
Infinite
Campus
Grade Book
for
Elementary
Teachers

August 2015

Grade Book

Part I:
Elementary
Classroom
Set-up

Overview of Grade Book Organization

This year, your elementary class is divided up into the following sections (or subjects):

1. Homeroom
2. Math
3. Language Arts
4. Science
5. Social Science
6. Health
7. Visual and Performing Arts
8. Technology - optional; *some schools* have a Technology course that is included in their grade book
9. Physical Education - P.E. teachers will be entering those grades

***You can change what SECTION you are working in by using the middle drop-down menu on the main grade book page. (Term, SECTION, and Task are the drop-downs you see at the top.)**

Key Points Related to Grading

Here is how assignments are organized in your grade book:

TEACHER

-----> SECTION (and grade, if you teach a split class)

-----> CATEGORY (i.e. “Assessments” OR “Key Ideas and Details”)

-----> INDIVIDUAL ASSIGNMENTS

Setting It Up - The Basics

KEY STEPS

1. Log into Infinite Campus and navigate to the Campus Instruction homepage.
2. Click on the GRADE BOOK tab on the left side.
3. Notice the three drop-down menus at the top.
4. Click on Settings (vertically written, in blue, at the top of the grade book itself). Doing so will open your Settings menu in the grade book (see image below).

The screenshot shows the Infinite Campus interface for the Grade Book. On the left is a navigation menu with the following items: Message Center, Planner, Attendance, Grade Book (highlighted), Grade Book, Assignment Tree View, Post Grades, Standardized Test, Reports, Roster, and Campus Tools. The main content area is titled 'Settings' and includes the following sections:

- Filters:** Student Filters (All Students), Assignment Filters (All Assignments).
- Grade Book Setup:** Assignment Marks, Category Copier, Assignment List, Grade Calc Options, Categories, Grading Scales.
- Preferences:** Display Sparkline Graph (checked), Pass/Fail Coloring for Grades (unchecked), Pass/Fail Coloring for Scores (unchecked), Save Alert (unchecked), Use Canned Comments (unchecked).
- Assignment Sort:** Sort By: Category, Sort Order: Ascending.

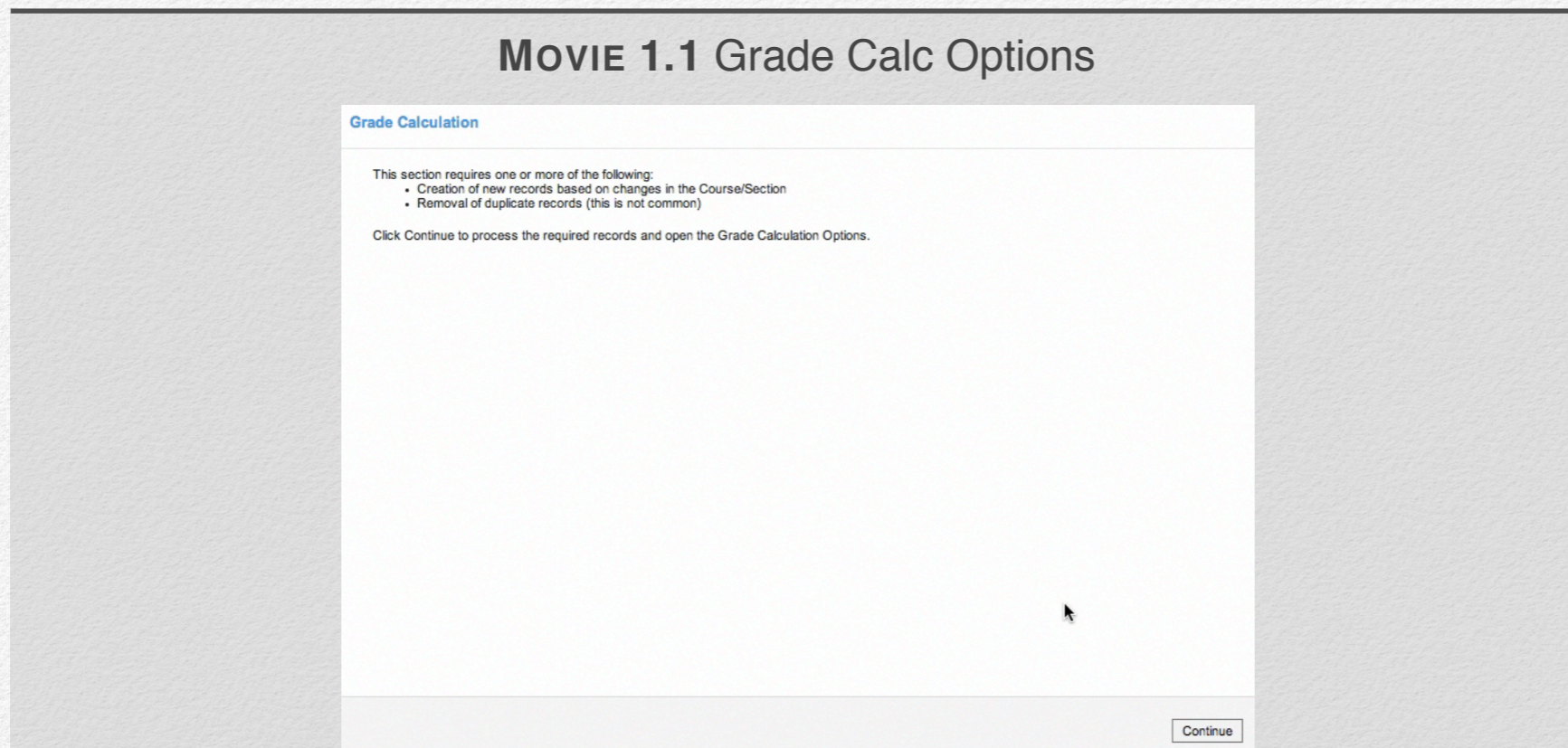
At the top of the main content area, there are three drop-down menus: Section (01) ELMN02-3 SECOND GRADE, Term (T1), and a vertical 'Settings' menu on the right side of the page.

KEY STEPS (Grade Calc Options)

In the Grade Book Settings Menu, click on **Grade Calc Options**.

*If you see a message in a large white box (see below), simply click *Continue*.

1. In the drop-down menu labeled “Fill Calculation Type,” select *Proficiency Estimate (Rubrics)*.
2. In the next drop-down menu labeled “Method,” select *Power Law*.
3. Save and close this window once you’ve made all desired adjustments.



KEY STEPS (Categories)

In the Grade Book Settings Menu, click on **Categories**.

1. Click the box that says, "Add."
2. Type a *Name* for the category (see following pages for support with this piece).
3. IGNORE the *Weight*, *Sequence*, *Exclude*, and *Drop* options.
4. Check the box on the far right to place the category in the section.
5. Check the box(es) to place the category in the correct standard/sub-strand/domain area.



Name
Term
Standard

KEY STEPS (Adding Assignments)

There are two ways to add assignments:

1. Click “Assignment List” in the Settings menu, then click *Add Assignment*.
2. Click +ADD under the *Term* in the grade book window.

The screenshot displays a grade book interface. On the left is a navigation menu with items like Message Center, Discussions, Planner, Grade Book, Attendance, Roster, Seating Charts, Student Groups, Class Serve, Post Grades, and Assignment Overview. The main area shows a header with Term (T1 (09/03/15 - 12/04/15)), Section (LANG) 2050-2 ENGLISH LANGUAGE ARTS, and Task (RDG 2.1: Reading Literature 2). Below the header are buttons for '+ Add', 'Sort', and 'Filter'. A 'Settings' menu is open, listing options such as 'Assignment List', 'Assignment Marks', 'Categories', 'Filter Defaults', 'Grade Calc Options', 'Grading Scales', 'Copiers', 'Other', and 'Preferences'. Two blue arrows point from the 'Assignment List' link in the settings menu to the '+ Add' button in the header. To the right, a table shows student data with columns for 'Students', 'Grade Totals', 'In Progress', and 'Student Assessment'. The table lists three students: Stooge, Curly (1.78), Stooge, Larry (1.29), and Stooge, Moe (3.54). Each student row includes a sparkline graph and a right-pointing arrow.

Students	Grade Totals	In Progress	Student Assessment
Trend	Rubric		
02 Stooge, Curly	1.78	2	1.78
02 Stooge, Larry	1.29	1	1.29
02 Stooge, Moe	3.54	4	3.54

KEY STEPS (Adding Assignments, Cont.)

Once you are in the Assignment Detail Window:

1. Type a **Name** for the assignment.
2. Type an **Abbreviation** for the assignment.
 - In this part, you may wish to use acronyms for the type of assignment it is (i.e. Classwork = CW) or content addressed (i.e. Key Ideas and Details = KID).
3. Leave all of the *Section Placement* and *Scoring Alignment Detail* boxes checked.
4. Change **Date Assigned** and **Date Due**, if needed, and leave **GB Seq** (grade book sequence) alone.
5. Place the assignment in the appropriate **standard(s) area**.
 1. When you check the box by the task, a list of your categories should appear. Select the appropriate **category**; you can only select one at a time.
6. Select a **Category** for the assignment and a **Scoring Type** (which should be *RUBRIC* if you would like the score to be “postable” to the report card).
7. At the bottom, you can click “Score” to add student scores.

Name

Abbreviation

Dates

GB Seq

Standard

Category

Scoring Rubric

Sample Grade Book #1: ELA - Reading Literature

Term: T1 (09/03/15 - 12/04/15) | Section: LANG) 2050-2 ENGLISH LANGUAGE ARTS | Task: RDG 2.1: Reading Literature 2

+ Add | Sort | Filter

Settings	Save	Grade Totals	In Progress		Categories		A1	A2	A3	A4	A5
			Trend	Rubric	Student Assessment	*Work Completion	Seq: 1.00 Due: 09/03 Student Asses	Seq: 1.00 Due: 09/18 Student Asses	Seq: 1.00 Due: 09/22 Student Asses	Seq: 1.00 Due: 10/07 Student Asses	Seq: 1.00 Due: 10/22 Student Asses
02	Stooge, Curly		1.78	2	1.78	3.34	4	1	3	2	4
02	Stooge, Larry		1.29	1	1.29	1.27	4	3	4	2	1
02	Stooge, Moe		3.54	4	3.54	2.51	1	2	1	2	3

These are the students' trending scores, which will post directly to the report card when the grading window opens.

Here are the category trend scores.

Here are the individual assignment scores.

Sample Grade Book #2: Mathematics

Settings	Save	Grade Totals	Posted			In Progress		Categories			
			Percent	Grade	Rpt Crd Comments	Trend	Rubric	Addition and Subtrac...	Foundations for Mult...	Add 1	Add 2
									Seq: 1.00 Due: 09/03 Addition and S	Seq: 1.00 Due: 09/03 Addition and S	Seq: 1.00 Due: 09/03 Addition and S
02	Stooage, Curly					2.36	2	2.36	2	3	2
02	Stooage, Moe					3.23	3	3.23	4	4	3
02	Stooages, Larry					2.22	2	2.22	3	3	2

In this sample, the categories are more aligned to the actual Common Core State Standards. So the "Addition and Subtraction" category represents the first two clusters in the OPERATIONS AND ALGEBRAIC THINKING domain (those first two are combined here simply because they are similar topics), and "Foundations for Multiplication" represents the third cluster.

To use this approach for ELA, you could use the following categories for Reading Literature, for instance: 1) Key Ideas and Details; 2) Craft and Structure; and 3) Integration of Knowledge and Ideas.