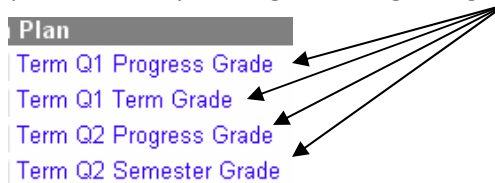


The Lesson Planner



What's My First Step?

- Set your lesson plan preferences by clicking on each grading task.



- Note, grading tasks in classXP and Intergrade Pro used to refer to assignments. In Infinite Campus, grading tasks refer to the times in the year when you post (export) grades to the report cards.
- Remember, this needs to be done for every TASK, every CLASS, and every TERM.

What Lesson Plan Preferences Do I Have to Set?

- First, ask yourself this: What kind of a grader am I?
 - Total Points
 - Example: All of the grades roll together to create a cumulative grade
 - Leave 'Use weighting on groups' unchecked
 - Weighted
 - Example: My *Tests* are worth 50%, my *Homework* is worth 25%, and my *Quizzes* are worth 25%
 - Check 'Use weighting on groups'

- How do my grades calculate?

- Total Points
 - $20/20 + 50/100 = 70/120$ or 58%
 - Leave 'Use each score's percentage value For calculation unchecked'
- Percentage
 - $20/20=100\%$ $50/100=50\%$
 $100+50=150/2$ scores = 75%
 - Check 'Use each score's percentage value for calculation'

A student earns 2 grades in your class:
Assignment 1: 20/20
Assignment 2: 50/100

- Hybrid (Do you make everything out of 100?)
 - $20/20 = 100/100$ $50/100 = 50/100$ \rightarrow $150/200=75\%$
 - Leave 'Use each score's percentage value For calculation unchecked'

- What do grading scales do in Infinite Campus?
 - Your gradebook will calculate percentage based of the scores that you enter for an assignment. The grading scale you choose will translate that percentage into a letter grade. It's what tells the system that an 80% equals a B.
- Which grading scale should I use?
 - In your index, locate instruction>admin>grading scales.
 - Determine if the district standard scale will meet your needs.
 - If YES, attach the standard grading scale to all of your grading tasks when setting your lesson plan preferences.
 - If NO, select 'new' in the top left corner of the gold area of your screen and create your own. Please include either your name or your initials in the name field. Then, attach

the grading scale that you've created to all of your grading tasks when setting your lesson plan preferences.

How Many Groups Do I Need?

- If you are a total points teacher, you can choose to have one large group where you store all of your assignments or you may have multiple groups for organizational purposes (poetry, vocab, quizzes etc.)
- If you are a weighted teacher, you'd want multiple groups (tests 25%, homework 50% etc.)

Where Do I Put My Groups in the Lesson Planner?

Semesterized High School Classes

- All of your groups need to live underneath the Semester Grading Task
 - Why? All task groups and assignments should be housed underneath the Semester grades. The other tasks serve as placeholders, effectively something for you to be able to 'post' to. When they post grades to those tasks (progress etc.), it's technically a snapshot of how the student is doing at that point in the semester.
- **No groups or assignments should be housed underneath the progress or term grading tasks.**

Unweighted

The screenshot shows the Lesson Plan Preference window for an unweighted class. On the left, the Lesson Plan tree is expanded to show 'Term Q2 Semester Grade' selected. On the right, the Lesson Plan Preference panel has the following settings:

- Use weighting on groups
- Use each score's percent value for calculations (rather than points)
- Grading Scale: Ruiz Grading Scale ()

Weighted

The screenshot shows the Lesson Plan Preference window for a weighted class. On the left, the Lesson Plan tree is expanded to show 'Term Q2 Semester Grade' selected. On the right, the Lesson Plan Preference panel has the following settings:

- Use weighting on groups
- Use each score's percent value for calculations (rather than points)
- Grading Scale: Ruiz Grading Scale ()

Quarter High School Classes (Athletic)

- All groups and assignments should be housed underneath the TERM GRADE grading task

The screenshot shows two panels. The left panel, titled 'Lesson Plan', displays a tree view with three items: 'Term Q2 Progress Grade', 'Term Q2 Term Grade' (which is selected with a blue dashed box), and 'Total Points'. The right panel, titled 'Lesson Plan Preference', contains two unchecked checkboxes: 'Use weighting on groups' and 'Use each score's percent value for calculations (rather than points)'. Below these is a 'Grading Scale' dropdown menu currently set to 'Standard Scale'.

Middle School Quarter Based Classes

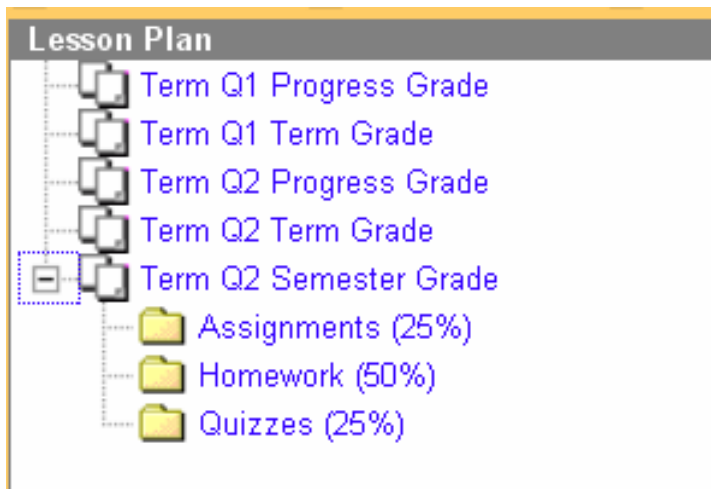
- All groups need to be placed underneath the term grades.
 - Why? Quarter grades are not cumulative and the grade 'starts over' at each quarter. The progress grading task is simply a placeholder to post grades to when the grading window is open. It should NOT have any groups stored underneath it and is simply a snapshot in time during the quarter.

The screenshot shows a 'Lesson Plan' tree view with four quarters. Each quarter (Q1, Q2, Q3, Q4) has a 'Progress Grade' and a 'Term Grade' item. Under each 'Term Grade' item, there are two folder icons labeled 'Homework' and 'Test/Quiz'. The 'Term Q4 Term Grade' item is selected with a blue dashed box.

Middle School Semester Based Classes

- All groups need to be placed underneath the semester grading task.
 - Why? Even though the students receive credits and GPA at term 1 and term 2, since the grade is rolling and cumulative in nature, we'll need to house all of our groups underneath the semester grade. If we were to house them under progress and term, the student's grade would start over at every term rather than staying cumulative.
 - **NOTE: This setup has not been completed on all of your courses. Infinite Campus is looking into the issue and should have things completed at the end of this week/beginning of next.**
- See screen shot





What **HAS** To Get Done in the Lesson Planner?

- You must use the lesson planner to set up your preferences and add at least one group.

Do I Have to Add Assignments in the Lesson Planner?

- You can either add assignments in the lesson planner or in the gradebook, whichever you prefer.