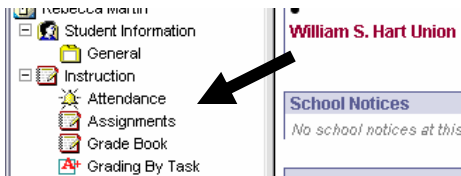


Using the NEW 2011 Updated Infinite Campus Grade Book

Entering Assignments

1. This year use the new **Assignments** menu item to enter assignments into your grade book. (The right-click on the grey area above the GRADEBOOK screen no longer allows shortcut input of assignments)



NOTE: **SAVE** when you complete entering information on a screen!!!!

2. Click on **Create Assignments** on the top of the yellow screen area.
 3. Fill in the name of the assignment/score and the abbreviation, assign the score item to the classes you want it available, and attach it to a SEMESTER grading period.

3447-50 Physics A
 Teacher: Gavin, T

Assignments
 Assignment List Daily Planner Save Save & Score Save & Create New Assignment Delete Assignment

Assignment Detail
 ActivityID
 *Name Chapter 2 Work
 *Abbreviation 3W
 Test Strand
 Last Modified

Show Description, Objectives, and References Fields

Sections
 Select which sections get this assignment.

Section	Active	Hide	Assigned	*Due	Seq	Student Group
<input checked="" type="checkbox"/> 3447-20 Physics A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	09/01/2011	09/08/2011	1	No Groups
<input checked="" type="checkbox"/> 3447-30 Physics A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	09/01/2011	09/08/2011	1	No Groups
<input checked="" type="checkbox"/> 3447-40 Physics A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	09/01/2011	09/08/2011	1	No Groups
<input checked="" type="checkbox"/> 3447-50 Physics A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	09/01/2011	09/08/2011	1	No Groups

Standards
 Select which standards get this assignment.
 Standard Scoring Type *Total Pts *Multiplier

Grading Tasks
 Select which grading tasks get this assignment.

Grading Task	Scoring Type	*Total Pts	*Multiplier
<input type="checkbox"/> Progress Grade No Categories			
<input type="checkbox"/> Term Grade No Categories			
<input checked="" type="checkbox"/> Semester Grade	<input checked="" type="radio"/> Points	5	5
<input type="radio"/> Assignments	<input type="radio"/> Marks		
<input type="radio"/> Tests			

When you click on SEMESTER GRADE, your categories will pop up below. Select the category you want this assignment to be a part of. (If you use Total Points, that folder will be your only option. Then select points in the scoring type (marks are for if you want to set up a set point value to a letter grade or check mark system – don't use this unless you have set up a separate system.) Then enter the number of points available on the item. The multiplier function is still the same – use it to make the item have more or less value than the points possible, i.e. worth 1/2 of a grade or worth two grades). **THEN BE SURE AND CLICK ON SAVE!**