

Infinite Campus: Posting Grades (5th-8th)

Table of Contents

Navigation	1
Posting Checklist.....	1
Grading Window.....	2
Grade Book Check Up.....	2
Checking Grade Calculations.....	2
Checking Categories.....	5
Report to Check Assignments & Scores	6
Posting Grades.....	7
Entering Comments	8
Ps and Gs	9
Final Check.....	11
Grade Changes.....	13

Navigation

If you did not set your preferences to log directly into Campus Instruction, navigate there by using the app selector button in the upper-right corner of IC. Click on Campus Instruction, and you will be directed to the module.

In Campus Instruction, click to choose Grade Book from the outline.

Posting Checklist

- ___ Grading window is open
- ___ Grade calculations are properly set up in Infinite Campus
- ___ Categories are properly set up in Infinite Campus
- ___ All assignments are entered in Infinite Campus
- ___ All assignments have been graded in Infinite Campus
- ___ Each section has been posted
- ___ Ps & Gs for all sections scored
- ___ Each section has been saved
- ___ All sections reviewed for accuracy

Posting Grades (5th-8th)

Grading Window

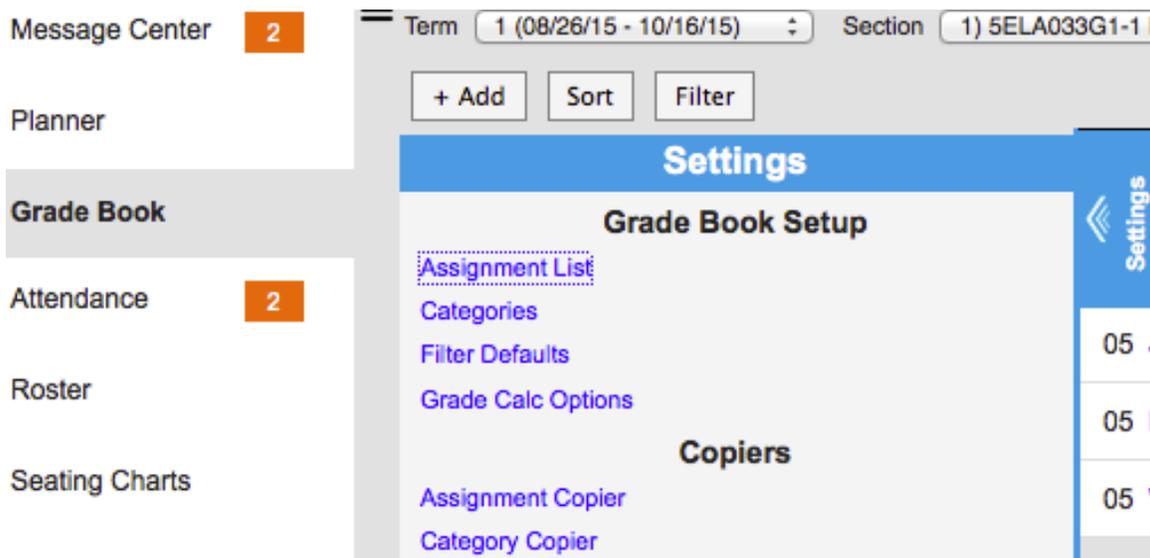
The grading window is the name for the period of time you are allotted to post your grades in Infinite Campus. Each term, the grading window opens on a specified date, and marks the beginning of the time in which you can post your students' term grades, make comments for the report card, and complete the P's and G's. The grading window closes on a specified date so that report cards can be processed, printed, and distributed to students' families in a timely manner. Once the grading window closes, you will need to ask your principal to re-open it.

Grade Book Check Up

Prior to posting grades, it is diligent to ensure your Grade Book is set up correctly, and that you are ready to post grades. Take the following actions to check everything in your Grade Book is ready for posting.

Checking Grade Calculations

In your Grade Book, first check that you are in the Trimester, Quarter, or Session Grading Task, then click the Settings button to open the settings.



The screenshot shows the Infinite Campus Grade Book interface. On the left is a navigation menu with items: Message Center (2), Planner, Grade Book (selected), Attendance (2), Roster, and Seating Charts. The main area displays the 'Settings' menu for the 'Grade Book Setup'. At the top, it shows 'Term 1 (08/26/15 - 10/16/15)' and 'Section 1) 5ELA033G1-1'. Below this are '+ Add', 'Sort', and 'Filter' buttons. The 'Settings' menu includes: Assignment List (highlighted with a dashed box), Categories, Filter Defaults, Grade Calc Options, Copiers, Assignment Copier, and Category Copier. On the right side of the settings menu, there are three rows, each with a '05' value.

Click to select Grade Calc Options from the Settings menu.

Important Note: You will need to do this for every graded class you teach!

Posting Grades (5th-8th)

Your screen will look like one of two:

If your screen looks like the first one below, you have already properly set up your Grade Calculations and can move to the next step.

Grade Calculation

Standards

Term/Standards:

Term	Standard	Composite	Calculation
All	All		Type: <input type="text" value="No Calculation"/>

Grading Tasks

Term/Grading Tasks:

Term	Grading Task	Composite	Calculation
All	All		Type: <input type="text" value="In Progress Grade"/> *Grading Scale: <input type="text" value="Default"/> ⓘ <input checked="" type="checkbox"/> Weight Categories <input type="checkbox"/> Use Score's % Value

If your screen looks like the one below, you have not properly set up your Grade Calculations; click the Continue button to do so.

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.

Posting Grades (5th-8th)

On the new page, under Grading Tasks, use the Type drop-down to choose In Progress Grade.

Grade Calculation

Grading Tasks

Term/Grading Tasks:

Term	Grading Task	Composite	Calculation
All	All		Type: No Calculation No Calculation In Progress Grade

Next, choose the grading scale for your section by using the Grading Scale drop-down. *Please note: most courses will use the Default grading scale.*

Calculation

Type:

*Grading Scale:

Calculation

Type:

*Grading Scale: ⓘ

Weight Categories

Use Score's % Value

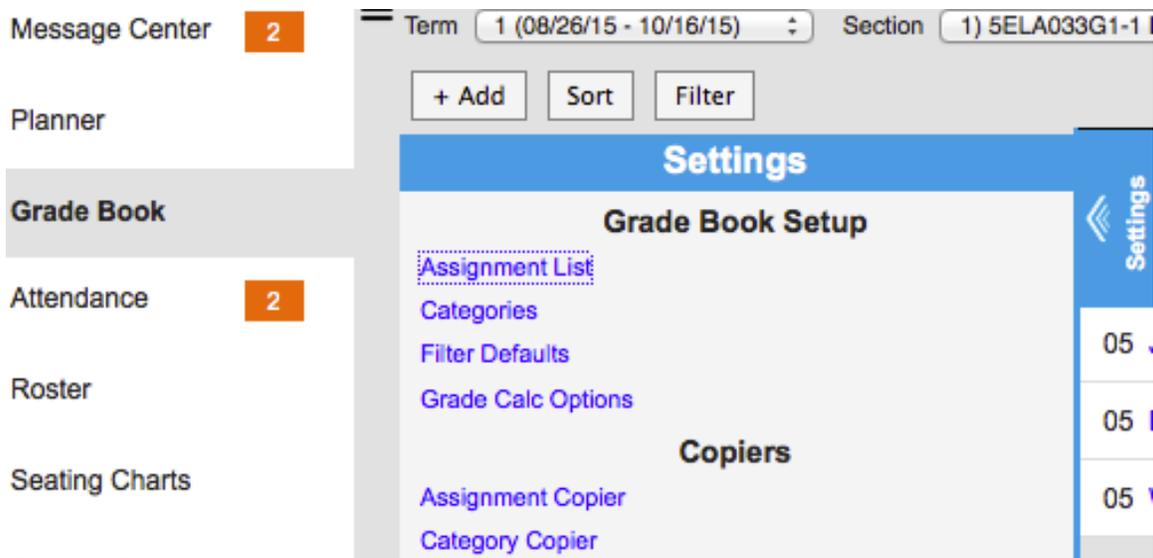
If you will be weighing your assignment categories, click to select the box in front of Weight Categories.

When you are ready, click the Save button.

Posting Grades (5th-8th)

Checking Categories

In your Grade Book, click the Settings button to open the settings if they are not already open.



Click to select Categories.

Important Note: You will need to do this for every graded class you teach!

Category List

Sequence ▲	Category	*Weight	Exclude	Drop Lowest (%)
<input type="text" value="1"/>	Formative	<input type="text" value="40.0"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="2"/>	Summative	<input type="text" value="60.0"/>	<input type="checkbox"/>	<input type="checkbox"/>

Your categories should all be listed on this page. Regardless of whether you will be weighting your categories for a grade, you must enter a weight for each category. Your categories can be weighted in the following ways: total weight of all categories equals 1, 10, or 100; or categories are weighed as multipliers (Homework is a 1, but Assessments are weighted double at 2).

Please note: if you have chosen to exclude a category, this will exclude from the grade calculation any assignments aligned with the excluded category. Also, if you choose to drop the lowest grade, Infinite Campus will automatically do this for you.

Posting Grades (5th-8th)

Report to Check Assignments & Scores

An easy way to check that all of your assignments have been entered into your Grade Book, and that all assignments have been scored, is to run the Grade Book Section Summary report.

In Campus Instruction, along the outline on the left, click to choose Reports (Grade Book).

In the main pane, choose the term, section, and Section Summary report from the corresponding drop-down menus.

Message Center

Planner

Grade Book

Attendance **2**

Roster

Seating Charts

Student Groups

Post Grades

Assignment Overview

Reports (Attendance)

Reports (Grade Book)

Reports (Planner)

Reports (Roster)

Account Settings

Generate Report

Report Options

Term 1 (08/26/15 - 10/16/15) Section 6 (5PEH035G1-1 PHYSICAL EDUCATION (Half Day))

Report Section Summary

This report displays the teacher's grade book. Options are available for the Grading Task and Assignment grids which allow the report to be customized. Composite Grading Tasks display

Display Details

Show Student Names
 Show Student Numbers

Page Orientation

Portrait
 Landscape

Assignment Properties

Show Assignment Description

Student Assignment Grid

Show Points Possible Show Earned Points Show Total Points Possible
 Show Percent Show In-Progress Grade Show Assignment Average Show Alternate Rows

Grading Task Grid

Show Percent and Final Grade
 Show Percent Only
 Show Final Grade Only
 Show Class Average Shade Alternate Rows

Assignment Sort Preference

Category, Assignment
 Assignment Seq
 Assignment End/Due Date

Student Sort Preference

Student Names
 Student Numbers
 Student PersonID
 Random

*Select Students

Name	Student #	Grade
<input checked="" type="checkbox"/> Jones, Kori L	110000549	05

*Select Assignments

Select All	Expand All
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Choose your options for the report, and then click the Generate Report button at the top of the main pane.

Your report will generate as a PDF, and will include a summary of all assignments for that section, their assigned and due dates, and the number of points possible. Additionally, it will list each selected student from that section and list their score for each assignment. Finally, it will show each selected student's current in-progress grade.

Posting Grades (5th-8th)

If you have discovered anything that needs to be changed, this is a very good point in the process to make the desired correction.

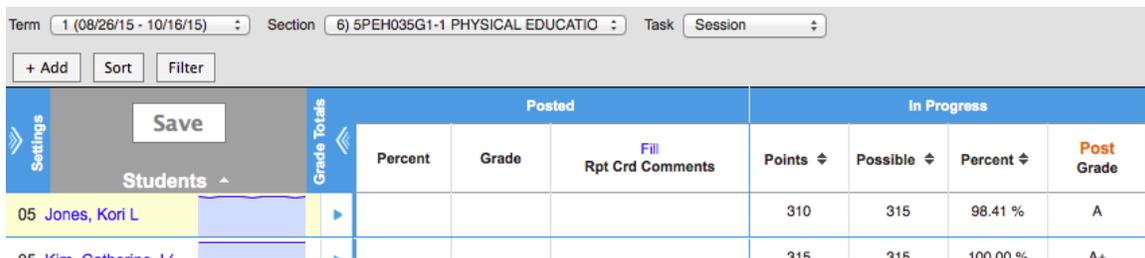
The steps beyond this point are for posting term grades.

Posting Grades

Once you have checked that **all** of your sections have been properly set up, and that you have entered and scored all assignments, it is time to post grades.

You will have to post grades for each section you teach during that grading period.

To begin, navigate to the first section you wish to post. When the Grading Window is open, you will see the orange Post button visible above the In Progress Grade column.

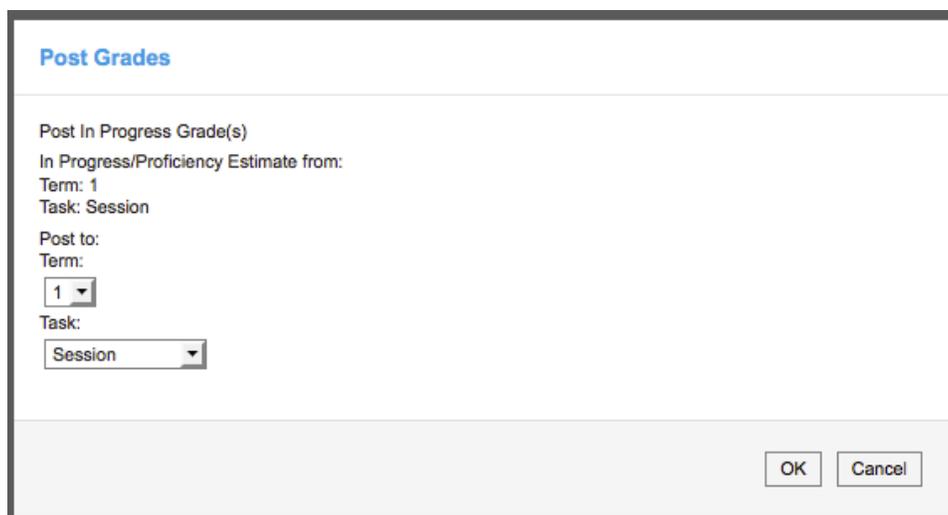


The screenshot shows a software interface for posting grades. At the top, there are dropdown menus for Term (1 (08/26/15 - 10/16/15)), Section (6) SPEH035G1-1 PHYSICAL EDUCATIO, and Task (Session). Below these are buttons for + Add, Sort, and Filter. The main area is a table with columns: Percent, Grade, Rpt Crd, Comments, Points, Possible, Percent, and Post Grade. The table has two rows of data. The first row shows a student named Jones, Kori L with 310 points out of 315 possible, resulting in 98.41% and a grade of A. The second row shows a student named Kim, Catherine L with 315 points out of 315 possible, resulting in 100.00% and a grade of A+.

Students	Posted			In Progress			
	Percent	Grade	Fill Rpt Crd Comments	Points	Possible	Percent	Post Grade
05 Jones, Kori L				310	315	98.41 %	A
05 Kim, Catherine L				315	315	100.00 %	A+

Click the orange Post button.

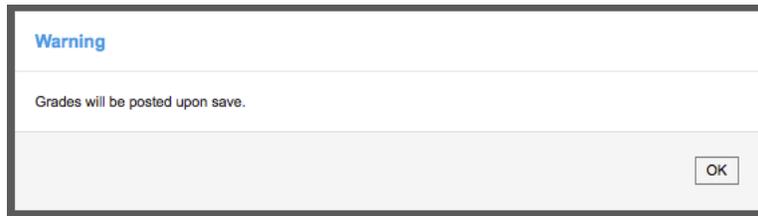
A small window will open. Click the OK button.



The screenshot shows a dialog box titled "Post Grades". It contains the following text and fields: "Post In Progress Grade(s)", "In Progress/Proficiency Estimate from:", "Term: 1", "Task: Session", "Post to:", "Term: 1", "Task: Session". At the bottom right, there are "OK" and "Cancel" buttons.

Posting Grades (5th-8th)

A small warning will appear, reminding you to save. Click the OK button.



In the grade book, in the Posted columns, you will see the students' grades have been posted, and that the Save button is now orange. Click the Save button.

Settings	Save	Students	Grade Totals	Posted			Points	Possible
				Percent	Grade	Fill Rpt Crd Comments		
		05 Jones, Kori L		98.41 %	A		310	315
		05 Kim, Catherine J (...)		100.00 %	A+		315	315
		05 Williams, Mason R		92.69 %	A		292	315

Teachers of non-trimester courses will need to post for all terms that ended during the trimester. Please see the chart below for posting times.

	Trimester 1	Trimester 2	Trimester 3
FS Core & Encore	Term 2	Term 5	Term 7
FS PE & Health	Term 1	Term 3 & Term 4	Term 6 & Term 7
GMS Core	Term 3	Term 7	Term 10
GMS Encore	Term 2	Term 5	Term 8 & Term 10
GMS PE & Health	Term 1	Term 4 & Term 6	Term 9 & Term 10

Entering Comments

In the Posted column titled Rpt Crd Comments, you can type in comments that will appear on students' report cards.

To do so, simply click in the cell for each student and type in the comments. It is highly recommended that you click the Save button often while doing this.

Settings	Save	Students	Grade Totals	Posted		
				Percent	Grade	Fill Rpt Crd Comments
		06 Kim, Catherine		96.75 %	A	Great work!
		06 Patel, Ayaan		95.62 %	A	Great work!
		06 Sharma, Riva		89.20 %	B+	Remember to turn in ho

Posting Grades (5th-8th)

Ps and Gs

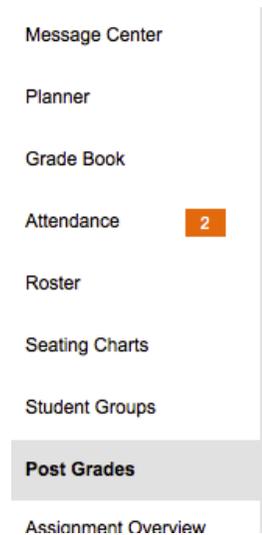
If your course provides Ps and Gs for students, you will need to score each standard.

You will have to do Ps and Gs for each section you teach during that grading period.

To begin, navigate to the first section you wish to score. When the Grading Window is open, you will see the orange Post button visible above the In Progress Grade column; this will just serve as a visual cue that you can score the Ps and Gs.

Along the left side of the screen is the index. Click to select Post Grades in the index.

In the main screen, you will see each student listed. Along the top of the screen you will see three drop-down menus: Term, Section, and Task. Choose the Term based on the chart below. Choose the first Section you would like to score. Choose the first P&G standard from the Task menu.



	Trimester 1	Trimester 2	Trimester 3
FS Core & Encore	Term 2	Term 5	Term 7
FS PE & Health	Term 1	Term 3 & Term 4	Term 6 & Term 7
GMS Core	Term 3	Term 7	Term 10
GMS Encore	Term 2	Term 5	Term 8 & Term 10
GMS PE & Health	Term 1	Term 4 & Term 6	Term 9 & Term 10

Please note: Teachers of non-trimester courses may need to grade multiple terms during grading. For example, Frederick PE & Health teachers will need to grade their students from the second and third sessions during the Trimester 2 grading window.

Posting Grades (5th-8th)

You can score the standards one of two ways. The default is to post by task (standard). For this, you will choose a standard from the Task drop down menu, and all of your students will be listed. The other way to score standards is to click the Post by Student button near the top. This will change the Task menu into a Student menu; you will choose one student at a time, and all of the Ps &Gs for your course will show. Posting by student follows the same instructions.

The screenshot shows a web interface for posting grades. At the top, there are dropdown menus for Term (3 (10/31/15 - 11/20/15)), Section (11) 6ELA046G1-1 LITERATURE (Regular Day), and Task (1: Uses context clues to achieve word recognition and meaning). Below these are buttons for Save, Post by Student, and Fill Percent, Grade, Comment. The main area is a table with the following columns: Students, Percent, Grade, and Report Card Comments. The table lists six students: Kim, Catherine; Patei, Ayaan; Sharma, Riya; Smith, Kori; Thomas, Reilly; and Williams, Mason. Each student row has an empty input box for Percent, a dropdown menu for Grade (set to 'P' for most, 'G' for Williams), and an empty text area for Report Card Comments.

For each student, use the Grade drop down box to choose the score for that task.

You can also do a batch scoring using the Fill Percent, Grade, Comment button at the top of the screen. *Please note: you are not able to fill using Post by Student.*

The screenshot shows a dialog box titled "Fill: Percent, Grade, Comment" with the subtitle "Applies the same value to multiple students". It contains three sections: "Percentage" with an unchecked checkbox and an empty input box; "Grade" with a checked checkbox and a dropdown menu showing 'P', 'G', and 'X'; and "Comment" with a large empty text area. At the bottom, there is a "Students" dropdown menu set to "All" and "Fill" and "Cancel" buttons.

Posting Grades (5th-8th)

In the Fill: Percent, Grade, Comment box, click to select the checkbox next to Grade, and use the drop down to choose the score you wish to apply to your students. Click the Fill button.



You will receive this confirmation message; click the OK button to continue.

On the main page, you can change any student's score.

Click the Save button before moving to the next P&G standard.

You will need to score each student for each P&G standard for each section you teach.

Final Check

Once you have posted all grades and scored all standards for all applicable sections, it is highly recommended you do a final check before the grading window closes.

Message Center

Planner

Grade Book

Attendance

2

Roster

Seating Charts

Student Groups

Post Grades

Assignment Overview

Reports (Attendance)

Reports (Grade Book)

In the index on the left side of the screen, click to choose Reports (Grade Book).

In the main pane of the screen, choose the first term & section you wish to check, then choose Section Summary from the Report drop down menu.

Below, uncheck the boxes under the Assignment Properties and Student Assignment Grid headings, as these options will only clutter the report. Under Grading Task Grid, uncheck Show Class Average.

Posting Grades (5th-8th)

Generate Report

Report Options

Term: 3 (10/31/15 - 11/20/15) Section: 4) 6ELA034G1-1 LANGUAGE ARTS (Regular Day)

Report: Section Summary

This report displays the teacher's grade book. Options are available for the Grading Task and Assignment grids which allow the report to be customized. Composite Grading Tasks display in

Display Details

- Show Student Names
- Show Student Numbers

Page Orientation

- Portrait
- Landscape

Assignment Properties

- Show Assignment Description

Student Assignment Grid

- Show Points Possible
- Show Earned Points
- Show Total Points Possible
- Show Percent
- Show In-Progress Grade
- Show Assignment Average
- Show Alternate Rows

Grading Task Grid

- Show Percent and Final Grade
- Show Percent Only
- Show Final Grade Only
- Show Class Average
- Shade Alternate Rows

Assignment Sort Preference

- Category, Assignment
- Assignment Seq
- Assignment End/Due Date

Student Sort Preference

- Student Names
- Student Numbers
- Student PersonID
- Random

***Select Assignments**

Select All Expand All

3

- 1: Uses writing process effectively (prewriting, drafting, revising, editing,
- 2: Writes in a variety of forms for different purposes & audiences: narrative,
- 3: Applies writing conventions correctly and uses self-editing skills (i.e. ca
- 4: Speaks effectively to a variety of audiences
- 5: Produces quality work consistent with ability
- 6: Completes work on time
- 7: Comes prepared for class
- 8: Actively listens and follows directions
- 9: Stays on task
- Trimester

- Assessment (Wt: 50.0)
 - A1: Assessment 1
 - A2: Assessment 2
 - A3: Assessment 3
 - A4: Assessment 4
 - A5: Assessment 5
 - A6: Assessment 6
- Practice & Application (Wt: 50.0)
 - W1: Week 1
 - W2: Week 2
 - W3: Week 3
 - W4: Week 4
 - W5: Week 5
 - W6: Week 6
 - W7: Week 7
 - W8: Week 8
 - W9: Week 9
 - W10: Week 10
 - W11: Week 11
 - W12: Week 12

7

10

Toward the bottom of the page, uncheck the boxes in front of the non-relevant terms, and then click to expand the relevant term. In that term, uncheck all of the assignments from the grade book, but leave the P&G standards, and the overall grade (Trimester, Quarter, or Session) checked.

Scroll back to the top of the page and click the Generate Report button.

Posting Grades (5th-8th)

The report will show you the posted grade and P&G scores for each student. You can also use this to check that these are the scores and grade you wish to appear on each student's report card. It is highly recommended you do this for each section prior to the grading window's closing.

Course: 6ELA034G1-1 LANGUAGE ARTS
Teacher: Friedrich, Marie

Section Summary Report

Key: *M = Missing *L = Late *I = Incomplete
*Ch = Cheated *Dr = Dropped *X = Exempt

10/26/2015 10:44:34 AM
Page 1 out of 1

Grading Tasks/Standards - Final Grades	
	Term - Grading Task/Standard
1	3 - Actively listens and follows directions
2	3 - Applies writing conventions correctly and uses self-editing skills (i.e. ca
3	3 - Comes prepared for class
4	3 - Completes work on time
5	3 - Produces quality work consistent with ability
6	3 - Speaks effectively to a variety of audiences
7	3 - Stays on task
8	3 - Trimester
9	3 - Uses writing process effectively (prewriting, drafting, revising, editing,
10	3 - Writes in a variety of forms for different purposes & audiences: narrative,

Grading Tasks/Standards - Final Grades												
	1		2		3		4		5		6	
Student	Percent	Final Grade										
06 Kim, Catherine		P		P		P		P		P		P
06 Patel, Ayaan		P		P		P		P		P		P
06 Sharma, Riya		P		P		P		P		P		P
06 Smith, Kori		P		P		P		P		P		P
06 Thomas, Reilly		P		P		P		P		P		P
06 Williams, Mason		P		P		P		P		P		P

Grading Tasks/Standards - Final Grades								
	7		8		9		10	
Student	Percent	Final Grade						
06 Kim, Catherine		P	96.75	A		P		P
06 Patel, Ayaan		P	95.62	A		P		P
06 Sharma, Riya		P	89.20	B+		P		P
06 Smith, Kori		P	78.91	C+		P		P
06 Thomas, Reilly		P	95.79	A		P		P
06 Williams, Mason		P	66.04	D		P		P

Grade Changes

If you discover that you have incorrectly posted a grade and must make a change, you will need to ask your building principal to re-open the grading window for that particular course.