Infinite Campus Grade Book - Elementary teachers

Fall 2014

Infinite Campus

How to set up and use your Grade Book ~ ELEMENTARY TEACHERS

Grade Book Overview:

Your Elementary Class Sections

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

1. Homeroom
2. Health
3. Language
4. Math
5. Reading
6. Science
7. Speaking/Listening
8. Social Science
9. Visual and Performing Arts
10. Writing

**You also have a P.E. section this year, but the specific P.E. teachers will be entering those grades this year.*

You may wish to focus on using the grade book for the following class sections:

- Math → ***MATH***

- Reading
- Writing
- Language
- Speaking/Listening → ***ELA***

The READING section is further divided into two groups, called grading tasks, which receive separate scores on the report card:

- Reading Literature Achievement
- Reading Informational Text Achievement

The other ELA sections (Writing, Language, Speaking/Listening) and the MATH section are graded as:

- Writing Achievement
- Language Achievement
- Speaking and Listening Achievement
- Mathematics Achievement

ENGLISH LANGUAGE ARTS			
	Term		
	T1	T2	T3
READING LITERATURE			
READING LITERATURE ACHIEVEMENT			
READING LITERATURE EXPECTATIONS			
Key Ideas and Details			
Craft and Structure			
Integration of Knowledge and Ideas			
Range of Reading and Text Complexity			
READING INFORMATIONAL TEXT			
READING INFORMATIONAL TEXT ACHIEVEMENT			
READING INFO TEXT EXPECTATIONS			
Key Ideas and Details			
Craft and Structure			
Integration of Knowledge and Ideas			
Range of Reading and Text Complexity			
WRITING			
WRITING ACHIEVEMENT			
WRITING EXPECTATIONS			
Opinion/Argument Writing			
Informational/Explanatory Writing			
Narrative Writing			
Production and Distribution of Writing			
Research to Build and Present Knowledge			
Range of Writing			

ELA on the Report Card: *Reading and Writing*

ELA Levels Explained

Academic Performance Level for Standards Achievement	
Name	**Score**
Exceeds Standard	4
Meets Standard	3
Approaching Standards	2
Minimal Progress	1

The READING LITERATURE ACHIEVEMENT level is the *Strand.* This level will be scored using numeric scores.

STRAND = number

Academic Performance Level for Learning Expectations	
Name	**Score**
Outstanding	O
Satisfactory	S
Progressing	P
Needs Improvement	N
Not Applicable	NA

The levels underneath the EXPECTATIONS sections are *Sub-Strands.* These levels are scored using alpha scores.

SUB-STRAND = alpha

ENGLISH LANGUAGE ARTS	
	T1
READING LITERATURE	
READING LITERATURE ACHIEVEMENT	
READING LITERATURE EXPECTATIONS	
Key Ideas and Details	
Craft and Structure	
Integration of Knowledge and Ideas	
Range of Reading and Text Complexity	
READING INFORMATIONAL TEXT	
READING INFORMATIONAL TEXT ACHIEVEMENT	
READING INFO TEXT EXPECTATIONS	
Key Ideas and Details	
Craft and Structure	
Integration of Knowledge and Ideas	
Range of Reading and Text Complexity	
WRITING	
WRITING ACHIEVEMENT	
WRITING EXPECTATIONS	
Opinion/Argument Writing	
Informational/Explanatory Writing	

Math Levels Explained

Academic Performance Level for Standards Achievement	
Name	**Score**
Exceeds Standard	4
Meets Standard	3
Approaching Standards	2
Minimal Progress	1

The MATH ACHIEVEMENT level is for the *overall Math score.* This level will be scored using numeric scores.

OVERALL SCORE = number

Academic Performance Level for Learning Expectations	
Name	**Score**
Outstanding	O
Satisfactory	S
Progressing	P
Needs Improvement	N
Not Applicable	NA

The levels underneath the EXPECTATIONS sections are *Clusters.* These levels are scored using alpha scores.

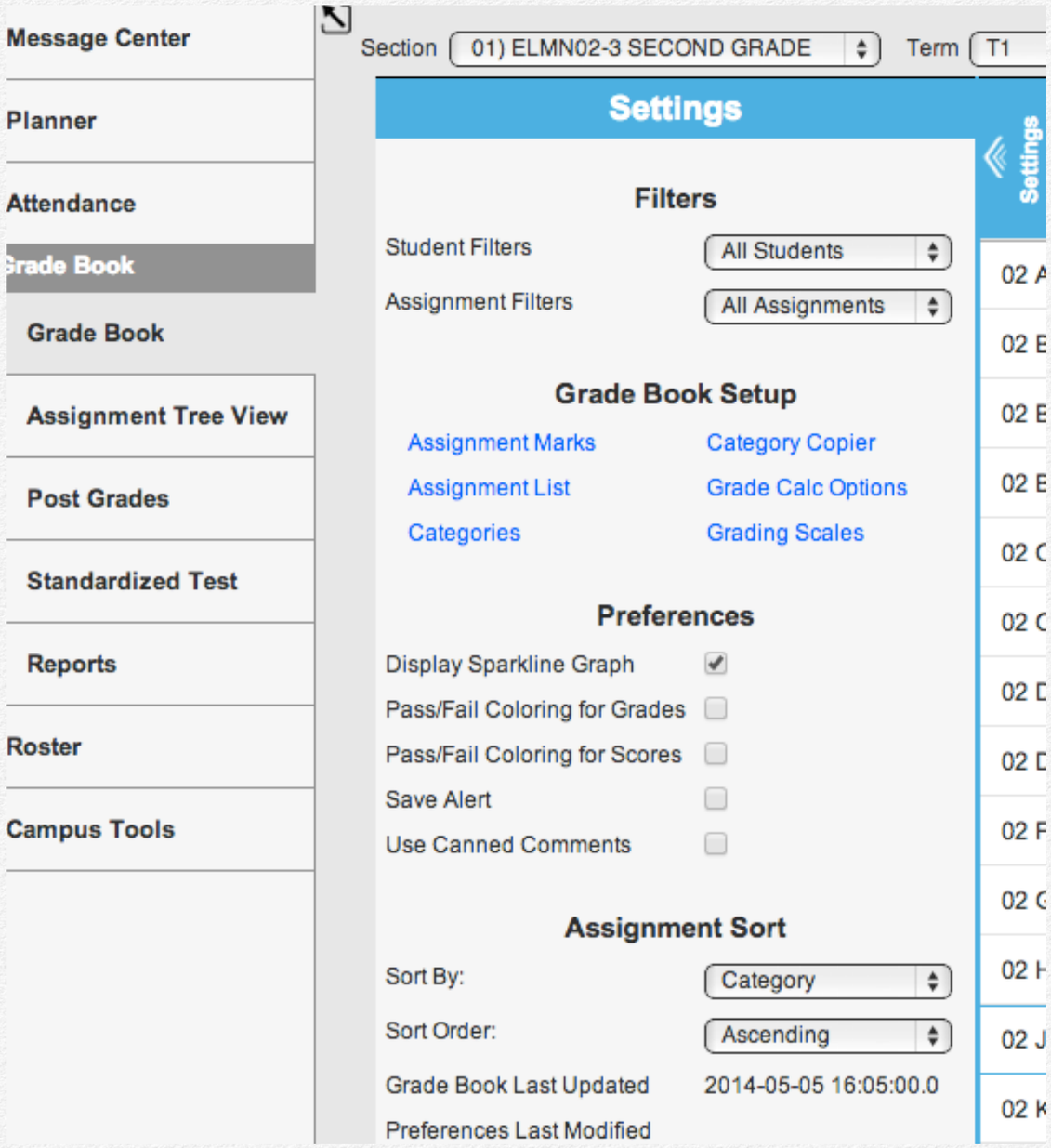
CLUSTER = alpha

MATHEMATICS		
	T1	
MATHEMATICS ACHIEVEMENT		
OPERATIONS & ALGEBRAIC THINKING EXPEC		
Write and interpret numerical expressions		
Analyze patterns and relationships		
NUMBER & OPERATIONS IN BASE TEN EXPEC		
Understand the place value system*		
Perform operations w/multi-digit whole numbers and decimals to hundredths*		
NUMBER & OPERATIONS-FRACTIONS EXPECT		
Use equivalent fractions as a strategy to add and subtract fractions*		
Apply multiplication/division understanding to multiply/divide fractions*		
MEASUREMENT & DATA EXPECTATIONS		
Convert like measurement units within a		

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. 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).

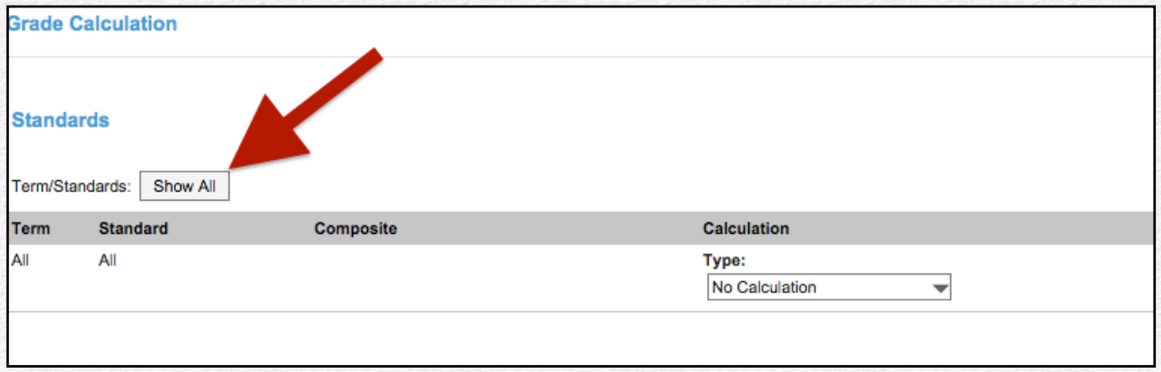


KEY STEPS – GRADE CALC OPTIONS

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

1. If you get an error message, simply click *Continue.*

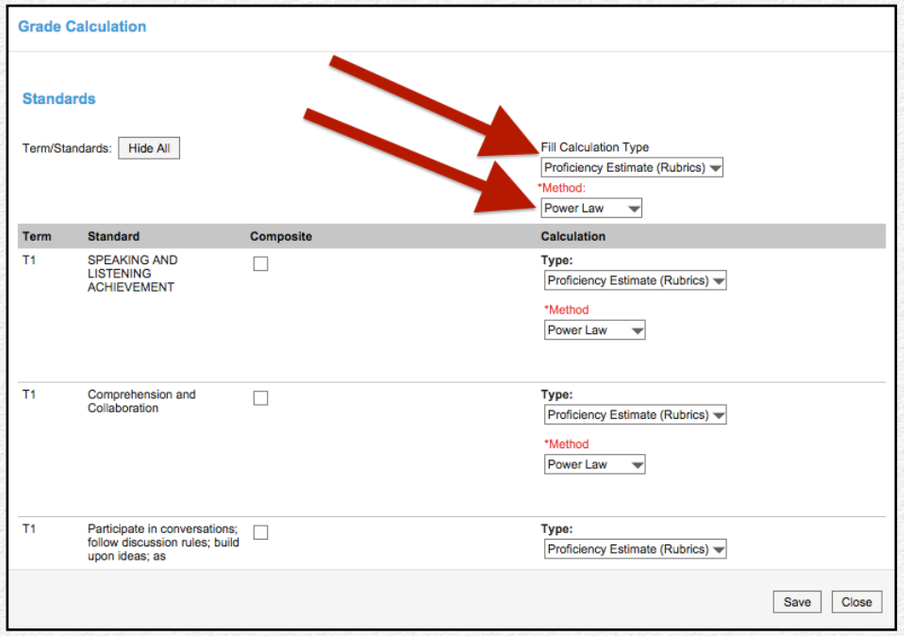
2. Click the box that says, "Show All" to see all terms for that section.



3. In the drop-down menu labeled "Fill Calculation Type," select *Proficiency Estimate (Rubrics)*.

4. In the next drop-down menu labeled "Method," select *Power Law.*

5. ***SAVE*** and ***CLOSE*** this window once you've made all desired adjustments.



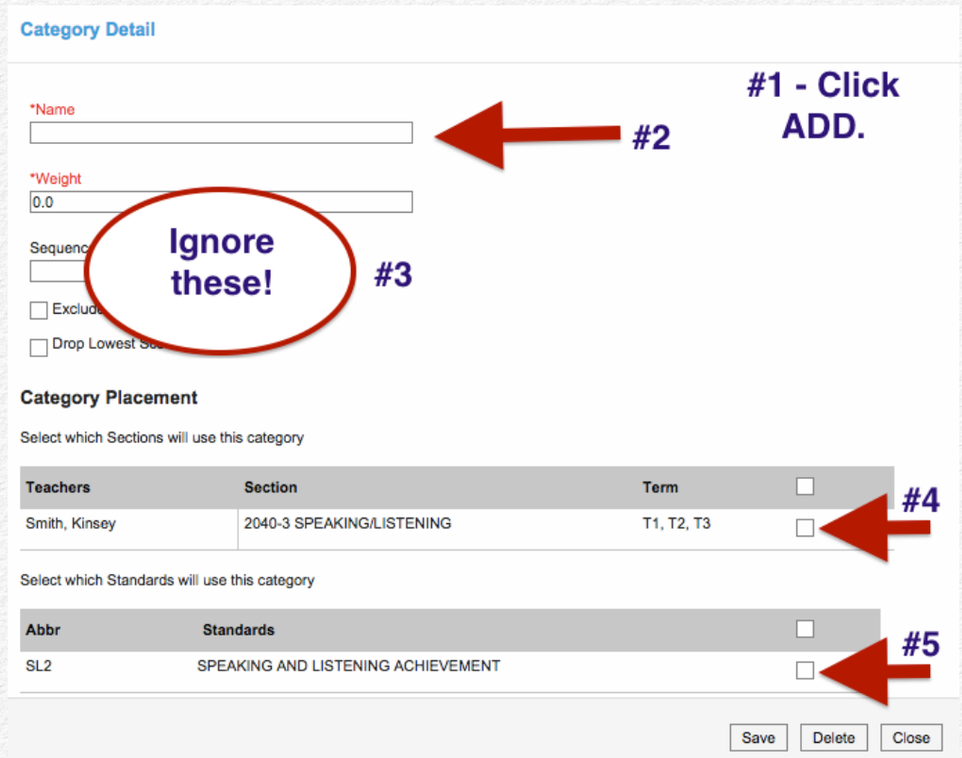
KEY STEPS - CATEGORIES

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 your section.
5. Check the box(es) to place the category in the correct grading task.
   - For Reading, place the category in BOTH Reading Literature Achievement AND Reading Informational Achievement. For all other sections, place the category ONLY in the top-most task (i.e. Writing Achievement).
6. ***SAVE*** and ***CLOSE*** when finished.

Remember:

- Name
- Term
- Task



CATEGORIES AND RELATED TASKS FOR ELA SECTIONS

TASK

CATEGORIES

BOTH Reading Literature and Reading Informational Text

1.Key Ideas & Details

2.Craft & Structure

3.Integration of Knowledge & Ideas

4.Range of Reading

Writing

1.Opinion/ Argument Writing

2.Informational/Explanatory Writing

3. Narrative Writing

4.Production & Distribution of Writing

5.Research to Present & Build Knowledge

Language

1.Conventions of Standard English

2.Vocabulary Acquisition and Use

Speaking & Listening

1.Comprehension and Collaboration

2.Presentation of Knowledge & Ideas

**Note: These categories are optional. Setting up your categories this way, however, will make grade reporting the easiest possible! You may wish to leave out categories that may not be as essential, such as "Range of Reading," if you do not anticipate having strong evidence for that type of work.*

CATEGORIES FOR MATH - OPTIONS EXPLAINED...

There are two main methods (and many variations of these) you can use to set up your Math grade book.

Option #1	***Option #2***
Your categories are set up to match the Math Domains.	Your categories are set to match the Math Clusters.
This means that you will have fewer categories, but you will have to extrapolate more details from your grade book to determine each student's scores in the Cluster areas (O, S, P, or N).	This means that you will have to set up more categories, but your categories will match the report card exactly. You will have less work to do to determine student scores in the Cluster areas when you are completing the report card.
In total, you will have between ***4 - 5 standards-based categories*** in the Math section.	In total, you will have between ***9 - 12 standards-based categories*** in the Math section.
See page 10	See pages 11 - 12

CATEGORIES FOR MATH SECTIONS:

METHOD #1

Mathematics

KINDER

1.Counting & Cardinality

2. Operations & Algebraic Thinking

3. Numbers & Operations in Base Ten

4. Measurement & Data

5.Geometry

GRADES 1 - 2

1.Operations & Algebraic Thinking

2. Numbers & Operations in Base Ten

3. Measurement & Data

4.Geometry

GRADES 3 - 5

1.Operations & Algebraic Thinking

2. Numbers & Operations in Base Ten

3. Numbers & Operations - Fractions

4. Measurement & Data

5.Geometry

GRADE 6

1.The Number System

2. Ratios & Proportional Relationships

3. Expressions & Equations

4.Geometry

5.Statistics & Probability

CATEGORIES FOR MATH SECTIONS: METHOD#2

KINDER

1. CC1
2. CC2
3. CC3
4. OAT1
5. NBT1
6. MD1
7. MD2
8. G1
9. G2

GRADE 1

1. OAT1
2. OAT2
3. OAT3
4. OAT4
5. NBT1
6. NBT2
7. NBT3
8. MD1
9. MD2
10. MD3
11. G1

KEY

Counting and Cardinality (CC)

Operations and Algebraic Thinking (OAT)

Numbers and Operations in Base Ten (NBT)

Number and Operations - Fractions (NF)

Measurement and Data (MD)

Geometry (G)

GRADE 2

1. OAT1
2. OAT2
3. OAT3
4. NBT1
5. NBT2
6. MD1
7. MD2
8. MD3
9. MD4
10. G1

GRADE 3

1. OAT1
2. OAT2
3. OAT3
4. OAT4
5. NBT1
6. NF1
7. MD1
8. MD2
9. MD3
10. MD4
11. G1

CATEGORIES FOR MATH SECTIONS: METHOD #2 (CONT.)

KEY

Counting and Cardinality (CC)

Operations and Algebraic Thinking (OAT)

Numbers and Operations in Base Ten (NBT)

Number and Operations - Fractions (NF)

Measurement and Data (MD)

Geometry (G)

Ratios and Proportional Reasoning (PR)

The Number System (NS)

Expressions and Equations (EE)

Statistics and Probability (SP)

GRADE 4

1. OAT1
2. OAT2
3. OAT3
4. NBT1
5. NBT2
6. NF1
7. NF2
8. NF3
9. MD1
10. MD2
11. MD3
12. G1

GRADE 5

1. OAT1
2. OAT2
3. NBT1
4. NBT2
5. NF1
6. NF2
7. MD1
8. MD2
9. MD3
10. G1
11. G2

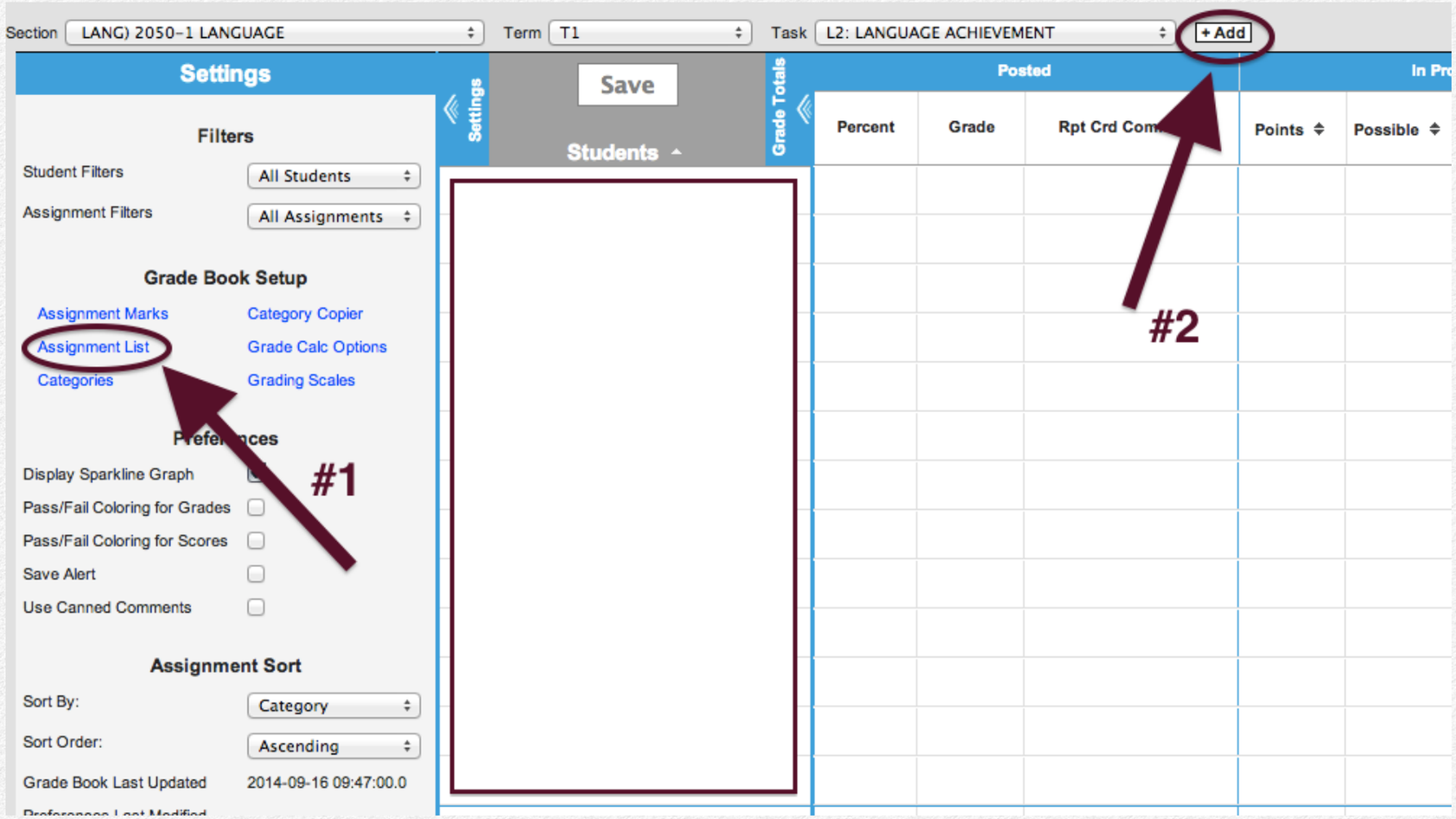
GRADE 6

1. RP1
2. NS1
3. NS2
4. NS3
5. EE1
6. EE2
7. EE3
8. G1
9. SP1
10. SP2

KEY STEPS – ADDING ASSIGNMENTS

There are two ways to add assignments:

1. Click "Assignment List" in the Settings section (#1).
2. Click +ADD at the top right corner of the grade book window (#2).



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.
   - For these abbreviations, you may wish to include acronyms for the *type* of assignment students completed (CLASSWORK = CW, HOMEWORK = HW, and so on). This allows you to categorize assignments while still placing assignments in appropriate standards categories to aid in posting grades at the end of each term.
3. Leave all of the *Section Placement* and *Scoring Alignment Detail* boxes checked. Change *Date Assigned* and *Date Due*, if desired.
4. Place the assignment in the appropriate Achievement task (i.e. WRITING ACHIEVEMENT).
   - *Note*: If you set up your categories correctly, the Achievement tasks should be the only tasks for which you can actually check the boxes.

When you check the box by the Achievement task, a list of your categories should appear. Select the appropriate category; you can only select one at a time. However, if you want to place the assignment in two or more categories, simply save your assignment in one category, then click on COPY at the bottom of the window to keep all other assignment information the same but place it in a different category.

Remember:

- Name
- Abbreviation
- Date
- Task
- Category

Assignment Detail

Standards

Select which standards get this assignment

Standard	Scoring Type
☑ W2: WRITING ACHIEVEMENT	○ Points
◉ Informational/Explanatory Writing	○ Marks
○ Narrative Writing	◉ Rubric
○ Opinion/Argument Writing	
○ Production and Distribution of Writing	
○ Research to Present and Build Knowledge	
☐ W21: Opinion/Argument Writing	
No Categories	
☐ W.2.1: Produce writing that supports a point of view with reasons and information	
No Categories	
☐ W22: Informational/Explanatory Writing	
No Categories	
☐ W.2.2: Produce writing that examines a topic and conveys ideas and information	
No Categories	
☐ W23: Narrative Writing	
No Categories	
☐ W.2.3: Produce narrative writing about real/imagined experiences/events	
No Categories	
☐ W24-6: Production and Distribution of Writing	
No Categories	

To the left are your categories (i.e. Sub-Strands).

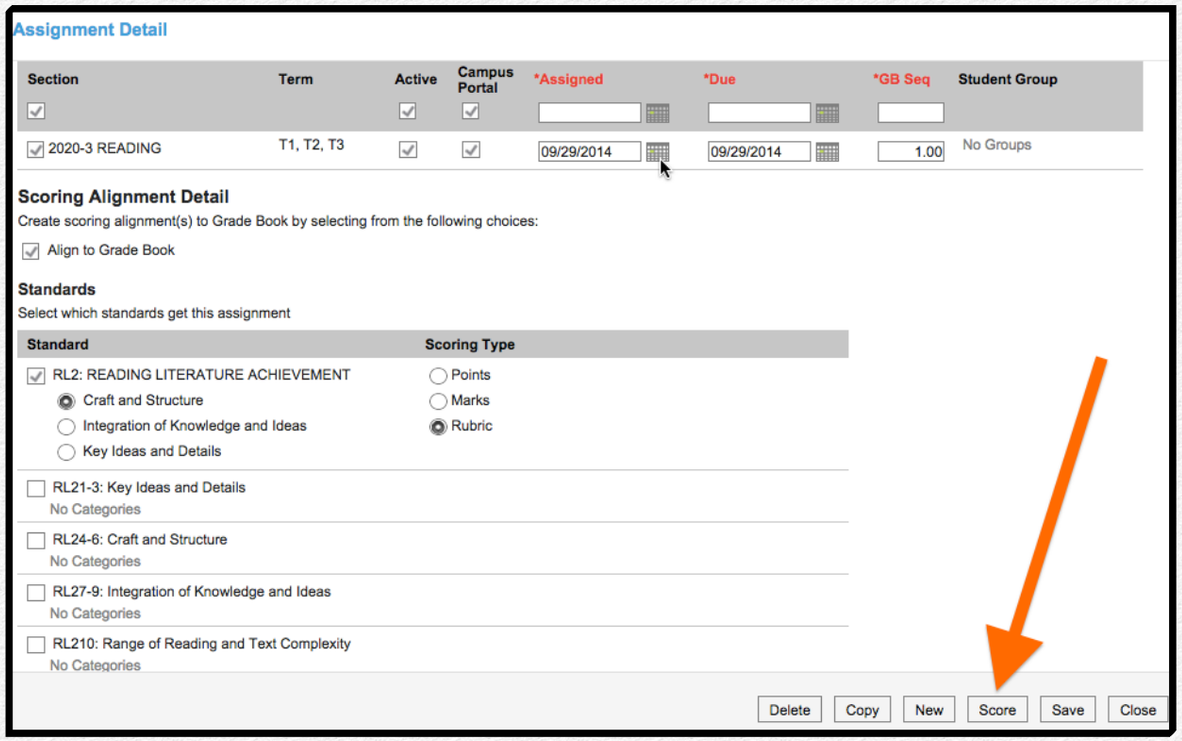
Keep RUBRIC selected here.

To copy the assignment in a different category, click Save first, then Copy.

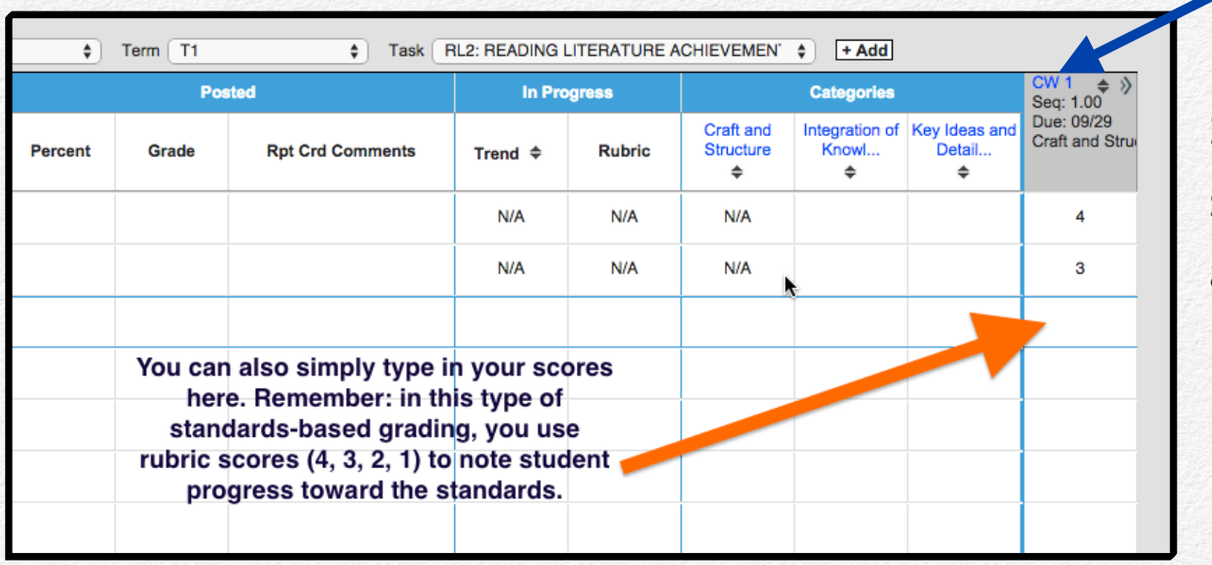
Delete | Copy | New | Score | Save | Close

KEY STEPS – SCORING ASSIGNMENTS

There are two ways to add assignments scores:



1.While still in the assignment detail window, click SCORE. Here you can fill scores to your whole class. You are then able to make changes after filling those scores if students have earned higher or lower scores than those you filled. To get to this window if you are back in the main grade book view, simply click on the assignment *abbreviation in blue* at the top of the grade book by the category names. (Follow the blue arrow below to see where to click!)



2.Or, from the main grade book page, simply type each student's score in the appropriate box.

What It Looks Like

On the following pages you will find examples of sample grade books. In the examples, you can see how the Power Law calculation works and how the category scores turn into a trending grade for each student.

*In essence, Power Law uses a student's past scores to predict what his next score would be based on his trend of assignment scores. The formula puts a bit more weight on his most recent assignment scores. This is a more accurate assessment of a student's current abilities than simply "averaging" grades.

Sample Reading Literature Grade Book

Term T1 Task RL2: READING LITERATURE ACHIEVEMENT + Add

In Progress			Categories			PA 1 Seq: 1.00 Due: 09/15 Craft and Stru	CW 2 Seq: 1.00 Due: 09/15 Craft and Stru	CW 3 Seq: 1.00 Due: 09/15 Integration of I	PA 1 Seq: 1.00 Due: 09/15 Integration of I	PA 1 Seq: 1.00 Due: 09/15 Key Ideas and	CW 1 Seq: 1.00 Due: 09/16 Key Ideas an
Points	Possible	Trend	Craft and Structure	Integration of Knowl...	Key Ideas and Detail...						
		2.17	4.00	2.00	3.00	2	4	4	2	1	3
		2.48	3.00	2.00	3.00	2	3	3	2	2	3
		1.98	4.00	1.00	3.00	1	4	3	1	1	3
		2.48	3.00	2.00	3.00	2	3	3	2	2	3
		1.87	4.00	1.00	2.00	2	4	2	1	1	2
		2.02	3.00	2.00	3.00	1	3	3	2	1	3
		1.62	2.00	1.00	3.00	2	2	3	1	1	3
		2.78	4.00	2.00	3.00	2	4	1	2	1	3
		2.28	4.00	2.00	3.00	2	4	3	2	1	3
		2.28	4.00	2.00	3.00	2	4	3	2	1	3
		2.28	4.00	2.00	3.00	2	4	3	2	1	3
		2.28	4.00	2.00	3.00	2	4	3	2	1	3
		2.28	4.00	2.00	3.00	2	4	3	2	1	3
		2.28	4.00	2.00	3.00	2	4	3	2	1	3

These are students' trending scores, which are postable to the Report Card.

Here are the category trend scores.

Here are the individual assignment rubric scores.

Sample Writing Grade Book

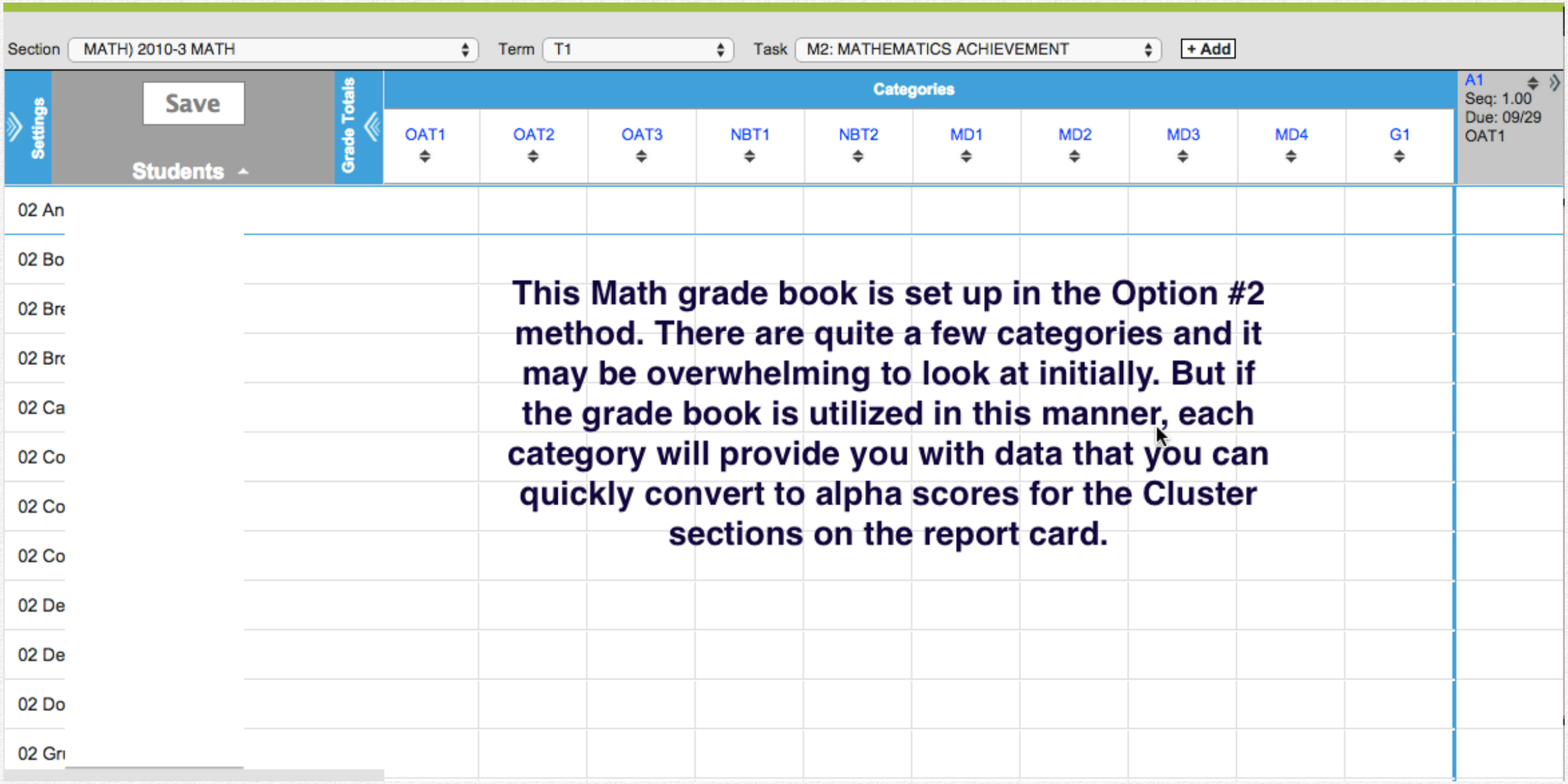
Term T1 Task W2: WRITING ACHIEVEMENT + Add

rogress		Categories					PA 1 Seq: 1.00 Due: 09/05 Informational/E	CW 1 Seq: 1.00 Due: 09/16 Informational/E	CW 2 Seq: 1.00 Due: 09/18 Informational/E	CW 3 Seq: 1.00 Due: 09/19 Informational/E	CW 5 Seq: 1.00 Due: 09/25 Informational/E	CW 3 Seq: 1.00 Due: 09/19 Production an
Trend		Informational/Explan...	Narrative Writing	Opinion/Argument Wri...	Production and Distr...	Research to Present ...						
3.26		2.53			4.00	4.00	1	4	3	4	1	3
3.42		2.89			4.00	4.00	2	3	4	3	2	3
3.30		3.43			4.00	4.00	3	4	3	4	3	2
3.48		3.98			4.00	3.00	2	3	4	3	4	2
3.65		2.89			4.00	4.00	3	2	3	3	3	4
2.85		2.55			4.00	3.00	4	1	4	4	2	2
3.06		2.76			4.00	4.00	2	4	2	4	2	2
3.51		3.70			4.00	4.00	2	4	3	4	3	2
3.51		3.70			4.00	4.00	2	4	3	4	3	2
3.51		3.70			4.00	4.00	2	4	3	4	3	2
3.51		3.70			4.00	4.00	2	4	3	4	3	2
3.51		3.70			4.00	4.00	2	4	3	4	3	2
3.51		3.70			4.00	4.00	2	4	3	4	3	2
3.51		3.70			4.00	4.00	2	4	3	4	3	2

These categories are empty because no writing of this type has been assigned yet.

Trending scores

Sample Mathematics Grade Book



Sample Assignment List

Assignment List: 2030-1 WRITING

All | Submission Allowed | Online Assessment | Aligned to Grade Book | Unaligned

*GB Seq	Assignment Name	Score	*Assigned	*Due ▲	Active	Campus Portal
1.00	PA 1: Pre-Assessment	Score	09/05/2014	09/05/2014	☑	☑
1.00	CW 1: Lit Response - Little Red Riding Hood (INFO/EXP)	Score	09/16/2014	09/16/2014	☑	☑
1.00	CW 1: Lit Response - Little Red Riding Hood (RESEARCH)	Score	09/16/2014	09/16/2014	☑	☑
1.00	CW 2: Lon Po Po Paragraph	Score	09/18/2014	09/18/2014	☑	☑
1.00	CW 3: Feature Article Planning Page (INFO/EXP)	Score	09/19/2014	09/19/2014	☑	☑
1.00	CW 3: Feature Article Planning Page (PRODUCTION)	Score	09/19/2014	09/19/2014	☑	☑
1.00	CW 4: Feature Article Digital Plan	Score	09/22/2014	09/22/2014	☑	☑
1.00	CW 5: Feature Article First Draft	Score	09/25/2014	09/25/2014	☑	☑
1.00	CW 6: Feature Article Editing Page	Score	09/26/2014	09/26/2014	☑	☑

Report Card and Grade Book Comparison

ENGLISH LANGUAGE ARTS			
	Term		
	T1	T2	T3
READING LITERATURE			
READING LITERATURE ACHIEVEMENT	3		
READING LITERATURE EXPECTATIONS			
Key Ideas and Details	O		
Craft and Structure	S		
Integration of Knowledge and Ideas	S		
Range of Reading and Text Complexity			
READING INFORMATIONAL TEXT			
READING INFORMATIONAL TEXT ACHIEVEMENT			
READING INFO TEXT EXPECTATIONS			
Key Ideas and Details			
Craft and Structure			
Integration of Knowledge and Ideas			
Range of Reading and Text Complexity			

These trend scores will post to the report card as whole number scores in the ACHIEVEMENT section.

You can convert these to alpha scores (4 = O, 3 = S, etc.) and post in the EXPECTATIONS sections to the report card.

k | RL2: READING LITERATURE ACHIEVEMENT | + Add

In Progress				Categories		
Points	Possible	Trend		Craft and Structure	Integration of Knowl...	Key Ideas and Detail...
		2.17		4.00	2.00	3.00
		2.48		3.00	2.00	3.00
		1.98		4.00	1.00	3.00
		2.48		3.00	2.00	3.00
		1.87		4.00	1.00	2.00
		2.02		3.00	2.00	3.00
		1.62				3.00
		2.78				3.00
		2.28				3.00
		2.28				3.00
		2.28				3.00
		2.28				3.00
		2.28		4.00	2.00	3.00

ACHIEVEMENT levels = numeric descriptors

EXPECTATION levels = alpha descriptors

Important Notes!

1. Setting up your grade book is *optional*. It will certainly be easier for you to complete report cards, though, if you take the time to set up your grade book now. The grade book will do all of the calculations and predicted scores for you!

2. There are many variations of the options presented here. Please contact your teacher coach or school site specialist (Jennifer Ellerman, Ted Wattenberg, or Shonna Franzella) for more assistance. If desired, we can help you set up hybrid grade books wherein you include “traditionally-scored” assignments (i.e. a home-work assignment scored out of ten points) along with standards-based grading (i.e. assignments scored with a numeric rubric score to denote student progression to-ward mastery of standards).