice to make sure that the weights you enter for each category you create, add up to 100. So for example, if you had homework, tests, quizzes and projects, the value of the weights for each category could then be set as 20, 20, 20 and 20. The total of each category weight then would be 100.

15. (Optional) Enter a number into the “Sequence” field that appears further to the right, to indicate what order the category should appear, when it is displayed in various drop-downs throughout the grade book – by setting a sequence, you can override the default of displaying your categories in alphabetical order
16. (Optional) Check the “Exclude from Calculation” checkbox if any assignments that are associated to this category later in the grade book, should not be included in calculating the student’s course average.

*Name
Quizzes

Section	*Weight	Sequence	Exclude from Calculation	Drop Lowest Score (%)
<input type="checkbox"/>	0	0	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> 06) 0917-6 ENGLISH	25	0	<input type="checkbox"/>	<input type="checkbox"/>

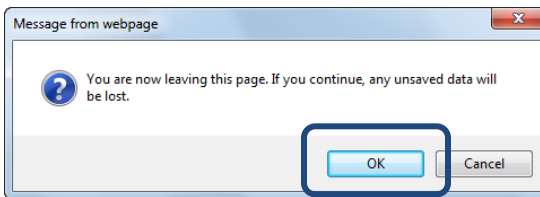
17. (Optional) Check the “Drop Lowest Score” checkbox if any assignments that are associated to this category later in the grade book, should automatically be dropped from the student’s course grade calculation assuming the grade they get for the assignment is the lowest of all assignments in this category.

18. Below click the “Save” button – you will be returned to the “Category List”

Section	*Weight	Sequence	Exclude from Calculation	Drop Lowest Score (%)
<input type="checkbox"/>	0	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> 06) 0917-6 ENGLISH	25	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> 01) 4320-1 GLOBAL HIST 9R	25	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> 04) 2004-4 MATH			<input type="checkbox"/>	<input type="checkbox"/>

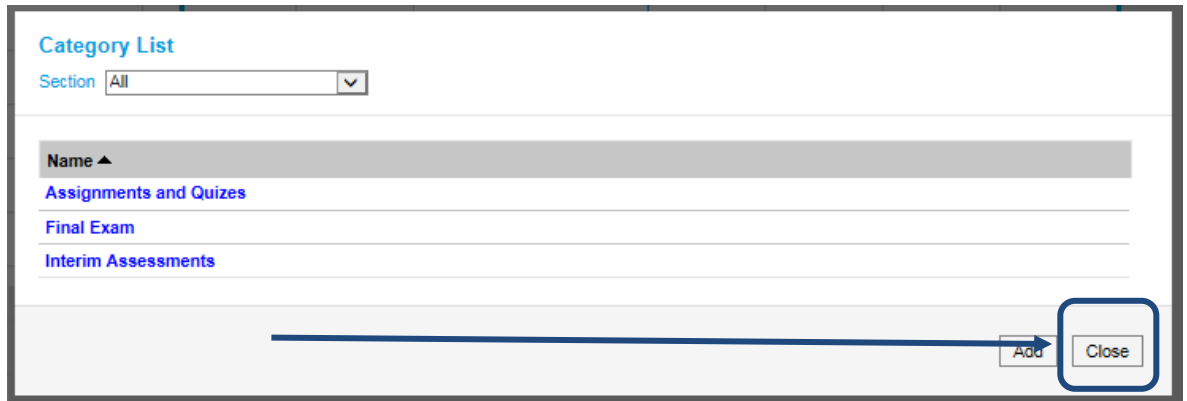


It is fairly normal to receive the following message after clicking “Save”. If you do, simply click OK to the message and continue on to the next step.

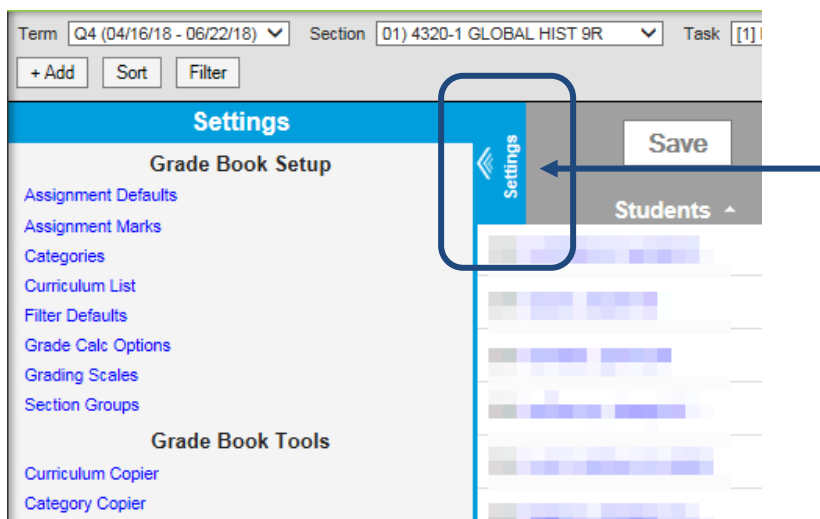


19. Repeat steps 11 through 18 as many times as needed, until you have created all of the categories you need for the course(s) you are setting the grade book up for, then continue to the next step

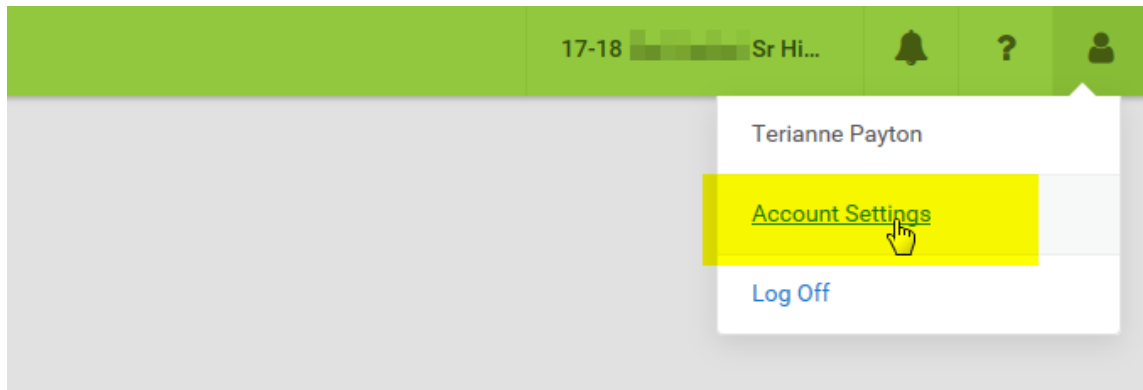
20. To finish the process of creating Assignment Categories, next **click the “Close” button** that now appears



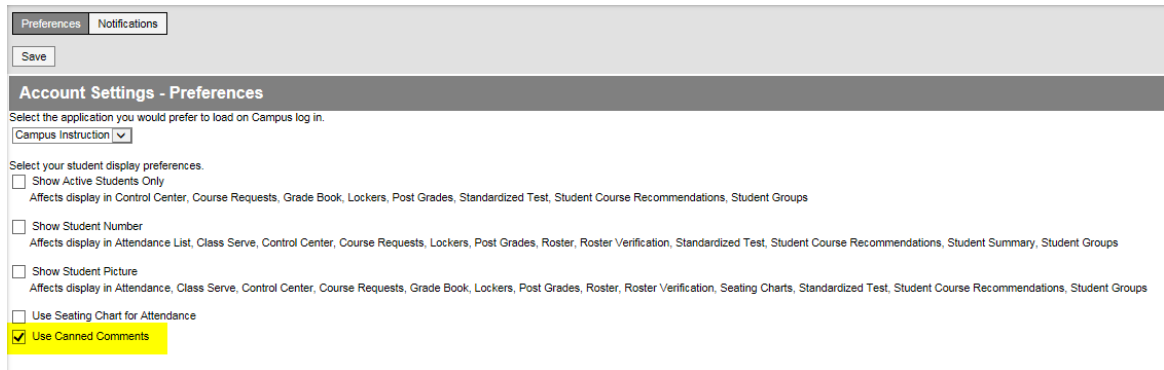
21. **Click the “Settings” button** to slide the grade book “Settings” page back to the left out of the way



22. In the top right hand corner of the screen, **click the “Person Icon”** as illustrated below and from the menu that appears **click “Account Settings”**



23. **Check the “Use Canned Comments” checkbox** that appears in the list of settings on the right side of the screen as illustrated below



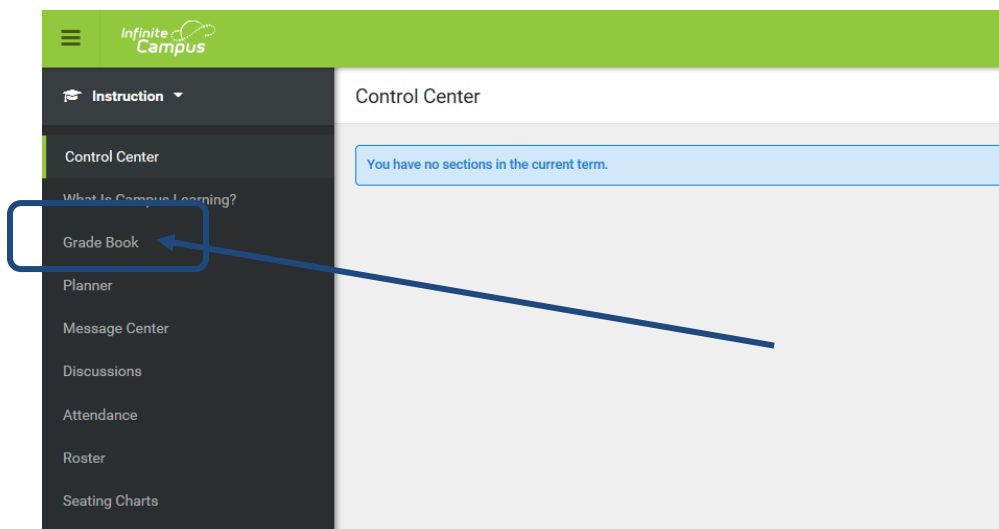
24. **Click the “Save” button** just above to save your changes and to complete the process of setting up your grade book.

5 Appendices

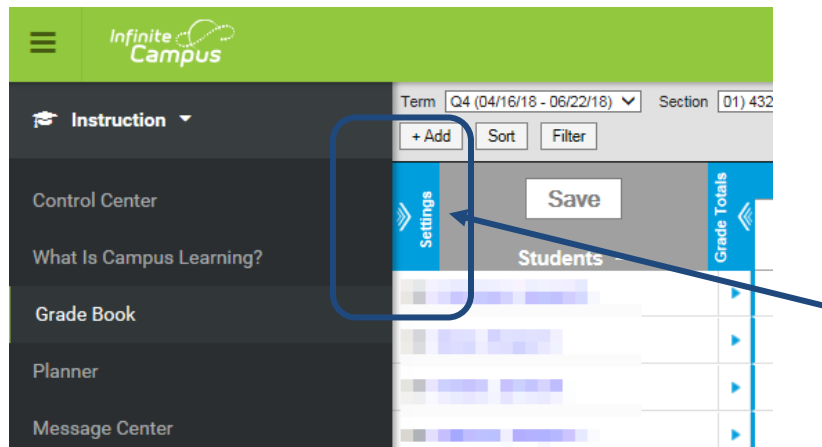
5.1 Using the Category Copier

The following steps will assist you copying categories that you might have created in previous year for the any courses you taught in that year. You will not be successful at using the “Category Copier” to bring in categories from another course into another school year, unless you actually were assigned to at least one course in a school year prior to today.

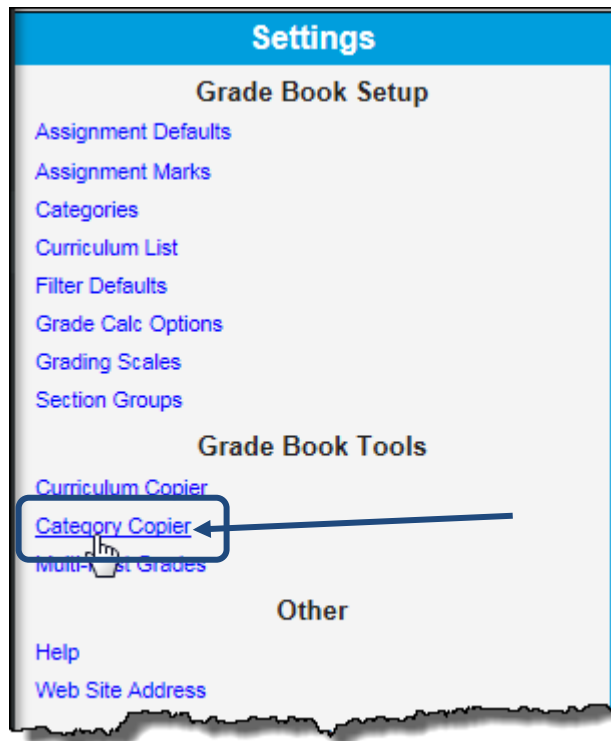
1. **Log into Infinite Campus** if you have not already – you should immediately see a list of modules on the left hand side of the screen
2. **Click “Grade Book”** on the left – a grade book will appear on the right displaying a list of students, and if it has not been setup, it will look something similar to the image below



3. Just above the list of students, click the **“Settings”** button as illustrated below – this will cause the “Settings” area to slide out from the left to the right



4. In the “Settings” area that now appears, click “Category Copier” – the “Category Copier” screen appears



5. On the right hand side of the screen, change the “Copy from” field to a **prior school year** – again in order for this function to work you must have taught at least one course in at least one school year prior to today.

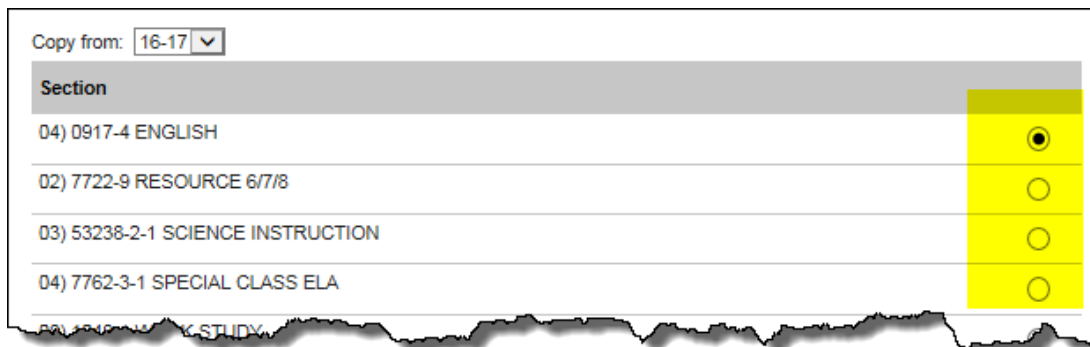
Category Copier

The Category Copier is used to copy assignment categories from one section to others.

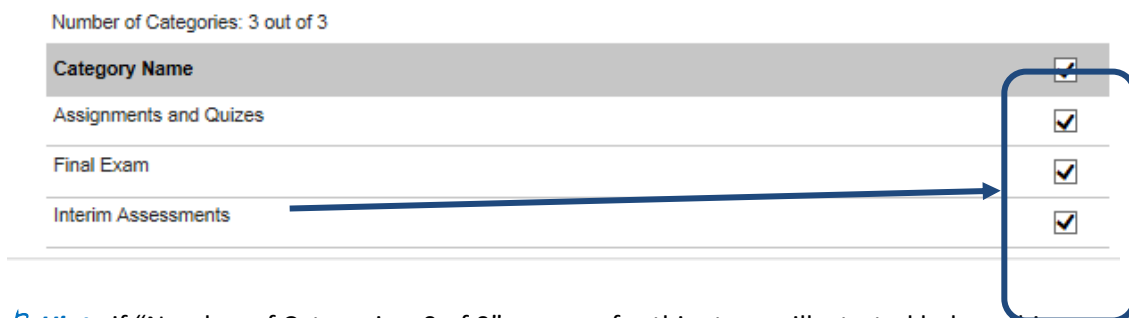
Copy from: 16-17 ▼

Section	
04) 0917-4 ENGLISH	<input checked="" type="radio"/>
02) 7722-9 RESOURCE 6/7/8	<input type="radio"/>

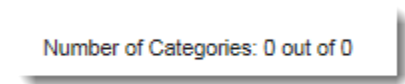
- 6. Just below **mark the section you wish to copy categories from** using the radio button that appears to the right of the course name to select it



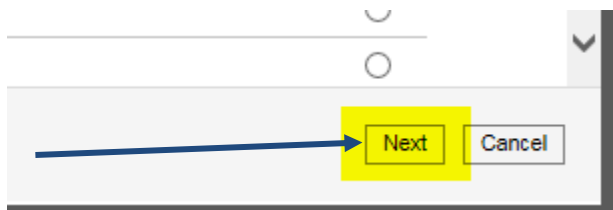
- 7. Scroll to the bottom of the screen, and **check the categories that you wish to copy** into this years grade books



Hint: if “Number of Categories: 0 of 0” appears for this step as illustrated below, this means that the section you chose did not have any categories setup in it the school year you chose previously



- 8. Click the “Next” button that appears to the lower right of the screen to continue to the next step



9. On the next screen, **select the course(s) that you wish to copy the categories into** for this year to by checking the checkbox that appears to the far right of each course as illustrated below

Select section(s) to copy to.

Section	
16-17 Middle	<input type="checkbox"/>
02) 7722-9 RESOURCE 6/7/8	<input type="checkbox"/>
03) 53238-2-1 SCIENCE INSTRUCTION	<input checked="" type="checkbox"/>
04) 0917-4 ENGLISH	<input checked="" type="checkbox"/>
04) 7762-3-1 SPECIAL CLASS ELA	<input type="checkbox"/>
08) 1048-1 WORK STUDY	<input type="checkbox"/>
16-17 High	
01) 4320-1 GLOBAL HIST 9R	<input type="checkbox"/>
02) 0897-22 RESOURCE	<input checked="" type="checkbox"/>
03) 2004-1 MATH	<input checked="" type="checkbox"/>
04) 0897-44 RESOURCE	<input type="checkbox"/>

10. Below click the **“Copy”** button to complete the process of copying categories

A screenshot of a dialog box with a title bar and a close button (X) in the top right corner. Below the title bar, there are three buttons: 'Back', 'Copy', and 'Cancel'. A mouse cursor is positioned over the 'Copy' button, indicating it is being clicked.