

Setting up your gradebook in Infinite Campus

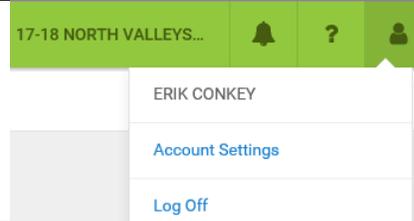
Step 1:

Make sure that the current year is selected - upper right hand corner



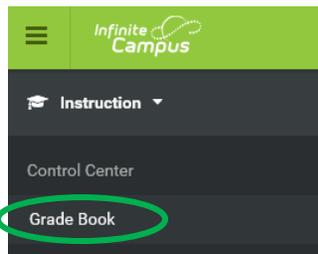
Step 2:

Click the "person" icon (top right) and choose "account settings"; set your preferences, and save.



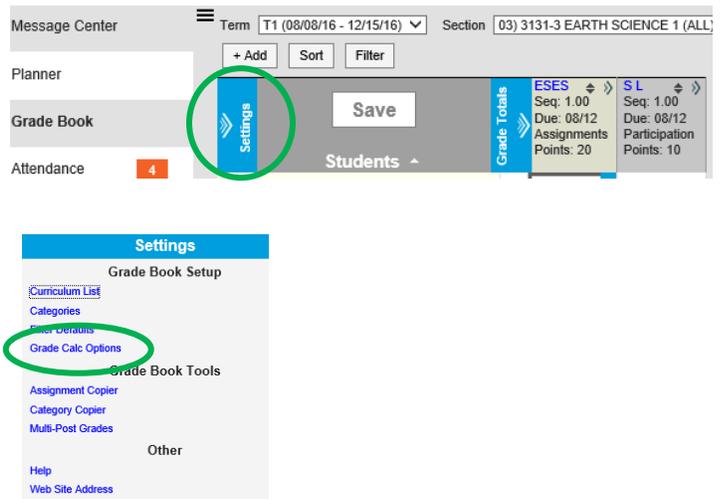
Step 3:

Click on "grade book" and select the class you want to work with



Step 4:

Click "settings" & choose "grade calc options"

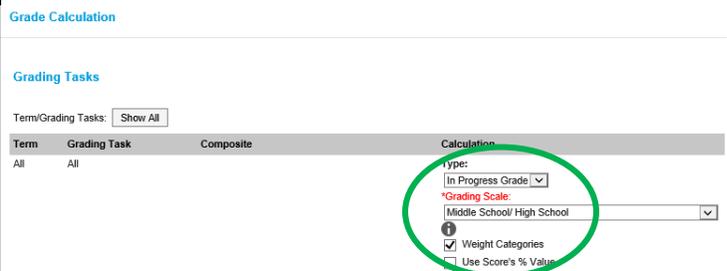


Step 5:

Choose "Show All" & "In Progress Grades"

Choose "Middle School High School" for your grading scale. *Special Note: You will choose "Enrichment" for your Grit class unless you teach a specialty grit.*

If you are weighting your grades, click "weight categories"



Repeat this process for every class

Step 6:

Under settings, choose "categories"

Click "add" and name your first category.
If weighting, fill in weight (total of all categories must equal 100)

Under grading task ALWAYS choose "Semester Grade"

Repeat for all classes

Category Detail

*Weight

0.0

Sequence

0

Exclude from Calculation

Drop Lowest Score (%)

Category Placement

Select which Sections will use this category

Teachers	Section	Term	<input type="checkbox"/>
CONKEY, ERIK	3131-3 EARTH SCIENCE 1	T1	<input type="checkbox"/>

Select which Grading Tasks use this category

Grading Task	<input type="checkbox"/>
Semester Grade	<input checked="" type="checkbox"/>
Academic Warning 1	<input type="checkbox"/>

Step 7:

Add assignments by clicking "add" at the top of your screen

Name & date your assignment. If you leave "GB seq" at one, then your assignments will show in order by date

Scroll down to "grading task" and ALWAYS choose "semester grade". Choose category and points. Leave multiplier at 1.

08/02/16 - 12/15/16

+ Add So Filter

Save

Assignment Detail

*Assignment Name

*Abbreviation

Delivery View

Section	Term	Active	Portal	*Assigned	*Due	*GB Seq	Student Group
<input checked="" type="checkbox"/> 3131-3 EARTH SCIENCE 1	T1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	08/15/2016	08/15/2016	1.00	No Groups

Align to Grade Book

Grading Tasks

Select which Grading Tasks get this assignment

Grading Task	Scoring Type	*Total Points	*Multiplier
<input checked="" type="checkbox"/> Semester Grade	<input checked="" type="radio"/> Points		1
<input type="checkbox"/> Assignments	<input type="radio"/> Marks		
<input type="checkbox"/> Final			
<input type="checkbox"/> Lab			
<input type="checkbox"/> Participation			
<input type="checkbox"/> Academic Warning 1			