



# Teacher Guide

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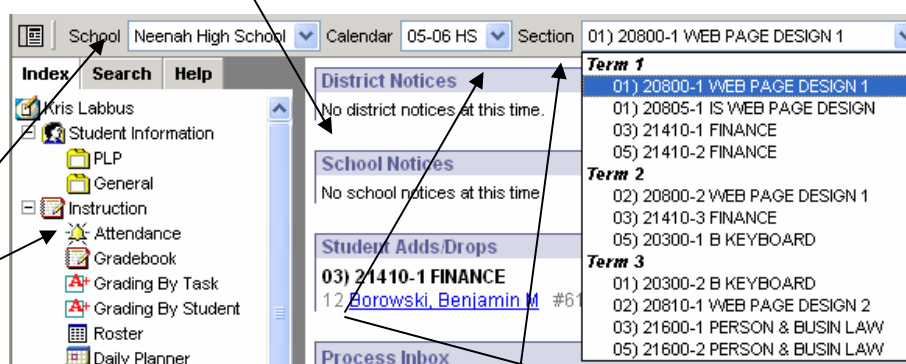
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## How to See the Schedule (Status Bar Information)

1. *Instruction > Attendance*
2. Click the *Index* tab to get to the home page of the Campus Grade Book.
3. District and High School Notices will be listed.



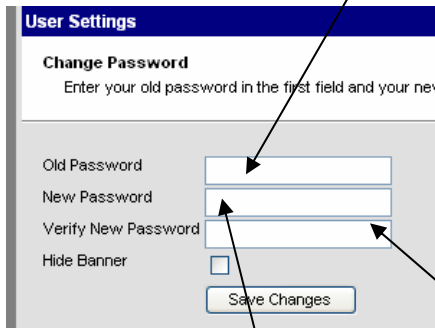
4. Schedule—click on the “Section” pull down menu to see Semester/Quarter schedules.
5. Attendance—click on “Attendance under “Instruction. Attendance can be taken in alphabetical (no student pictures), alphabetical (with student pictures), or using the seating chart created under “Admin.”
6. Year —click on the “Year” pull down menu to see other past school year information in the gradebook.
7. School—click on “School” to access the gradebook from another school.

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## How to Change the Password

1. *Instruction > Account Settings*
2. Type in the old password.



**User Settings**

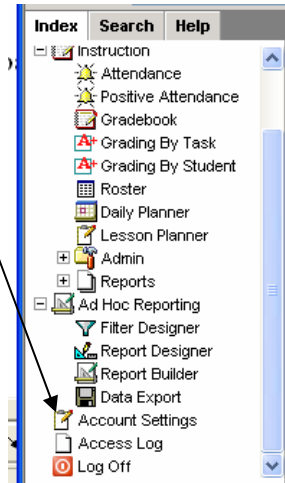
**Change Password**  
Enter your old password in the first field and your new

Old Password

New Password

Verify New Password

Hide Banner



3. Type in the new password.
4. Verify it.
5. Click *Save Changes*.

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## How to Take Attendance

1. *Instruction > Attendance*
  - a. *Present* is default.
  - b. The Attendance Office enters the excuse. Excuses do not need to be entered.
  - c. Comments—enter a comment if relevant and appropriate. I.e. "student is tardy for the third time in a row", etc.
  - d. Click *Save* to submit. Infinite Campus will give a pop-up reminder after attendance has been saved two times.
  - e. Take attendance ASAP—preferably within the first 20 min. of each class. Please do not wait to take attendance until the end of the day or two hours later. Attendance should be taken every period.
  - f. Take Attendance by Seating Chart—Click "Display Standard Seating Chart." To have the seating chart be the default in attendance, click Admin > Preferences > Use Seating Chart for Attendance > Save.

The screenshot shows the Infinite Campus interface. The left sidebar contains a menu with 'Attendance' circled in red. The main window shows a toolbar with 'Save' and 'Display Standard Seating Chart' buttons, both circled in red. Below the toolbar is a table with the following columns: Student Name, P, A, T, Excuse, and Comments. The table contains three rows of student data:

Student Name	P	A	T	Excuse	Comments
21410-1 FINANCE No Image Available 12 Andersen, Martin H	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
No Image Available 11 Calder, Stephanie K	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
12 Gagnon, Anthony L	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		

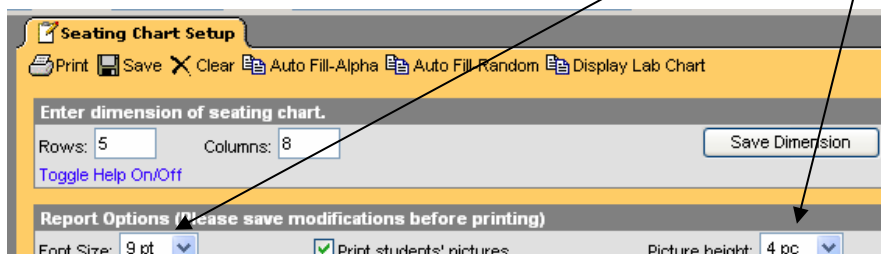
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## How to Set Up a Seating Chart

1. *Instruction > Admin > Seating Chart Setup*
2. Three ways to create a seating chart:
  - a. Auto Fill-Alpha
  - b. Auto Fill-Random
  - c. Display Lab Chart

**Note:** Up to two seating charts for the same class may be created—1) Classroom seating chart; and 2) Lab seating chart.
3. Custom seating charts can be set up by choosing the number of rows and columns for the classroom or lab.
4. Click on each pull down menu to choose the name of the student for a particular seat.
5. Click *Save Dimension* to save seating chart layout.
6. Making Seating Changes—delete the student from his/her current seat (scroll up to the top of the student list to find the “blank” for that particular seat). Click where the new student should be placed. Delete the student that is currently placed there. Now insert the new student by clicking on the pull-down menu and re-selecting the new student.
7. Click *Save*.
8. Print student pictures in the seating chart—Check (✓) *Print students' pictures*.
9. Select the picture height and font size needed. (This will assist in making adjustments for having the seating chart print on one page.)
10. Click *Save*.
11. Click *Print* in the Seating Chart Setup panel.

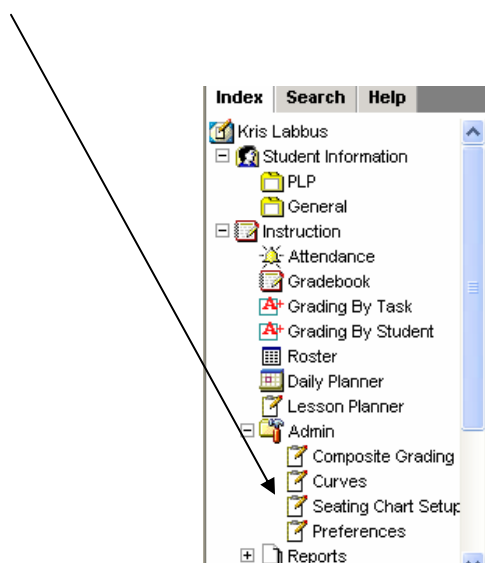


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## How to Set Up the Grade Book

1. Click the first class to be set up by selecting it up on the status line.
2. Click the pull down menu for *Section*.
3. Instruction > Admin. A list for various settings should appear.



4. Composite Grading-- will not be used in our district
5. Grading Scales —will need to use one of the choices
6. Seating Chart Setup—create seating charts for use in attendance and/or labs and classrooms.
7. Preferences—set up how the gradebook is to be controlled.

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## How to Set Up the Grade Book—Groups

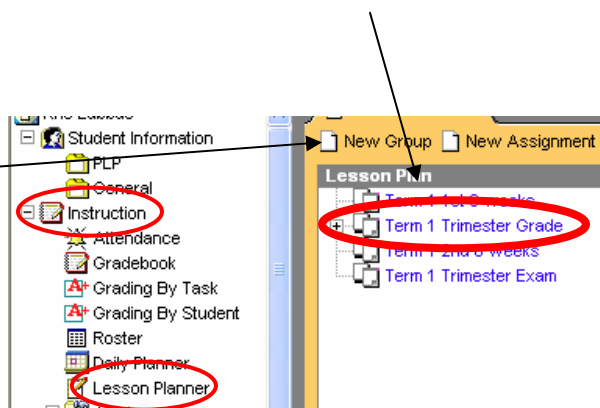
Groups are established so that assignments can be entered into them. Examples include: oral presentations, homework, participation, projects, tests, etc.

**\*\*When entering and setting up for groups for the first time, make sure to select the appropriate grading period for all the groups/grades.**

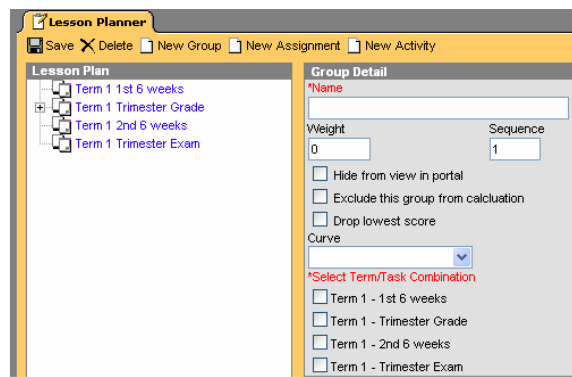
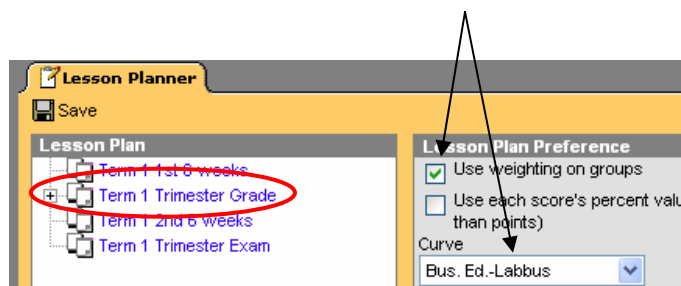
1. *Instruction > Lesson Planner*

2. Click *New Task Group*.

3. Type in the Group Name; i.e., projects, tests, etc.



4. Type in the Group Weight; i.e. projects – 40%; participation = 10%, etc. **Please note:** if this line is not appearing on the screen, click once on the *Term* on the left-hand side of this screen (Term 1 Trimester Grades, etc.) and Click on *Use weighting on groups*, select the *Grading Curve*, and click *Save*. Then come back and click on *New Group* to continue setting up the groups.



a. *Sequence* -- if the appearance order of the groups needs to be changed, this also determines how the groups will appear in the gradebook and on printed reports.

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### How to Set Up the Grade Book—Groups (cont)

- b. Hide from Gradebook preview-- only if a particular Group doesn't need to be displayed to parents or students via the portal.
  - c. Exclude this group from calculation-- if a grade/assignment needs to be entered into this group, but should not be calculated in the current grade. For example, keeping track of bringing gym clothes to school everyday, or goggles to lab, etc.
  - d. Drop lowest score-- if you wish to do this within your grading system.
  - e. Select *Term/Task Combination* for what grading period/term needs to be set up.
  - f. Click *Save*.
  - g. All Groups created should appear in a list.
    - a. Change the order of groups by changing the sequence numbers.
    - b. Groups are printed on reports in the order they appear on the list.
5. Groups must be set up for each class. At least one group needs to be set up even if the intended use is straight points. Call the group *Total Points*.
6. Other notes:
- a. Click *Delete* to get rid of a group that is not needed.
  - b. Click *New Activity* for any kind of un-graded venue that needs to be included in the gradebook.

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## How to Set Up the Grade Book—Groups (cont)

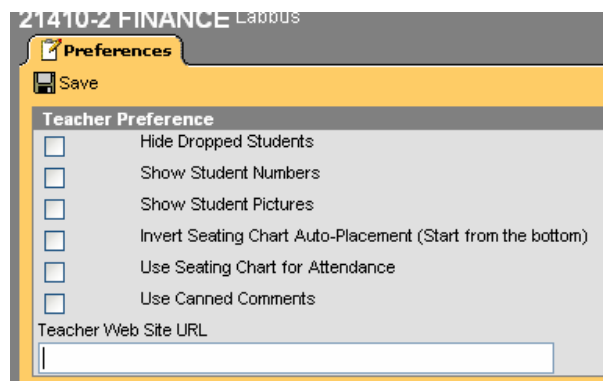
- c. Click *New Assignment* to begin entering assignments into the gradebook.

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## How to Set Up the Grade Book—Preferences

**Preferences have to be set up for each class, and cannot be copied.**

1. *Instruction > Admin > Preferences*
2. *Hide Dropped Students*—check (✓) hide dropped students on the class list. If this is not “checked”, dropped students will appear in red in the gradebook.
3. *Show Student Numbers*—Check (✓) to have Student ID numbers listed on all student and gradebook printouts.
4. *Show Pictures*—If Checked (✓), student pictures will appear in both the gradebook and the roster.
5. *Invert Seating Chart Auto-Placement (Begin from the bottom)*—Check (✓) if seating chart needs to be inverted (or reversed).
6. *Use Seating Chart for Attendance*—Check (✓) to see the seating chart come up as the default for taking daily attendance.
7. *Use Canned Comments*—Check (✓) to use the computer-generated comment list for reports cards
8. *Teacher Web Site URL*—enter the exact web site address for your own teacher web site.
9. Remove percentage and calculations when using Standards - will not need unless using standards based grading.
10. Mass Assign to multiple classes - click to check all classes to apply these settings to.



Click Save to save your Preferences.

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## Lesson Planner: How to Enter and/or Delete An Assignment

### Enter an Assignment

1. *Lesson Planner > New Assignment*
2. Click *New Assignment* at the top of the screen.

3. Fill in assignment information. Anything in **red** is required to be filled in.

- a. Assignment Name—this name will appear on all grade book printouts and will be present when it is moused over in the gradebook.
- b. Abbreviation—Type one that describes the assignment and that is short—max 5 characters. This abbreviation will appear as the heading for each assignment in your grade book. For example: Tst10.

- c. Groups--Click on the pull-down menu and select the Group intended for that particular assignment. For Example: Tests/Quizzes, Homework, etc.

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## Lesson Planner: How to Enter and/or Delete an Assignment (cont)

### Enter an Assignment (cont)

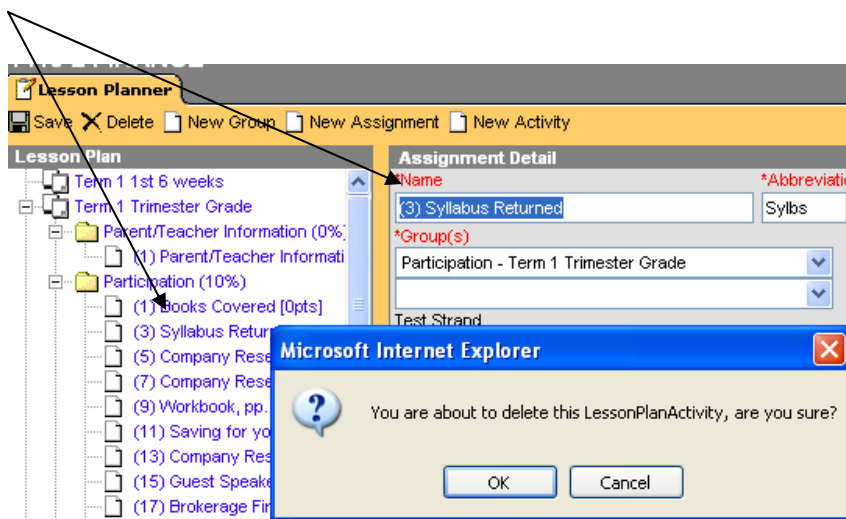
- e. *Total Points*—Enter in the total points available. **Handling Extra Credit:** Enter “0” in the total points box of the Lesson Planner when creating a group for Extra Credit. When the grades are being entered into the Gradebook, enter points just for those students who have earned extra credit. If a zero is entered for those who have not earned it, this will cause the grade to go down, so leave those blank.
- f. *Due Date*—Enter in the appropriate due date by either typing it in or clicking on the calendar icon to select the date. This can be changed at any time. If sequence numbers are not being used, all assignments will be listed according to the due date.
- g. *Assigned Date*—Enter in the appropriate assigned date by either typing it in or clicking on the calendar icon to select the date. This may be changed at any time.
- h. *Active*—Check (✓) the box if the assignment needs to be active and calculated into the gradebook grade. If the assignment should not be active within the gradebook, uncheck it.
- i. *Hide Portal*—Check (✓) the box if the assignment should be hidden from the parent portal. It will still calculate in the grade, but will not be shown.
- j. *Multiplier*—Leave this at “1” if “Weighted grades” is chosen when the term is clicked. (See page 9 for group weighting.) If straight points are being used, grades may be weighted individually. For example: If each of the daily assignments is worth 10 points, and tests should be weighted so that each one is worth 30 points (or 3 x’s what a daily assignment would be worth), change the weight to 3. **Or** leave this at “1” and calculate everything normally.

## Lesson Planner: How to Enter and/or Delete an Assignment (cont)

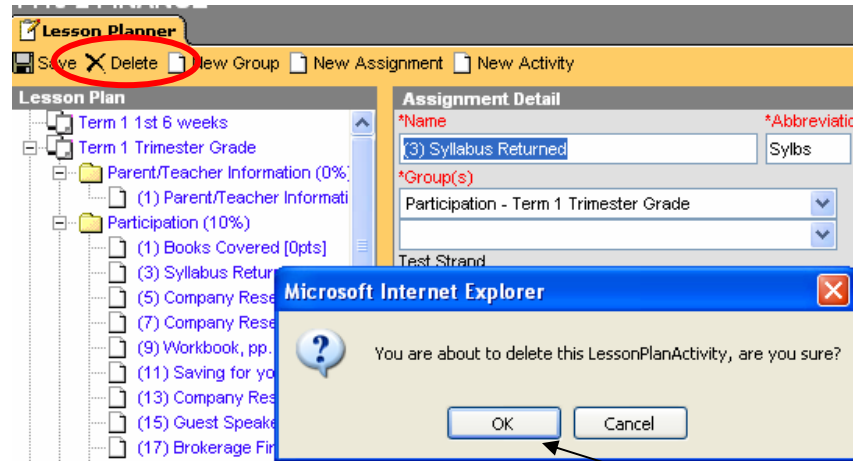
4. *Sequence*—Leaving this at “1” will list the most current assignment in the grade book within each group according to due date. If the assignments should be listed so that the most current is at the end of your grade book, change/ increase the sequence by one. For example, 1, 2, 3, 4...etc.
5. *Description*—Optional—Use this to enter an assignment description, a reminder to yourself or students, or for extra credit. For example: Includes Extra Credit 3 points. The more descriptive an assignment is, the more parents understand it when read in the parent portal.
6. *Objectives*—Optional—can be used to list course objectives.
7. *References*—Optional—can be used to list course resources and references.
8. Click *Save*.

### Delete an Assignment

1. *Instruction > Lesson Planner*
2. Click on the assignment that should be deleted from the gradebook.



## Lesson Planner: How to Enter and/or Delete an Assignment (cont)

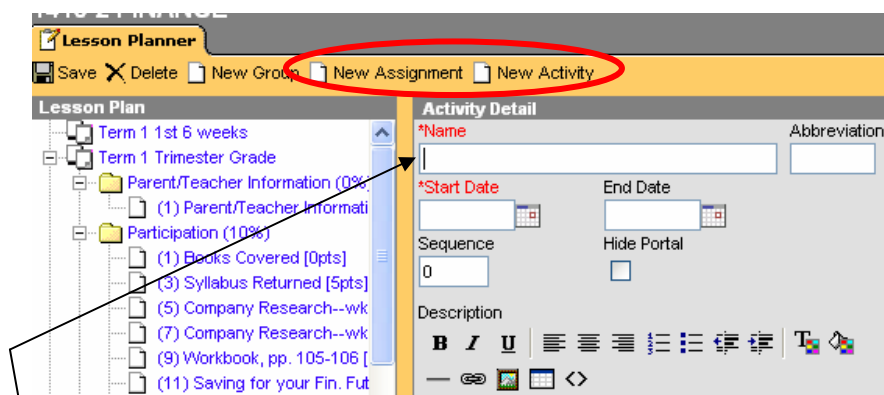


3. Click on the "Delete" command at the top of the Lesson Planner window. IC will ask if to see if this assignment needs to be deleted. It will also warn that if this is done, student scores that are with listed that assignment will also be lost.
4. To carry out the deletion, click *OK*. Click *Cancel* to exit this process and stop the deletion.

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## Lesson Planner: What is the Difference Between a New Assignment and a New Activity

1. Instruction > Lesson Planner

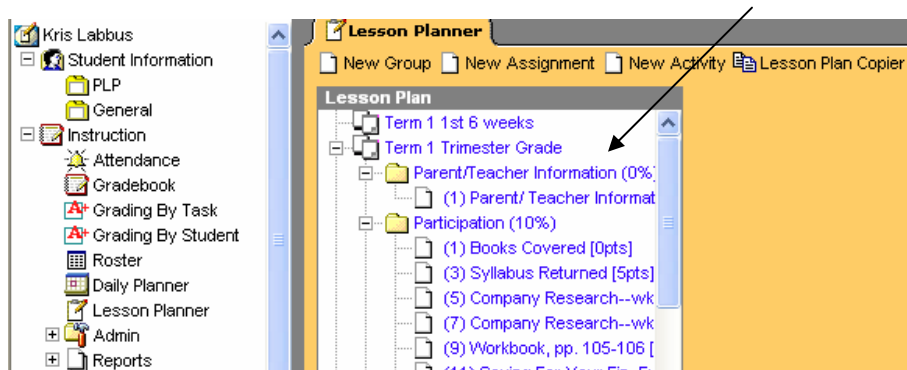


- a. New Assignment—a graded event/assignment to be seen in the lesson planner, gradebook, and on the parent portal.
- b. New Activity—An nongraded event/activity that will be taking place over a range of dates. For example: doing library research for a week. An activity would be added in the same way a new assignment would be added. It would appear with the group to which it was attached (only if *one* group is being used). *If many groups are used, the activity will appear only in the Lesson Planner.*

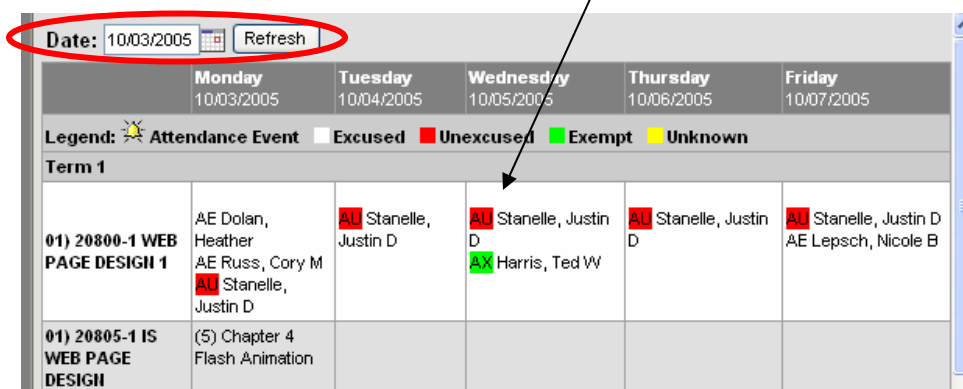
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## What Is The Difference Between Lesson Planner And Daily Planner?

1. Lesson Planner is the place where groups, assignments, and activities are entered into the gradebook.



2. Daily Planner can take the place of the Lesson Plan Book. It plots all the assignments and activities entered into the Lesson Planner on a weekly calendar according to due dates. It also plots students who have been tardy or absent so they can be seen visually when a student was absent from the class and for what reason.



3. By changing the Date at the top of the Daily Planner, information can be found by going forward and backward to find and use information for the lessons and grading.

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## GradeBook: How to Enter and Edit Student/Class Scores

1. *Instruction > Gradebook*
2. Enter / Edit Scores—Find the assignment to be scored in the gradebook. Assignments will be listed along the top section of the gradebook. If weighted groups are being used, the weighted groups will be listed. The assignment entered will be located within the specific group set up in Lesson Planner.
3. Click on the appropriate row for the student name and the column assignment. Where the row and column intersect is called a cell and will be highlighted in yellow. Begin entering or editing student scores. Notice that the gradebook can be scrolled left to right and top to bottom to see student grades. Weighted groups can also be expanded or condensed to see even more of the gradebook by clicking on the "+" or "-" for each group.

Parent/Tea...	%	Print [0]	%	Book [5]	Co. B [5]	Co. B [5]	Int.A [15]	Int.A [10]
<b>Show Grade Totals</b>								
Select a task:								
1 - Trimester Grade								
Student								
11 Biedermann, Patrick G		X	9.92	0	0	0	0	10
12 Dvorachek, Sarah B		X	103.57	5	5	5	15	10
12 Ebben, Amanda R		X	105.16	5	5	5	15	10
12 Glennon, Kristin C		X	87.70	5	5	5	15	10

Grades can be “locked in” by either pressing Enter or clicking on another column to enter a grade. Press Enter after the last student grade is entered. Failure to do so will result in the last grade not being recorded. Do this whether scores are entered individually or by fill.

4. Click *Save*.

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### GradeBook: How to Enter and Edit Student/Class Scores (cont)

5. Additional Codes L, C, M, I can be found by right-mouse clicking on a student's point grade.

**Late**—marks the grade box with a blue triangle in the lower right corner of the grade box and the grade showing in red. The grade box will also be shaded gray. Any number grade can be entered here depending on the grading philosophy for late work.

**Exempt**—shades the student assignment grade box gray, and no colored triangle in the corner. Note: Entering an "X" or right clicking and selecting **Exempt** will cause the assignment to be totally taken out of consideration and will not have a score. This will have no effect on the grade and will not be printed on the grade report. Entering "XX" or "EX" will Exempt the grade from being calculated, but will allow it to be printed on the grade report.

**Missing**—calculates as a zero in the grade book and is marked by a blue triangle in the lower right corner of the grade box.

**Incomplete**—calculates as a zero in the grade book and is marked by a blue triangle in the lower right corner of the grade box.

**Cheating**—calculates as a zero in the grade book and is marked by a blue triangle in the lower right corner of the grade box.

**Dropped**—indicates a darkened box for the student's grade.

0	5	5	5	20	11	22	14
5	5	5	5	Zachary - (6) Guest Speaker Quest.--Kim			
5	5	5	5	Edit comment			
5	5	5	5	<input type="checkbox"/> Late			
5	5	5	5	<input type="checkbox"/> Exempt			
5	5	5	5	<input type="checkbox"/> Missing			
5	5	0	5	<input type="checkbox"/> Incomplete			
5	5	5	5	<input type="checkbox"/> Cheated			
0	5	0	7	<input type="checkbox"/> Dropped			
5	5	5	8				

- More than one code may be entered for the same student.
6. Click *Save*.

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## The Difference Between the Yellow and Green Columns in the Gradebook

1. **Yellow columns**—Indicate the student's current cumulative grade in a class at that time.

Hide Grade Totals									
Select a task:									
1 - Trimester Grade									
Student	Pts	Poss	%	Grd	%	Grd		Pmin [0]	PmSI [0]
10 Appel, Stephen R	380.00	397.00	89.08	B+				E	XX
12 Belling, Brittany M	266.00	347.00	65.87	D				E	XX
12 Dolan, Heather	372.00	397.00	90.70	A-				E	X
12 Dorschner, Matthew A	355.00	397.00	96.30	A				E	X
10 Durocher, Clay R	321.00	367.00	91.21	A-				E	XX
11 Febo, Melissa S	380.00	397.00	90.56	A-				E	X
11 Harris, Ted W	289.00	367.00	76.66	C				E	X
10 Hoglund, Kevin M	233.00	367.00	59.02	F				E	X

2. **Green columns**—Indicate the student's grading period grade (1<sup>st</sup> 5 weeks or Quarter) grade. There should not be a grade in these columns until the posting process has taken place.
3. **Hide Grade Totals**—Click on the Yellow "Hide Grade Totals" bar To hide the yellow and green columns and expand the student gradebook.

Show Grade Totals										
Select a task:										
1 - Trimester Grade										
Student	%	Pmin [0]	PmSI [0]	%	Sylls [5]	WebEv [5]	Navig. [25]	%	WebEv [20]	Ch3Re [25]
10 Lichtfuss, Ryan A		E	XX	94.29	5	3	25	95.15	20	23
11 Loos, Nathan K		E	XX	57.14	5	5	10	90.31	20	25
11 Oshesky, Joshua J		E	X	100.00	5	5	25	76.65	20	10
11 Rohde, Daniel J		E	XX	102.86	5	5	26	63.44	20	15
11 Russ, Cory M		E	X	14.29	5	0	0	30.84	20	0
11 Schott, Eric A		E	X	100.00	5	5	25	88.99	20	25
10 Skoriński, Jordan R		E	X	100.00	5	5	25	92.07	20	25
12 Stanelle, Justin D		E	XX	14.29	0	5	0	30.84	20	25
11 Wismans, Joshua J		E	XX	100.00	5	5	25	63.88	20	22

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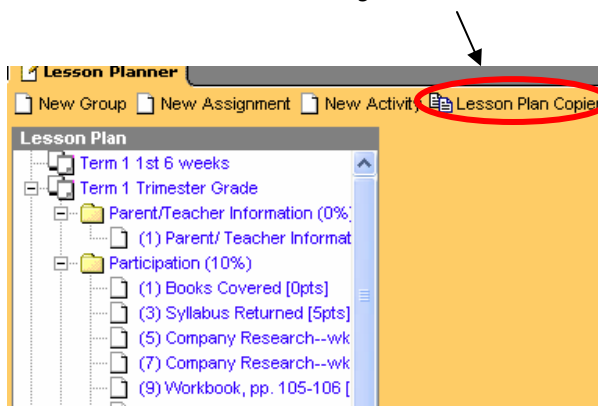
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## How to Copy All Assignments and Groups to Another Section/Class (Lesson Plan Copier)

Lesson Plan Copier is used to copy an entire lesson from one section to other sections that have no groups or assignments. Only sections that have no groups or assignments will be available to be selected from the list.

To copy only a few lessons, use the Group Copier function.

1. *Instruction > Lesson Planner.*
2. After an assignment has been created, copy it into other sections of the same class that will be taught later. For example, an assignment created in a Semester/Quarter 1 class can be copied into a Sem/Qtr 3 class so that the grade book for Sem/Qtr 3 will be set up with the same assignments, groups and points that are being used in the Sem/Qtr 1 class. The only change that needs to occur is changing the assigned and due dates.
3. Click on *New Assignment* and enter the new assignment information.
4. Click *Save*.
5. Click on *Instruction > Lesson Planner* again.
6. Lesson Plan Copier should be available on your screen.



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## How to Copy All Assignments and Groups to Another Section/Class (Lesson Plan Copier) (cont)

7. Click on only the sections that need to have assignments copied into them. **Please note:** be sure to pick the correct school year and sections that need to be copied to. This process can only be used one time.

8. Click *Copy Lesson Plan*. Scroll down to find this.

9. All the groups from the previous class appear and are ready to be copied forward into the new class.

If all groups should be copied into the new class along with their corresponding assignments, do not check anything.

The term/task should state the new Term being are copying to. If it does not, click on the pull-down menu arrow and select the new term.

10. Click *Update Groups*.

11. Check the sections to be sure everything was copied correctly.

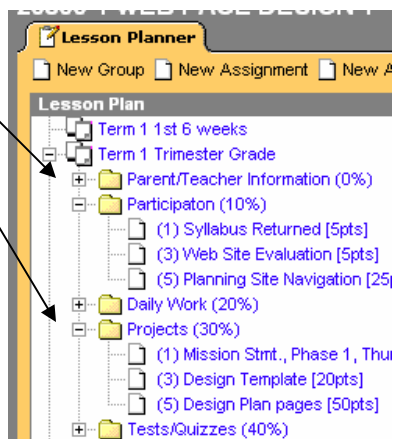
Delete	Name	Old Term/Task	Term/Task
<input type="checkbox"/>	Parent/Teacher Information		Term 3 - Trimester Grade
<input type="checkbox"/>	Participaton		Term 3 - Trimester Grade
<input type="checkbox"/>	Daily Work		Term 3 - Trimester Grade
<input type="checkbox"/>	Projects		Term 3 - Trimester Grade
<input type="checkbox"/>	Tests/Quizzes		Term 3 - Trimester Grade

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## How to Copy Individual Assignments to Another Section/Class (Group Copier)

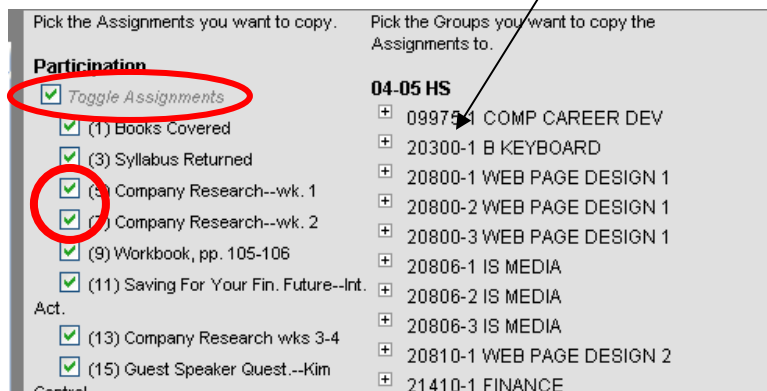
Use to copy the assignments selected from the list and copy them to the groups selected from other Sections being taught.

1. *Instruction > Lesson Planner*
2. Click on the Group that contains the individual assignments to be copied. (Click the folder to expand)



Now click on "Copy Assignments"

3. Click on Toggle Assignments to de-select all assignments within that group.
4. Select the assignments on the left side of the list to be copied by clicking in the box in front of each.
5. Select what year, classes/sections to be copied to by clicking on the "+" sign in front of those sections.

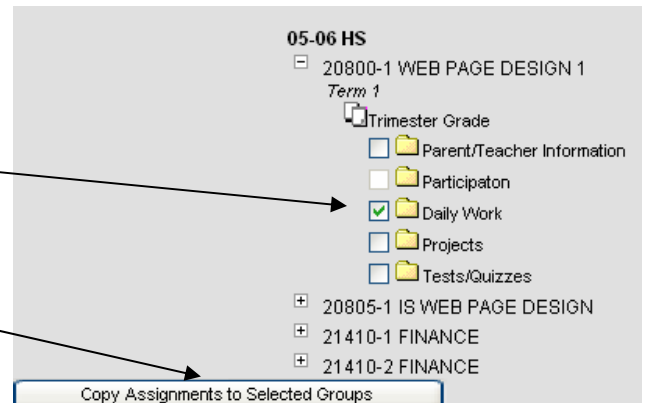


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## How to Copy Individual Assignments to Another Section/ Class (Group Copier) (cont)

6. Click in front of the group of the assignments needing to be copied to.
7. Click the *Copy Assignments to Selected Groups* button.
8. Check to see that the Assignments were copied into the correct sections and groups.



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## How to See and Use Roster Information For Students in a Particular Class

1. *Instruction > Roster*
2. Click on the name of the student for additional information.
3. A new screen appears displaying a series of tabs.

Name	Student
12 Baldauf, Katherine M	
11 Casperson, Adam C	
12 Dietz, Jake R	
12 Eake, Rachel J	
11 Ertl, Michael K	
10 Fredrick, Michael S	
11 Harvey, Mindy	
12 Hedman, James R	
12 Holcomb, Cory M	

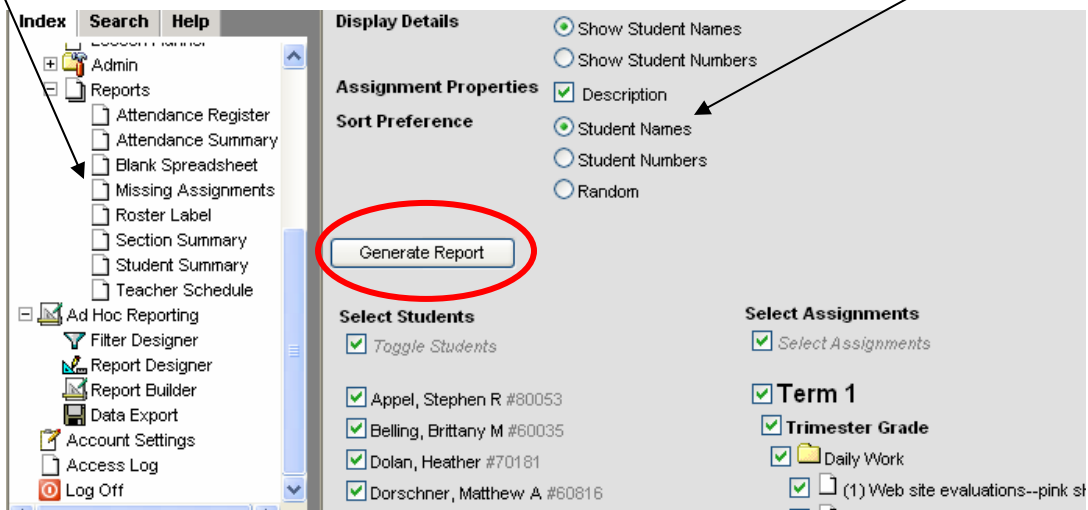
**Please note: this is for information purposes only. Teachers will not be able to edit information on these screens.**

- a. Schedule—A student's schedule is displayed. There are various ways to print and organize the schedule information.
- b. Attendance—See a student's attendance for all classes. Various color-coded attendance codes are also displayed.
- c. Grades—See student term grades for each grading period. Click on the notepad icon beneath each teacher's name and class to see the current gradebook for that student.
- d. Transcript—A copy of the student's transcript for each year of high school is displayed. Choose a format in which to display and print an unofficial transcript for a student.
- e. Assessment—Used for standardized test results and other district testing information.

# Infinite Campus

## How to Get Printed Reports

1. *Instruction > Reports*
2. Select the type of report needed.
3. Select the type of information and fields needed. (Available depending on the type of report selected.)
4. Click *Generate Report*.
5. A pdf version of the report should appear in a separate window. Check to make sure it is correct report and information printed.
6. Click the *Print Icon*.
7. Click *Ok*.



8. Click *Print*.

# Infinite Campus

## How to Post Progress Report Grade and Add Comments (Grading By Task and Grading By Student)

### First 5 Weeks Grading

1. Make sure all grades in grade book have been filled in if they are supposed to be zeros; otherwise leave them blank.
  - a. Grades do not need to be entered in each assignment for each student. Infinite Campus will calculate the grade based on whatever grades are recorded. If the assignment is left blank, it will not count against the student. This is good if you are doing self-paced units and/or students are all at different levels.
2. Right Click anywhere in the *yellow* columns of the gradebook. A pop-up window appears.
3. Click on *Copy % and Grd to other task or Post Grades*.

Hide Grade Totals									
Select a task:									
1 - Trimester Grade									
Student	Pts	Poss	%	Grd	%	Grd		P/min [P]	P/min [P]
10 Appel, Stephen R	375.00	417.00	89.08	B+				E	XX 10
12 Belling, Brittany M	316.00	417.00	73.87	C-				E	XX 10
12 Dolan, Heather	390.00	417.00	90.40	A-				E	X 9
12 Dorschner, Matthew A	373.00	417.00	95.70	A				E	X 10
10 Durocher, Clay R	336.00	417.00	87.74	B+				E	XX 10
11 Febo, Melissa S	380.00	417.00	90.55	A-				E	X 10
11 Harris, Ted W	307.00	417.00	74.75	C				E	X 10
10 Hoglund, Kevin M	283.00							E	X 10
12 Kain, Davis A	219.00							E	XX 7
11 Lee, Feng	348.00								X 8
12 Lee, Phengzong	297.00	417.00	60.28	D+					X 10
10 Leone, Joshua D	273.00	417.00	67.51	D+					X 2

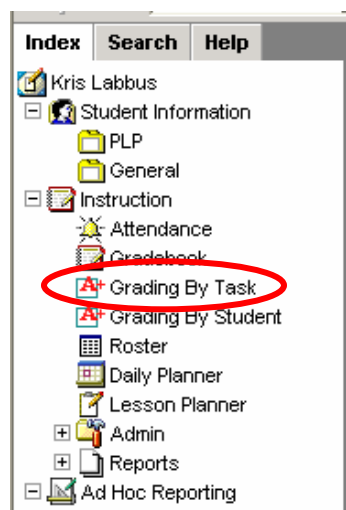
4. Click Post Grades again. Click Save.
5. The grades will now appear in the green columns. These columns will not change again until the new grade is posted at the end of the quarter.

*As soon as this is completed, the grades have been posted and can be immediately accessed by students and parents on the parent portal.*

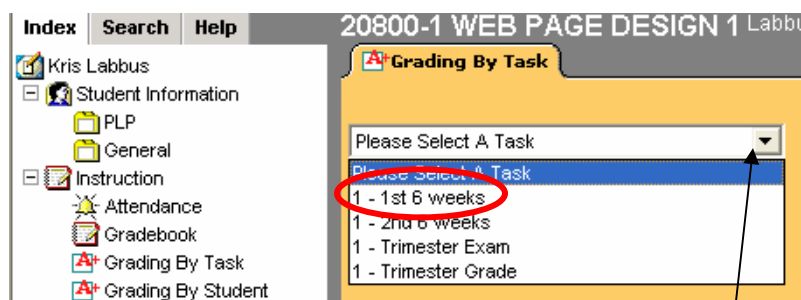
# Infinite Campus

## How to Post Progress Report Grade and Add Comments (Grading By Task and Grading By Student (cont))

7. Comments can be added and any grade changes made. Click Instruction > *Grading By Task*.



8. The screen should appear as follows:



9. Click *Please Select a Task* and choose the appropriate task.

# Infinite Campus

## How to Post Progress Report Grade and Add Comments (Grading By Task and Grading by Student) (cont)

10. After a task has been selected, the screen changes and lists all students, and the current cumulative grade from the gradebook. Check to make sure each grade is accurate. If it is not or if changes need to be made, click the pull down menu next letter grade and to make the change.

	Name	Percent Score	Score	Comments
10	Annel, Stephen R	89.08	B+	
12	Bellino, Brittany M	73.87	C-	
12	Dolan, Heather	90.4	A-	
12	Dorschner, Matthew A	95.7	A	

### Adding Comments

#### **Typing Your Own Comments**

Click next to the student and type in any additional comments that need to be added. Any comment can be typed in—whether it is on the canned comments list or not! More than one comment for each student can be made by typing the first comment and pressing return after the comment has been entered.

A word of caution, since these are comments you may be typing in, please make sure to check the appropriate spelling, punctuation, grammar, etc.

# Infinite Campus

## How to Post Progress Report Grade and Add Comments (Grading by Task and Grading by Student) (cont)

### Canned Comments

1. Canned comments can be entered. Click the icon to the right of the Comments Section for the particular student.
2. A list of comments will appear (displayed alphabetically). Scroll through the list until the appropriate comment is found and place a check (✓) in front of the box(es) that apply.

The screenshot displays the 'Grading By Task' interface in Infinite Campus. A table lists students with their names, percent scores, and grade levels. A red circle highlights the comment selection icon for Stephen Appel. A modal window titled 'Infinite Campus' is open, showing a list of canned comments for Stephen Appel with checkboxes next to each.

Name	Percent Score	Grade	Comments
10 Appel, Stephen R	89.06	B+	[Comment Selection Icon]
12 Belling, Brittany M	73.87	C-	[Comment Selection Icon]
12 Dolan, Heather	90.4	A-	[Comment Selection Icon]
12 Dorschner, Matthew A	95.7	A	[Comment Selection Icon]
10 Durocher, Clay R	87.74	B+	[Comment Selection Icon]
11 Febo, Melissa S	90.55	A-	[Comment Selection Icon]
11 Harris, Ted W	74.75	C	[Comment Selection Icon]
10 Heuband, Kevin M			[Comment Selection Icon]

**Infinite Campus**  
 Select Comment(s) To Add For Stephen Appel

- Absences affects performance
- Active and productive member of class
- Comes prepared to class
- Cooperative and courteous
- Course is modified to meet individual needs
- Craftsmanship is strong
- Creativity demonstrated in work
- Displays creativity in work

Update Comment Cancel

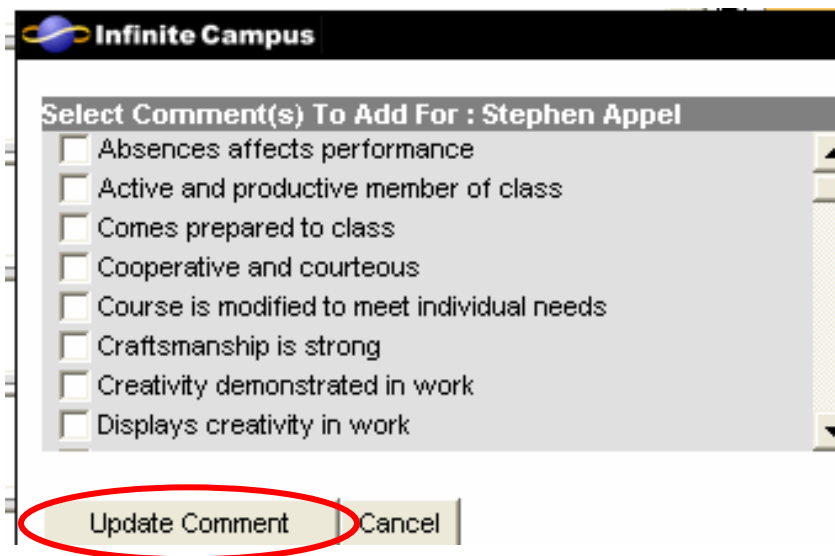
# Infinite Campus

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## How to Post the Progress Report Grade and Add Comments (Grading by Task and Grading by Student) (cont)

### Canned Comments

3. Click *Update Comment*.



4. The comment should appear on the Comments line next to the student name.

To grade individually each student, click on *Grading by Student*.

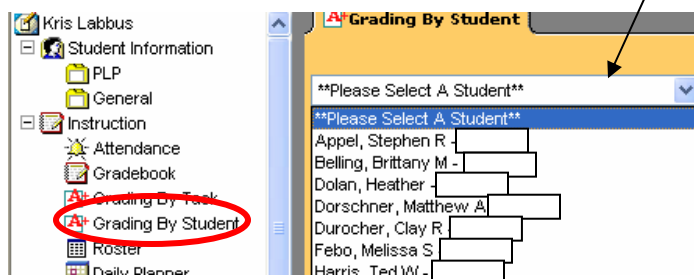
5. When the grades are finished being changed and checked, type or add comments, and click *Save* at the top of the class book. The grades should be posted and sent.
6. Verify the grades.
7. Print a copy of the grade book to keep for your records.

# Infinite Campus

## How to Post the Progress Report Grade and Add Comments (Grading by Task and Grading by Student) (cont)

### Grading by Student

1. Complete 1- 6 above on pp. 27.
2. Click *Grading By Student*.
3. Click *Please Select A Student*. A list of students for the class will appear.
4. Click on the student that needs to be posted separately.



5. The student's individual posted grade will appear.
6. Make any grade/comment changes necessary and Click *Save*.

The image shows the 'Grading By Student' form. At the top, there is a 'Save' button and a dropdown menu for the student, currently showing 'Belling, Brittany M.'. Below this is a table with columns for 'Task', 'Percent', 'Score', and 'Comments'. The table contains the following rows:

Task	Percent	Score	Comments
Trimester Exam Term 1			No grade has been given.
1st 6 weeks Term 1	73.87	C-	
2nd 6 weeks Term 1			No grade has been given.
Trimester Grade Term 1			No grade has been given.

7. The student's grade has now been re-posted.

# *Infinite Campus*

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## How to Post the Progress Report Grade and Add Comments (Grading by Task and Grading by Student) (cont)

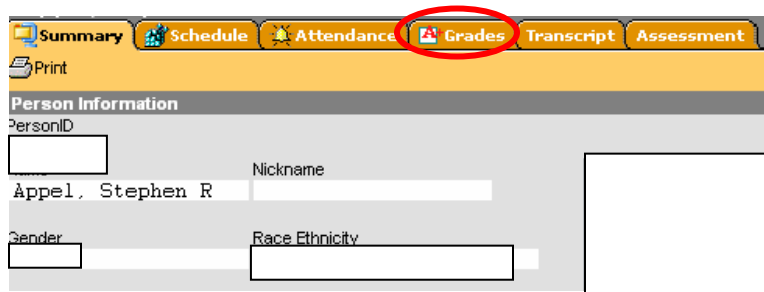
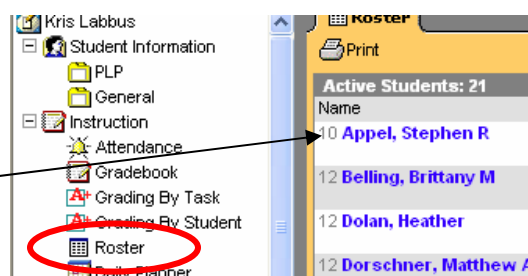
### Grading By Student

8. Make sure to verify the change by checking in the *Roster* under the *Grades Tab*.
9. As long as the posting window is open, this process may be completed as many times as needed.

# Infinite Campus

## How to Verify Student Grades After Posting

1. *Instruction > Roster.*
2. Select a student from the class.
3. Click on the student's name—linked in blue.
4. The screen should change and display a specific student along with tab choices available.



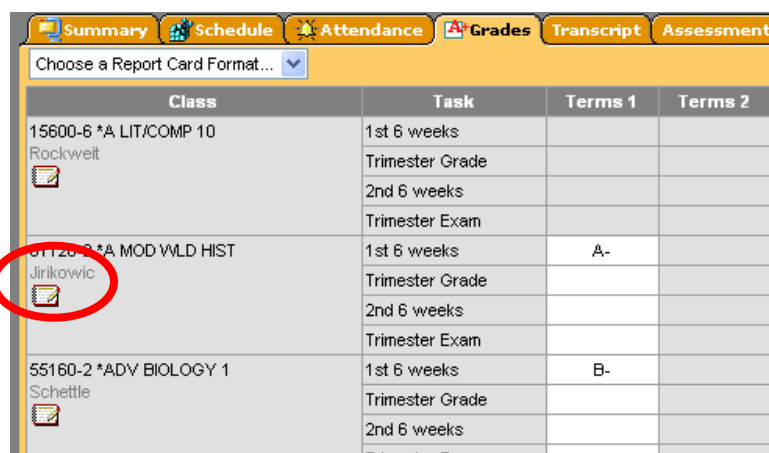
5. Click the *Grades Tab*.
6. Scroll down until the specific class is found.

Class	Task	Terms 1	Terms 2
15600-6 *A LIT/COMP 10 Rockweit	1st 6 weeks		
	Trimester Grade		
	2nd 6 weeks		
	Trimester Exam		
61120-2 *A MOD WLD HIST Jirikowic	1st 6 weeks	A-	
	Trimester Grade		
	2nd 6 weeks		
	Trimester Exam		
55160-2 *ADV BIOLOGY 1 Schettle	1st 6 weeks	B-	
	Trimester Grade		
	2nd 6 weeks		
	Trimester Exam		

# Infinite Campus

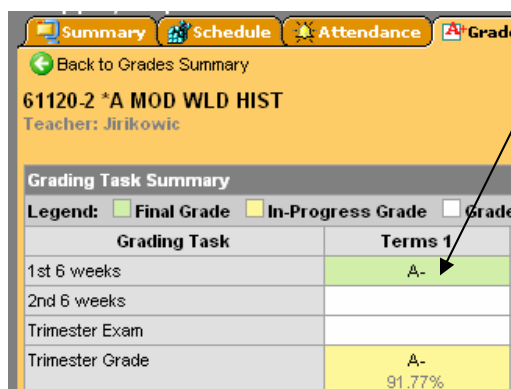
## How to Verify Student Grades After Posting (cont)

7. Verify that the 1<sup>st</sup> 5 weeks grade is listed.
8. Click on the notebook icon below the teacher name.



Class	Task	Terms 1	Terms 2
15600-6 *A LIT/COMP 10 Rockweit	1st 6 weeks		
	Trimester Grade		
	2nd 6 weeks		
	Trimester Exam		
61120-2 *A MOD WLD HIST Jirikowic	1st 6 weeks	A-	
	Trimester Grade		
	2nd 6 weeks		
	Trimester Exam		
55160-2 *ADV BIOLOGY 1 Schettle	1st 6 weeks	B-	
	Trimester Grade		
	2nd 6 weeks		
	Trimester Exam		

9. Verify that the correct student grade is listed in the portal.



Grading Task	Terms 1
1st 6 weeks	A-
2nd 6 weeks	
Trimester Exam	
Trimester Grade	A- 91.77%

# Infinite Campus

## How to Post Semester/Quarter Grades and Add Comments

1. Make sure all the grades in *grade book* have been filled in if they are supposed to be zeros. A grade in each assignment for each student is unnecessary. Infinite Campus will calculate the grade based on whatever grades are recorded. If the assignment is left blank, it will not count against the student. This is especially helpful if self-paced units and/or students are all at different levels within the class.
2. Right Click anywhere in the *yellow* columns of the gradebook. A pop-up window appears.
3. Click on *Post Grades*.

Select a task:							%	P min	2nd600
1 - Trimester Grade									
Student	Pts	Poss	%	Grd	%	Grd			
12 Andersen, Martin H	1319.00	1562.00	78.19	C+				E	E
11 Calder, Stephanie K	1139.00	1562.00	71.14	C-				E	E
12 Gagnon, Anthony L	1402.00	1562.00	91.29	A-				E	E
11 Hanamann, Tasha L	1478.00	1537.00	92.07	A-					E
12 Harding III, Richard F	1472.00	1562.00	92.51	A-					E
12 Heeter, Andrew L	1443.00	1562.00	90.78	A-					E
12 Hesson, Stephen L	1207.00	1562.00	80.40	B-					E
12 Hoffman, Julius J	1384.00	1562.00	88.77	B+				E	E

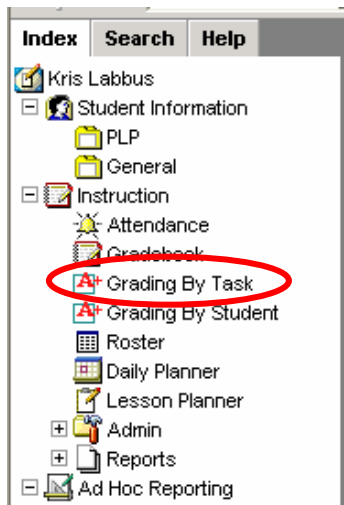
3. The sem/qtr grades appear in the green columns. These columns will not change again unless they are re-posted. The scores should be the same as in the yellow columns since they are cumulative.
4. The grades have been posted and can be immediately accessed by students and parents on the parent portal.

# Infinite Campus

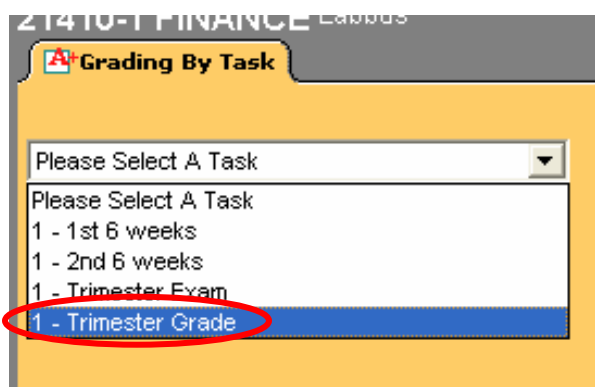
---

## How to Post Sem/Qtr Grades and Add Comments (cont)

5. Comments can be added and grade changes made. Click *Grading By Task*.



6. The following appears:



7. Click *Please Select a Task* and choose the appropriate task *Sem/Qtr Grade*.

# Infinite Campus

## How to Post Sem/Qtr Grades and Add Comments (cont)

- After the appropriate task is selected, the screen should change and list all students and the current grade from the grade book. Check to make sure they are accurate. If they are not or changes need to be made, click on the pull down menu by the letter grade and make the change.

The screenshot shows the 'Posting By Task' interface. At the top, there is a 'Save' button and a dropdown menu for '1 1st 6 weeks'. Below this is a table with columns for 'Name', 'Percent Score', and 'Comments'. The table lists four students: Stephen R. Appel (89.08, B+), Brittany M. Belling (73.87, C-), Heather Dolan (90.4, A-), and Matthew A. Dorschner (95.7, A). Each row has a dropdown menu for the letter grade and a 'Print' icon. An arrow points to the 'B+' dropdown menu for Stephen R. Appel.

Name	Percent Score	Grade	Comments
10 Appel, Stephen R	89.08	B+	
12 Belling, Brittany M	73.87	C-	
12 Dolan, Heather #70181	90.4	A-	
12 Dorschner, Matthew A #60816	95.7	A	

## Adding Comments

### **Typing Your Own Comments**

- Click by each student and type in any comments needed. If more than one comment is needed for the same student, type the first comment and press Return. Type the second comment.

A word of caution, since these are comments you may be typing in, please make sure to check the appropriate spelling, punctuation, grammar, etc.

# Infinite Campus

## How to Post Sem/Qtr Grades and Add Comments (cont)

### Canned Comments

2. "Canned comments" may also be entered. Click the icon to the right of the Comments Section for the student.
3. A list of comments will appear (displayed alphabetically). Scroll through the list until the appropriate comment is found and place a check (√) in front of the box(es) that apply.

The screenshot displays the 'Grading By Task' interface in Infinite Campus. At the top, there is a 'Save' button and a dropdown menu set to '1 - 1st 6 weeks'. Below this is a table with columns for 'Name', 'Percent', 'Score', and 'Comments'. The table lists several students with their respective scores and letter grades. A red circle highlights a small icon in the 'Comments' column for the first student, Stephen Appel. An arrow points from this icon to a dialog box titled 'Infinite Campus' with the subtitle 'Select Comment(s) To Add For : Stephen Appel'. The dialog box contains a list of checkboxes for various comment categories, such as 'Absences affects performance', 'Active and productive member of class', 'Comes prepared to class', 'Cooperative and courteous', 'Course is modified to meet individual needs', 'Craftsmanship is strong', 'Creativity demonstrated in work', and 'Displays creativity in work'. At the bottom of the dialog are 'Update Comment' and 'Cancel' buttons.

Name	Percent	Score	Comments
10 Appel, Stephen R	89.08	B+	
12 Belling, Brittany M	73.87	C-	
12 Dolan, Heather	90.4	A-	
12 Dorschner, Matthew A	95.7	A	
10 Durocher, Clay R	87.74	B+	
11 Febo, Melissa S	90.55	A-	
11 Harris, Ted W	74.75	C	
10 Hoeland, Kevin M			

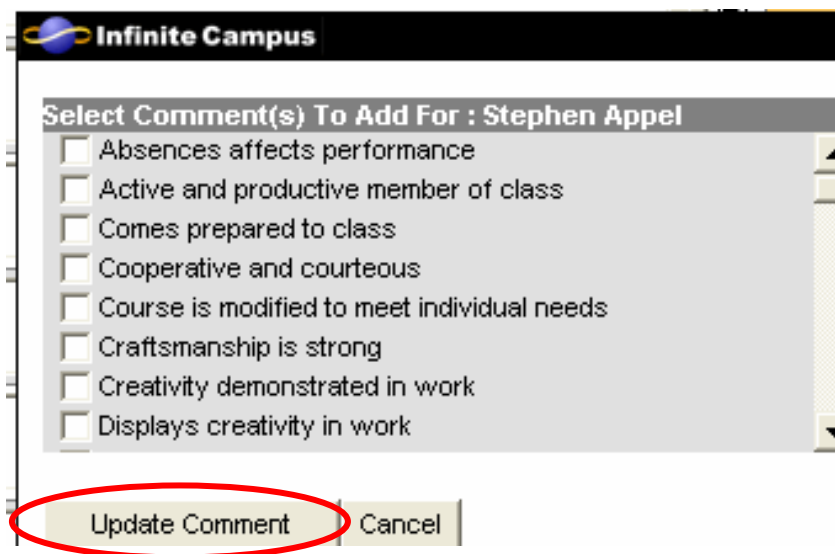
# Infinite Campus

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## How to Post Sem/Qtr Grades and Add Comments (cont)

### Canned Comments (cont)

4. Click *Update Comment*.



5. The comment should appear on the Comments line next to the student name.

To grade a student individually, click on Grading by Student.

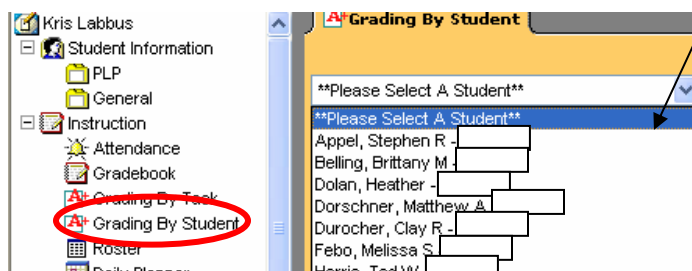
6. When finished changing/checking grades and typing in comments, Click *Save* at the top of the gradebook. The grades should be Posted.
7. Verify the grades.
8. Print a copy of the grade book to keep for record keeping.

# Infinite Campus

## How to Post Sem/Qtr Grades and Add Comments (cont)

### Grading by Student

9. Do Steps 1- 6 above on pp. 35-36.
10. *Instruction > Grading By Student.*
11. Click *Please Select A Student.* A list of students for the class will appear.
12. Click on the student needing to be posted separately.



13. The student's individual posted grade will appear.
14. Make any grade/comment changes necessary and Click *Save*.

The image shows the 'Grading By Student' window with a 'Save' button at the top. Below it is a dropdown menu for the student 'Belling, Brittany M.'. The main area contains a table with the following data:

Task	Percent	Score	Comments
Trimester Exam Term 1			No grade has been given.
1st 6 weeks Term 1	73.87	C-	
2nd 6 weeks Term 1			No grade has been given.
Trimester Grade Term 1			No grade has been given.

15. The student's grade has now been re-posted.

# *Infinite Campus*

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## How to Post Sem/Qtr Grades and Add Comments (cont)

### Grading by Student

16. Make sure to verify the change by checking the Roster under the *Grades Tab*.
17. As long as the posting window is open, this process can be completed as many times as needed.

# Infinite Campus

## How to See the Roster Information of Students Not In a Class

1. Click the *Search tab* on the left-hand side of the user outline.
2. Type the Last Name of the student. Type in just a few letters of the last name and it will bring up the directory list of students in that particular part of the alphabet.
3. Click *Go*.
4. A list of students matching the search criteria Should appears on the left-hand side of the user outline—in blue. It is blue because they are already linked.
5. Click on the appropriate student information needed. Please note this information is displayed in Roster format. Access to any contact, schedule, transcript, or grade information, along with a photo of the student and ID number can be found.

Index Search Help

Search for a:

Student

Sm Go

Advanced Search >>

Search Results: 13

- 10 Smaby, Megan T
- 11 Smith, Allison
- 10 Smith, Calvin
- 10 Smith, Crystal
- 12 Smith, Danielle
- 12 Smith, Jennifer
- 10 Smith, Kelsey
- 12 Smith, Laura
- 11 Smith, Melissa
- 09 Smith, Michael
- 09 Smith, Nickole
- 12 Smith, Philip
- 10 Smoot, Brett

Search for a:

Student

Sm Go

Advanced Search >>

Search Results: 13

- 10 Smaby, Megan T
- 11 Smith, Allison
- 10 Smith, Calvin
- 10 Smith, Crystal
- 12 Smith, Danielle
- 12 Smith, Jennifer
- 10 Smith, Kelsey
- 12 Smith, Laura
- 11 Smith, Melissa
- 09 Smith, Michael
- 09 Smith, Nickole
- 12 Smith, Philip
- 10 Smoot, Brett

Summary Schedule Attendance Grades Transcript Assessment

Print

Person Information

PersonID

Name: Smaby, Megan T Nickname

Gender: Race/Ethnicity

Birth Date (Age: 15)

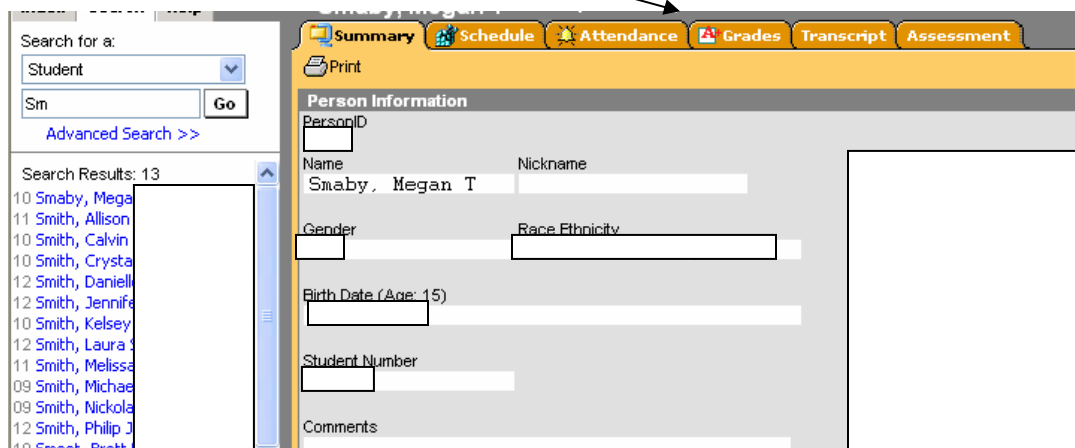
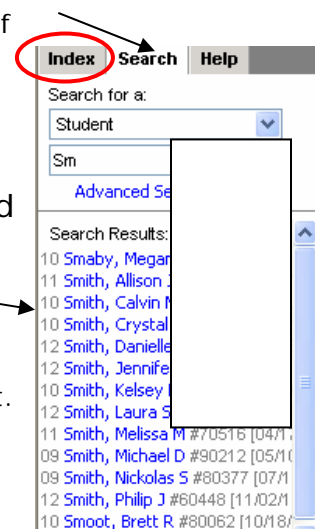
Student Number

Comments

# Infinite Campus

## How to See the Other Grades of Students Both In and Out of a Class

1. Click the *Search tab* on the left-hand side of the user outline.
2. Type the Last Name of the student. Type in the first few letters of the last name and it will bring up the directory list of students in that particular part of the alphabet.
3. Click *Go*.
4. A list of students matching the search criteria should appear on the left-hand side of the user outline—in blue. It is blue because they are already linked.
5. Click on the student's information needed. Please note that this information is displayed in Roster format. Access to any contact, schedule, transcript, or grade information, along with a photo of the student and ID number can be found.



# Infinite Campus

## How See the **Other** Grades of Students Both In and Out of Class (cont)

1. Click the *Grades* tab. The student's current and future Trimester schedules appear. Please note the different ways in which these can be printed.
2. Find the name of the instructor/class for the student's grades/assignments. Scroll down to see a complete list.
3. Click on the notepad/pencil icon Located underneath each instructor's name.
4. The grade book for the student should now appear on the screen. Scroll down to see the grades and assignments.

Class	Task	Terms 1	Terms 2	Terms 3
1560-1-5 *A LIT/COMP 10 Funk	1st 6 weeks			
	Trimester Grade			
	2nd 6 weeks			
61120-5 *A MOD WLD HIST Jirikowic	1st 6 weeks			
	Trimester Grade			
	2nd 6 weeks			
	Trimester Exam			

Grading Task	Terms 1	Terms 2	Terms 3
1st 6 weeks			
2nd 6 weeks			
Trimester Exam			
Trimester Grade	A 92.52%		

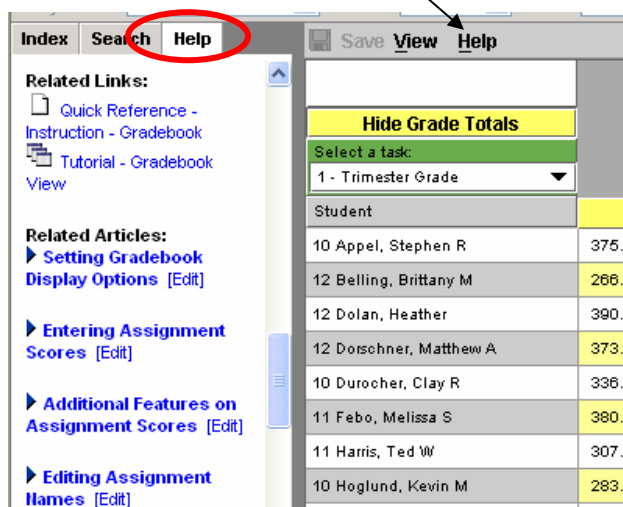
1 Trimester Grade Detail							
total points (100%)							
Item Name	Due Date	Assigned Date	Weight	Pts Poss	Score	%	Comments
Vocab. 1:5,6	09/07/2005		1.0	30.0	30	100	
Rough Draft Check	09/12/2005		1.0	10.0	10	100	

# Infinite Campus

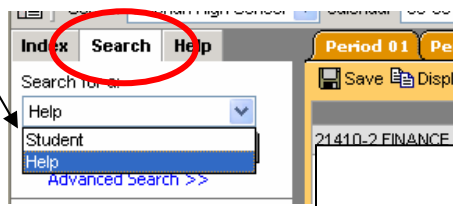
## How to Use the Help Function

There are several ways to use the Help Function.

1. Click on the *Help tab* anywhere in Infinite Campus to obtain help with the current function being working with. I.e., Questions concerning the gradebook can be answered by clicking the Help tab. There will be a listing of current functions, links, tutorials, and articles concerning the gradebook, etc.
2. Depending on the location within Infinite Campus, the Help function may be available as a menu item, such as below.



3. Click the *Search Tab* from the user outline.
  - a. Click the pull-down menu *Search for a:*
  - b. Select *Help* instead of Student.



# Infinite Campus

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## How to Use the Help Function (cont)

4. Type in the question or key words that are pertaining to the area where help is needed.
5. Click *Go*. The Help function will access anything related to the keywords and go to the correct part of the Help listing alphabetically.

