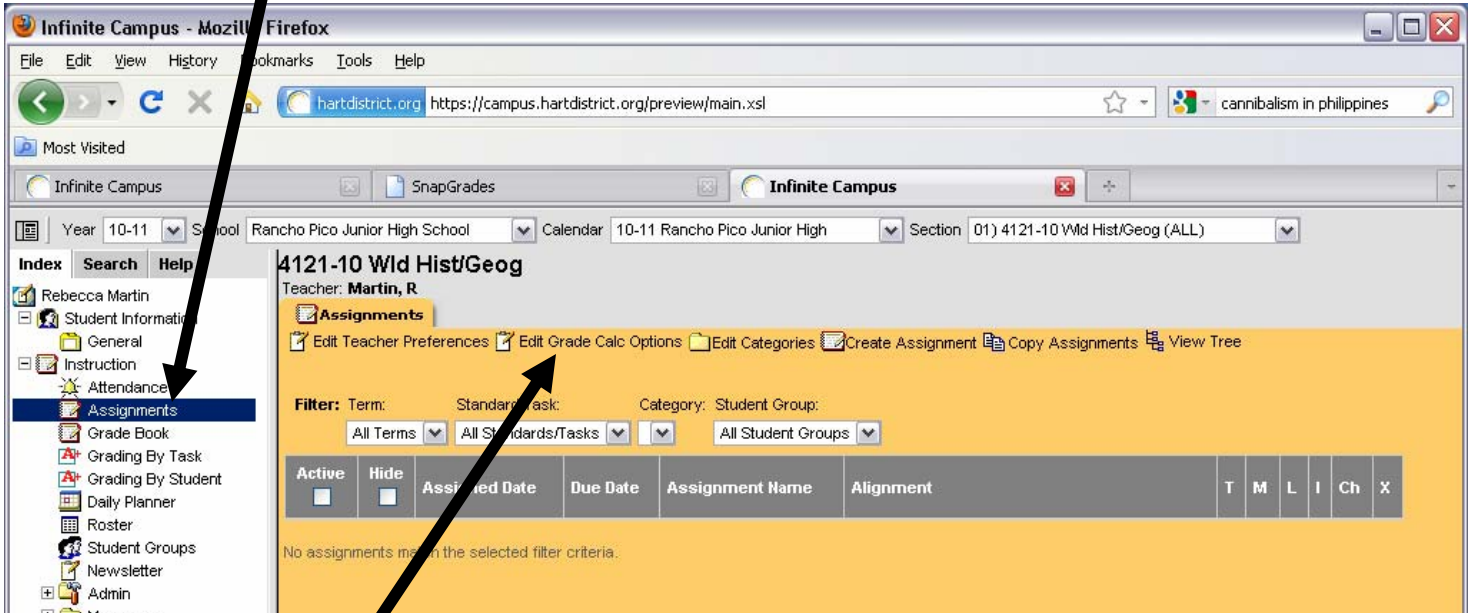


# Using the NEW 2011 Updated Infinite Campus Grade Book Setting Up Your Grade Book

1. LESSON PLANNER is now GONE!!
2. Click on **Assignments** found under **Instruction** to set up your grade book.



3. Click on **Edit Grade Calc Options** to specify how you want your grades calculated each semester.

**3447-50 Physics A**  
Teacher: Gavin, T

**Assignments**  
Assignment List Save

Select all calculation options for all standards/grading tasks assigned to this section.

Term & Standard / Grading Task		Calculation Options	
		No Calculation	Calculate In Progress Grade
		Fill All	Grading Scale: <input type="text"/> <input type="checkbox"/> Weight categories <input type="checkbox"/> Use score's % value Fill All
Standards			
Grading Tasks			
Term Q1	Progress Grade	<input checked="" type="radio"/> No Calculation	<input type="radio"/> Calculate In Progress Grade
Term Q1	Term Grade	<input checked="" type="radio"/> No Calculation	<input type="radio"/> Calculate In Progress Grade
Term Q2	Progress Grade	<input checked="" type="radio"/> No Calculation	<input type="radio"/> Calculate In Progress Grade
Term Q2	Semester Grade	<input type="radio"/> No Calculation	<input checked="" type="radio"/> Calculate In Progress Grade *Grading Scale Science <input type="text"/> <input checked="" type="checkbox"/> Weight categories <input type="checkbox"/> Use score's % value

Do not use the "FILL ALL" button as it will attach the same grading scale to each quarter but in high school we only use semesters. Make sure "No Calculation" is unchecked for the Term Q2 Semester Grade line. Make sure

Thanks to Rebecca Martin

“Calculate in Progress Grade” is checked. Choose a grading scale in the grey area pull down and click on weight categories (even if you use total points...Total Points category will be your only category later). You will need to repeat this process for each class. BE SURE AND **SAVE** before going to a new class to set up grading scale.

- Next you will determine how you want your grade book to store assignments: in categories or as total points. Click on **Edit Categories**. On this screen you will name your categories and give them weights. You can also assign them to every class all at one time.

The Picture below shows how it should look if you plan to attach weights to your categories.

The screenshot shows the '3447-50 Physics A' category detail form. The form includes fields for Name, Weight, and Sequence, along with checkboxes for 'Exclude this category from calculation' and 'Drop lowest score'. Below these are sections for 'Sections' and 'Grading Tasks'. A large black arrow points from the top right towards the 'Name' field, which contains the text 'Tests'. Another black arrow points from the 'Grading Tasks' section towards the 'Semester Grade' option, which is checked. A white box with black text on the right side of the form reads: 'Remember to SAVE anything you put on this form!'. A white box with black text at the bottom of the form reads: 'Always attach your grading system to a Semester for a semester long class.'

**3447-50 Physics A**  
Teacher: Gavin, T

**Assignments**

Back to Categories Save Category Save & Add Assignment Delete Category

**Category Detail**

GroupID

\*Name Tests

\*Weight 30

Sequence 1

Exclude this category from calculation

Drop lowest score

Last Modified

**Sections**

Select sections for category placement. NOTE: Sections cannot be unchecked if the category has been scored.

Section
<input checked="" type="checkbox"/> 3447-20 Physics A
<input checked="" type="checkbox"/> 3447-30 Physics A
<input checked="" type="checkbox"/> 3447-40 Physics A
<input checked="" type="checkbox"/> 3447-50 Physics A

**Grading Tasks**

Select grading tasks to create alignments. NOTE: Tasks cannot be unchecked if the alignment has been scored.

Grading Task
<input type="checkbox"/> Progress Grade
<input type="checkbox"/> Term Grade
<input checked="" type="checkbox"/> Semester Grade

Remember to SAVE anything you put on this form!

Always attach your grading system to a Semester for a semester long class.

The Picture below shows how it should look if you plan to use total points to assign grades.

## 3447-50 Physics A

Teacher: Gavin, T

**Assignments**

Back to Categories Save Category Save & Add Assignment Delete Category

### Category Detail

GroupID

\*Name

\*Weight

Sequence

Exclude this category from calculation

Drop lowest score

Last Modified

### Sections

Select sections for category placement. NOTE: Sections cannot be unchecked if

Section
<input checked="" type="checkbox"/> 3447-20 Physics A
<input checked="" type="checkbox"/> 3447-30 Physics A
<input checked="" type="checkbox"/> 3447-40 Physics A
<input checked="" type="checkbox"/> 3447-50 Physics A

### Grading Tasks

Select grading tasks to create alignments. NOTE: Tasks cannot be unchecked if the alignment has been scored.

Grading Task
<input type="checkbox"/> Progress Grade
<input type="checkbox"/> Term Grade
<input checked="" type="checkbox"/> Semester Grade

Remember to **SAVE** anything you put on this form!

**Always attach your grading system to a Semester for a semester long class.**