

Setting Up Campus Grade Book – Elementary School

Additional Details available on Campus Community -

<https://content.infinitecampus.com/sis/1633/documentation/campus-instruction/>

For proper functionality, the following steps MUST be completed in order for EACH section PRIOR to creating the first assignment.

1. Set Grade Calc Options
2. Create Categories
3. Use Category Copier, if desired to add the same categories to different sections
4. Begin to add assignments

Settings

Grade Book Setup

- [Curriculum List](#)
- [Assignment Marks](#)
- [Categories](#)
- [Filter Defaults](#)
- [Grade Calc Options](#)
- [Grading Scales](#)

Grade Book Tools

- [Assignment 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

1. Grade Calc Options

Use Proficiency Estimate (Rubrics) and Power Law

2. Create Categories

Standards

Term/Standards:

Term	Standard	Composite	Calculation
All	All		Type: Proficiency Estimate (Rubrics) ▼ *Method: Power Law ▼

Power Law

The Power Law calculation approximates a student's proficiency by taking their scores and determining a trend line through a linear regression. This is widely used to calculate final scores in standard-based grading.

Category Detail

*Name

*Weight

Sequence

Exclude from Calculation

Drop Lowest Score (%)

Category Placement

Select which Sections will use this category

Teachers	Section	Term	<input type="checkbox"/>
H	4050-1 ENGLISH LANGUAGE ARTS	T1, T2, T3	<input type="checkbox"/>

Select which Standards will use this category

Abbr	Standards	<input type="checkbox"/>
RDG 4.1	Reading Literature	<input type="checkbox"/>
RDG 4.2	Reading Informational	<input type="checkbox"/>

1. Create a Category for **EACH** standard with the **SAME** name as the standard
2. Weight – no impact for Standards based grading
3. Place the Category in all terms
4. Attach Category to the corresponding Standard **ONLY**

3. Category Copier

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

Copy from: 15-16

- 15-16 146 T I Cohen (Cycle Day 1)
- ATT) 4000-1 HOMEROOM 4
- ATT) 5000-1 HOMEROOM 5
- ELA) 4050-1 ENGLISH LANGUAGE ARTS
- ELA) 5050-1 ENGLISH LANGUAGE ARTS
- HEA) 4080-1 HEALTH
- HEA) 5080-1 HEALTH
- MATH) 4010-1 MATH
- MATH) 5010-1 MATH

Number of Categories: 11

- Category Name
- Comprehension and Collaboration
- Conventions of Standard English
- Foundational Reading Skills
- Informative/Explanatory Writing

Copy to: 15-16 146 T I Cohen (Cycle Day 1)

- 15-16 146 T I Cohen (Cycle Day 1)
- ATT) 4000-1 HOMEROOM 4
- ATT) 5000-1 HOMEROOM 5
- ELA) 4050-1 ENGLISH LANGUAGE ARTS
- ELA) 5050-1 ENGLISH LANGUAGE ARTS
- HEA) 4080-1 HEALTH
- HEA) 5080-1 HEALTH
- MATH) 4010-1 MATH
- MATH) 5010-1 MATH

No Categories.

Only elementary teachers who teach Multiple Sections of the SAME content area should use Category Copier

4. Adding Assignments

At the top of the grade book, you will see three drop down menus. The first drop down shows the Term selected. For the first term, select **T1**; **T2** for Term 2 etc.

Term T2 (12/07/15 - 03/18/16) Section ELA) 4050-1 ENGLISH LANGUAGE ARTS Task WRT 4.2: Informative/Explanatory Writing

+ Add Sort Filter

Settings Save Side Totals

BM2	IIM	RP	Time
Seq: 1.00	Seq: 1.00	Seq: 1.00	Seq: 1.00
Due: 02/24	Due: 02/23	Due: 03/01	Due: 03/01
Informative/Ex	Informative/Ex	Informative/Ex	Informative/Ex

The second drop down area indicates Period, Course, and Section information.

Term T2 (12/07/15 - 03/18/16) Section ELA) 4050-1 ENGLISH LANGUAGE ARTS Task WRT 4.2: Informative/Explanatory Writing

+ Add Sort Filter

Settings Save Side Totals

BM2	IIM	RP	Time
Seq: 1.00	Seq: 1.00	Seq: 1.00	Seq: 1.00
Due: 02/24	Due: 02/23	Due: 03/01	Due: 03/01
Informative/Ex	Informative/Ex	Informative/Ex	Informative/Ex

The third drop down lists all the Standards associated to the Section.

Term T2 (12/07/15 - 03/18/16) Section ELA) 4050-1 ENGLISH LANGUAGE ARTS Task WRT 4.2: Informative/Explanatory Writing

+ Add Sort Filter

Settings Save Side Totals

BM2	IIM	RP	Time
Seq: 1.00	Seq: 1.00	Seq: 1.00	Seq: 1.00
Due: 02/24	Due: 02/23	Due: 03/01	Due: 03/01
Informative/Ex	Informative/Ex	Informative/Ex	Informative/Ex

Click the **ADD** button or go to **Curriculum List** to add a new assignment. **Red fields** indicate the MINIMUM REQUIRED details to create a new assignment. Enter the Assignment Name and Abbreviation (5 character max). Check the boxes next to the section to place the assignment within the section(s).

Assignment Detail

*Assignment Name

*Abbreviation

Section	Term	Active	Portal	*Assigned	*Due	*GB Seq
<input checked="" type="checkbox"/> 4050-1 ENGLISH LANGUAGE ARTS	T1, T2, T3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	06/16/2016	06/16/2016	1.00

Teachers have the ability to attach files to an assignment and to allow students to submit assignments by enabling Student Submission.

Maximum Upload File Size: 10MB

Student Work Product

None
 Enable Student Submission
 Editor
 File Attachment (Limit 10MB per file)
 Enable Online Assessment

Attach the Assignment to the appropriate Standard by checking the box to the left of the Standard and add the assignment to the corresponding Category

Note: One assignment can be attached to multiple standards, if appropriate

Select the Scoring Type of Rubric.

Align to Grade Book

Standards
 Select which Standards get this assignment

Standard	Scoring Type
<input type="checkbox"/> RDG 4.1: Reading Literature	
<input checked="" type="checkbox"/> RDG 4.2: Reading Informational <input checked="" type="radio"/> Reading Informational	<input type="radio"/> Points <input type="radio"/> Marks <input checked="" type="radio"/> Rubric
<input checked="" type="checkbox"/> RDG 4.3: Foundational Reading Skills <input checked="" type="radio"/> Foundational Reading Skills	<input type="radio"/> Points <input type="radio"/> Marks <input checked="" type="radio"/> Rubric
<input type="checkbox"/> WRT 4.1: Opinion/Argument Writing	
<input type="checkbox"/> WRT 4.2: Informative/Explanatory Writing	

You are now ready to Score the assignment and/or create another New Assignment