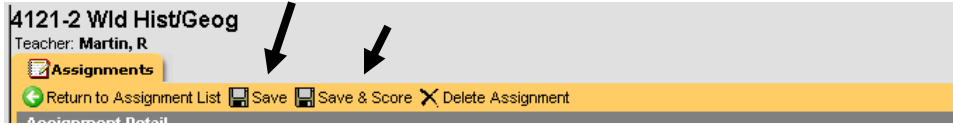


# Using the NEW 2011 Updated Infinite Campus Grade Book

## Entering Scores

1. When you enter an assignment under the ASSIGNMENT menu you have two immediate options: to **Save** (and score later) or to **Save and Score**



2. If you are **not** ready to score right away you can just SAVE and go back later and score. When ready to score there are two options. The old shortcut way directly from the grade book is still an option. Go to Gradebook and then enter directly on the spreadsheet. HOWEVER, this year it would be much more efficient to enter scores using the **ASSIGNMENT** option. The grade book spreadsheet is best for updating a grade or entering grades that need NO flags or comments. The new way saves clicks by allowing you to type your comments directly beside the grade you enter without right clicks. You can also put in all flags here without clicking.

3. NEW – entering scores from the **ASSIGNMENTS** menu can be accessed two ways. You can click on **Save and Score** right when you enter the name of the item. Or you can click on the **Assignments** menu and then click on the spiral notebook icon next to the assignment name on your list of entered items.

Active	Hide	Assigned Date	Due Date	Assignment Name	Alignment	T	M	F	Ch	X
<input checked="" type="checkbox"/>	<input type="checkbox"/>	04/22/2011	04/22/2011	Chapter 19 Test	Term Grade > Test (0/36)	1	1	1	0	0
<input checked="" type="checkbox"/>	<input type="checkbox"/>	04/27/2011	04/27/2011	Ch. 20 Vocabulary Puzzle	Term Grade > Classwork/Homework > Q4 (0/36)	0	0	0	0	0

NOTE: The spiral notebook icon takes you directly to the score entry screen. If you need to edit the assignment itself (i.e. name, points possible, grading category, description, etc.) then click directly on the blue highlighted name of assignment.

4. Enter your scores here. The arrows below point out information and your options when entering scores.

**4121-2 Wld Hist/Geog**  
 Teacher: **Martin, R**

**Assignments**  
 Return to Assignment List Save Score

**Ch. 20 Vocabulary Puzzle**  
 Assigned Date: 04/27/2011  
 Due Date: 04/27/2011  
 Total Points: 100

**Standard & Grading Task Legend**  
 GT1 - Term Grade

Students	Att 04/27	Scores		GT1	Dr	Comments	T	M	L	I	Ch	X
		Score										
		100	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Name of Assignment and Term it is calculated in; total points and dates associated with assignment

Want to give everyone the same score and then manually change a few? Use the Fill All Option.

Type your score here

Type your own unique comment here

Click this box to drop this score for a student; or click the box at top of column to drop for the whole class. Still shows the assignment and score, but notes that it is dropped from calculation.

Check a flag here without right-clicking.

**New:** **T** = Turned In (allows you to notify parents that you got the assignment but will need time to grade it.) (no impact on calculation)

**M**= Missing (calculates as 0)  
**L**= Late (no calculation impact)  
**I**= Incomplete (no calculation impact)  
**Ch**= Cheating (calculates as 0)  
**X**= Exempt (does not calculate in total)

Assignment Name	Alignment	T	M	L	I	Ch	X
1 Chapter 19 Test	Term Grade > Tests > Q4 (35/36)	1	1	1	0	0	0
1 Ch. 20 Vocabulary Puzzle	Term Grade > Classwork/Homework > Q4 (35/36)	1	1	1	1	0	0

After entering grades be sure and SAVE. That will take you back to Assignments list for your class. It will show you the number of flags you have on this assignment. You can use this to spot check at later dates to see if you need to change any grades. (i.e. I have 1 student in both assignments I have checked "T" meaning they turned it in, but I didn't score yet. I can go back and enter score and turn off the "T" flag.