Infinite Campus

Teacher Guidebook
(Attendance, Gradebook, Posting Grades and Reports)
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Log onto the System

The default application for teachers is called "Campus Instruction." In Campus Instruction, you can take attendance, access your grade book, post grades and run reports.

If you would like to practice and see a fully setup grade book, you can use the sample teacher account below in the training site:

Login to the training site below for use with this course.

https://training.infinitecampus.com/enhancement/training2455.jsp

    Username: teacher.01
    Password: C@mpus01

NOTE: Please do not change the password since other teachers are using this account.

Your login for the live/production Infinite Campus is the same as your username and password for Windows/Outlook.

Infinite Campus Live site:

https://infinite.sweetwaterschools.org

To login to the system:

1. Type Username
2. Type Password
3. Click on the Sign In button

NOTE: Your username and password for the live site will be the same as your active directory (outlook) login.
Taking Attendance in Infinite Campus

In Infinite Campus you can take attendance by list or by seating chart. You have the ability to update your attendance until the end of business day. Unlike PowerSchool, Infinite Campus does not have a submit button. Just click on Save and the system will record that attendance has been taken. If you wish to modify your attendance, you have until the end of the day to make changes.

Video link: Complete Attendance for a specific period.

To take attendance:

1. **Click on Attendance**

![Image of Infinite Campus interface showing Attendance]

NOTE: The status bar is color **ORANGE** to indicate that it is a training site. The real live site will be color **GREEN**.

2. **Select the Period**

![Image of Infinite Campus interface showing Period selection]

Prepared by Student Information Systems Specialist  ●  08/23/2016
3. Select Attendance List or Seating Chart

4. Take Attendance

P = Present  
A = Absent  
T = Tardy

NOTE: For regular school sites, the default attendance is Present. There is a running total on top of the column to indicate the total per attendance type. The teacher can also put comments to the student. ALL comments can be seen in the student/parent portal.
5. *Click on Save.*

NOTE: Saving the class is the same as submitting the class. **There is no more submit lock out for the teacher.** The teacher will have till the end of business day to make necessary changes.

There will be a checkmark to indicate that the teacher has taken attendance for the class. Also the period attendance counter will decrease.
How to Create Seating Charts

You now have the ability to create seating charts. You can use seating charts to take attendance. You also have the ability to customize seating arrangements per class section.

Video Link: Setup Seating Charts

To setup your seating chart:

1. **Click on Seating Charts**

![Click on Seating Charts](image)

NOTE: The status bar is color **ORANGE** to indicate that it is a training site. The real live site will be color **GREEN**.

2. **Click on New button**

![Click on New button](image)
3. Select the **Section** you want to create a seating chart → Enter the **Seating Chart Name** → Change the **Column and Rows** as needed.

![Image of seating chart creation process]

**NOTE:** If you have classes taught on the same period (combined classes), scroll all the way down on the list to see a selection that has all those courses combined.

4. Select the preferred **Placement of the students**.

![Image showing seating chart settings]

**Room 605 Seating Chart**

- **Column:** Students: 6
- **Rows:** Desks: 5 x 5
- **Place Students:** Alphabetically A to Z
5. *Click on Create*

![Create Chart](image)

6. *Modify Seating Chart as needed.*

![Seating Chart](image)
NOTE: You can move around a desk by clicking on the name of the student and hold and drag the desk icon to the desired position. You can delete extra desks by clicking on the “X” symbol on the top right hand of the desk icon.

7. **Click on Save**

8. **Click on Copy Layout.**
9. Select the **Section** you want the layout to copy to ➔ *Enter* a **Seating Chart Name** ➔ *Select* type on how to **Place Students** ➔ Click on **Create Chart**

10. **Modify Seating Chart arrangement as needed** ➔ *Click* on **Save**

**NOTE:** Repeat STEPS 8-10 to copy the layout to the other sections.
Advantages when you use the Infinite Campus Gradebook

Infinite Campus has a native grade book that integrates with the student information system. While other grade books (Jupiter and Canvas) are still available we hope you will try Infinite Campus' grade book.

Advantages of using the Infinite Campus grade book:

1. No sync needed. The grade book is part of the core product of Infinite Campus. Changes will reflect in real time.
2. No need to transfer grades. Infinite Campus grade book users just need to click on post and grades are done during the grading period.
3. Student progress can be seen by parents, teachers, counselors, and administrators. Notifications to parents are quicker via the Infinite Campus mobile app. Parents and students have 24/7 access to the Infinite Campus portal account.
4. Infinite Campus provides one system for the parents to use. Parents will only need to log in into one portal account instead of logging in to multiple parent portal accounts.
5. Infinite Campus will have a complete integration with Canvas LMS (currently in progress). Infinite Campus will not have a complete integration with Jupiter Grades.

Using your gradebook for the first time

The properly take advantage of all the features of your gradebook; you will need to set it up first.

Below are the steps to completely setup your gradebook:

A. Setup Grading Scales
B. Setup the Grade Calculation Options
C. Setup your Categories
D. Copy your Categories to all sections
E. Add Assignments

Video Link: Set up Grade Book

After completely setting up your gradebook, you can proceed to enter scores and post grades.
How to setup the Grading Scale

You have the option to use the District provided grading scale or create your own grading scale. There is no additional set up if you are using the district provided scale. If you want to create your own scale, see instructions below.

Video link: Create Grading Scales

To create your own grading scale:

1. Click on Gradebook → Click on Settings

2. Click on Grading Scale
3. Click on Add

Grading Scale List

<table>
<thead>
<tr>
<th>Name</th>
<th>Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>A,B,C,D,F (plus/minus no rounding)</td>
<td>District</td>
</tr>
<tr>
<td>A,B,C,D,F (whole letters with rounding)</td>
<td>District</td>
</tr>
<tr>
<td>AM Grading Scale</td>
<td>District</td>
</tr>
<tr>
<td>AV Grading Scale</td>
<td>District</td>
</tr>
<tr>
<td>BA Grading Scale</td>
<td>District</td>
</tr>
<tr>
<td>BEST_Grading_EVER</td>
<td>District</td>
</tr>
<tr>
<td>CA Grading Scale</td>
<td>District</td>
</tr>
<tr>
<td>CA Test Grading</td>
<td>District</td>
</tr>
<tr>
<td>DE Grading Scale</td>
<td>District</td>
</tr>
<tr>
<td>ESNJ</td>
<td>District</td>
</tr>
<tr>
<td>GCJ Grading Scale</td>
<td>District</td>
</tr>
<tr>
<td>GG 2 Grading Scale</td>
<td>District</td>
</tr>
<tr>
<td>GG Grading Scale</td>
<td>District</td>
</tr>
<tr>
<td>GTS_GrdScale</td>
<td>District</td>
</tr>
<tr>
<td>JG Grading Scale</td>
<td>District</td>
</tr>
<tr>
<td>KR Grading Scale</td>
<td>District</td>
</tr>
<tr>
<td>LS 2 Grading Scale</td>
<td>District</td>
</tr>
<tr>
<td>LS Grading Scale</td>
<td>District</td>
</tr>
<tr>
<td>MAM Grading Scale</td>
<td>District</td>
</tr>
</tbody>
</table>

4. Enter a name for your Grading Scale

Grading Scale Detail

*Name

My Biology Grading Scale

Owner: 

GRDArmstrong, Lynn

<table>
<thead>
<tr>
<th>Seq</th>
<th>Name</th>
<th>Min %</th>
<th>Grade</th>
<th>Passing</th>
</tr>
</thead>
</table>

Add Row
5. *Click on Add Row ➔ Click on Save ➔ Enter the Grade Details*

<table>
<thead>
<tr>
<th>Seq</th>
<th>Name</th>
<th>Min %</th>
<th>Grade</th>
<th>Passing</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A</td>
<td>90</td>
<td>A</td>
<td>✓</td>
</tr>
<tr>
<td>2</td>
<td>B</td>
<td>80</td>
<td>B</td>
<td>✓</td>
</tr>
<tr>
<td>3</td>
<td>C</td>
<td>70</td>
<td>C</td>
<td>✓</td>
</tr>
<tr>
<td>4</td>
<td>D</td>
<td>60</td>
<td>D</td>
<td>✓</td>
</tr>
<tr>
<td>5</td>
<td>F</td>
<td>0</td>
<td>F</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** Add as many rows as needed.

6. *Click on Save*

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How to setup Grade Calculation Options

This section is where you decide how your grades are calculated. One of the changes for next school year is that year-long courses are broken down into A and B sections.

For example: 92105 Biology course is now 92105A Biology A and 92105B Biology B.

When setting up your grade calculation, remember that the progress reports are only a snapshot of how the students are doing during any point in time. Always align your grades towards the Semester grade.

To set up your grading calculation option:

1. **Click on Settings ➔ Click on Grade Calc Options**

   ![Image of Grade Calculation Options]

2. **Click on Continue**

   ![Image of Grade Calculation Settings]

Prepared by Student Information Systems Specialist ♦ 08/23/2016
3. **Click on Show All.**

4. **Select No Calculation** on the Progress Reports → **Select In Progress Grade** for the Semester Grading task

NOTE: Progress reports will always be “No Calculation” and the Semester grade will be “In Progress Grade”. Assign the

5. **Select your Grading Scale**

NOTE: Check the box for Weight Categories if you want your categories to be weighted.
6. **Click on Save**

   ![Grade Calculation](image)

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**How to setup Categories**

This section is where teachers indicate their own categories.

Video link: Configure assignment categories via Grade Book Setup

To set up your grading categories:

1. **Click on Settings → Click on Categories**

   ![Settings](image)
2. *Click on Add*

   ![Category List](image1)

3. *Enter a Category Name ➔ Enter the Weight for that category ➔ Click on the checkbox for the Terms using this category ➔ Click on the checkbox for the Semester Grading Task*

   ![Category Detail](image2)
4. **Click on Save**

NOTE: Repeat Steps 2-4 to add the other categories. If you are doing weighted categories, you want your total to add up to 100. **Categories cannot be deleted once assignments are aligned to them.**

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**How to Copy your Categories**

This section is where you create your own categories. You have the option to weigh your categories if you choose to.

To copy your Categories:

1. **Click on Settings ➔ Click on Category Copier**
2. Select the **Section** where you want to copy the **Categories** from → **Select** the **Section(s)** where you want to copy the **Categories** to

Category Copier

The Category Copier is used to copy assignment categories from one section to another.

1. Select the **Category Name**
2. Verify the **Categories** → **Click** on **Copy**

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How to Add Assignments

This section is where teachers indicate their own categories.

Video link: Add Assignment

To add assignments:

1. Click on Settings ➔ Click on Assignment List

2. Click on Add Assignment ➔ Click on Assignment List
3. Create an **Assignment Name** → Create an **Abbreviation** → Click on the checkbox for **Active and Campus Portal** → **Enter Assigned** → **Enter Due Date**

NOTE: Checking the Campus Portal box will make it visible to the parents/students.

4. **Enter Teacher Notes** → **Enter Portal Notes**

NOTE: The teacher notes are only for the teachers to see. The Portal Description will be published when the assignment is marked active and available in the portal.
5. **Upload Files → Enable Student Submission → Align to Gradebook → Assign to Grading Task and Points**

![Diagram of the process steps]

NOTE: Currently the Online Assessment option is not yet available.

6. **Click on Save**

![Diagram of the process steps]

NOTE: *Click on New Assignment or Copy* and repeat steps 3 to 6 to add the rest of the assignments.

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How to View Assignments

All your assignments are aligned in the semester course. To see all assignments created you will need to switch the view to the semester course.

To switch to the Semester view:

1. Click on Gradebook → Select the Course

![Image of Gradebook interface]

2. Select the Semester Course Grading Task

![Image of Gradebook interface with selected semester course]

NOTE: All assignments aligned to the semester course will appear under the Semester Course Grading Task.
How to Enter Individual Assignment Scores

In this section you will learn how to enter assignment scores.

Video Link: Enter scores, flags, and comments in the Grade Book

To enter scores assignments:

1. Find the Assignment you want to score → Click on “<<” symbol to expand the Assignment details

2. Enter Scores, Flags and comments (as needed)
A. **Scores** – similar to excel/grid. Enter the values and hit enter to get to the next value.

B. **Comments** – enter comments regarding the assignment. (Will be seen in the portal)

C. **Flags** - tools for the teachers to use to indicate progress/status of that particular assignment. Flags will be visible to the portal. Only the “M” flag and “Ch” flag negatively impact the student’s grade.

1. “T” – **Turned in** - Turned In acknowledges that the assignment has been received by the teacher but no score has been entered
2. “M” – **Missing** - Missing indicates that the assignment was not received by the teacher.
3. “L” – **Late** - Late indicates that the assignment was received after the due date/time and the score may or may not be reflective of this.
4. “I” – **Incomplete** - Incomplete indicates that the assignment was received but not complete.
5. “Ch” – **Cheated** - Cheated indicates that the assignment score will be calculated as a zero.
6. “X” – **Exempt** - Exempt indicates that the assignment's score will not affect the student's score calculations.
7. “Dr” – **Dropped** - Dropped identifies this assignment as being able to be dropped from the student's grade calculation. Campus will drop the lowest score of all assignments marked as "dropped" within an assignment category.

D. **Student Files** – This is where the file is located when students submit/turn in a file online

3. **Click on Save**

![Image of spreadsheet](image.png)

NOTE: The save button will be grayed out after saving your changes.

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How to Mass Assign Assignment Scores

The teachers have the option to mass assign scores.

Video Link: Enter scores, flags, and comments in the Grade Book

To mass assign scores to a particular assignment:

1. *Find the Assignment you want mass assign a score* ➔ *Click on “<<” symbol to expand the Assignment details*

2. *Click on Fill Scores/Comments*
3. Select checkbox for **Semester → Enter Grades → Select checkbox for Comments → Enter Comments → Select** the Student group you want to apply the grades → **Click on Fill**

4. **Click on Save**

NOTE: The save button will be grayed out after saving your changes.
How to Use Filters in the Gradebook

Teacher can isolate the display to only show a specific assignment by utilizing the filters in Infinite Campus.

To use the Filters:

1. **Click on Gradebook → Click on Filter**

2. **Choose the type of Filter you want → Click on Apply**
   
   a. **Student Specific Filters**

   ![Image of Student Specific Filters]

   b. **Assignment Specific Filters**

   ![Image of Assignment Specific Filters]
Posting Grades

You have two options when posting grades. If you are using the Infinite Campus grade book, you can easily post grades by following the instructions in the Post Grades via Infinite Campus grade book section. For teachers who are using a different grade book, grades will have to be manually entered in the Post Grades module (manual mode).

Whichever option you choose to use, please remember that the fundamental change in posting grades in Infinite Campus compared to PowerSchool is that you have to post the scholarship and citizenship grades separately.

Additionally, the grading window to post grades is 10 days prior to the official district date. The grading window closes once your site registrar certifies that everyone has entered grades. Please follow site specific deadlines.

For example: Posting for English 9 Progress Report 1 means you will need to post English 9 Progress Report 1 scholarship and English 9 Progress Report 1 citizenship separately.

Option A: Post via Infinite Campus grade book

Option B: Post via Post Grades module (Manual mode for other Gradebook users). See “Posting grades via Post Grades module”.

Posting Grades via Infinite Campus Gradebook

Use this option when you are using the Infinite Campus Gradebook. Teachers have the option to post grades per section or for multiple sections

Video Link: Posting Grades and Standard Scores

To post grades for a particular section:

1. Select the Section and Grading Task you want to post grades → Click on Post

NOTE: Remember that Progress reports are only a snapshot of the current grading task (Semester). You have to post from the Semester grading task to post for the progress report. You will have to post for the Semester grade and Citizenship grade separately.
2. Select the Term → Select the Grading Task (i.e. Progress Report) → Click OK

3. Click on OK

NOTE: The teacher has the option to a “manual override” of the student’s grade. Make the necessary changes and click on the Save button. Additionally, the teacher can enter student comments for the student. Teachers have the “Fill” comments functionality that works similar to Fill Scores.

4. Click on SAVE
5. Repeat Step 1-4 to post for Citizenship Grades.

NOTE: Currently, grades are posted in IC via Grading Tasks. Grades will need to be posted separately. Run the Attendance Summary Report to help determine the Citizenship grade of the student.

**Posting Grades via Post Grades module**

Use this option when you are using a different gradebook (i.e. Canvas or Jupiter)

To post grades manually for a particular section:

1. **Click on Post Grades** ➔ **Select the Term** ➔ **Select the Section** ➔ **Select the Grading Task (i.e. Progress Report or Semester)**

NOTE: You will have to post for the Semester grade and Citizenship grade separately.
2. **Enter** the student **Grade**

![Image of a grading interface with arrows pointing to different elements.]

**NOTE:** The percent box is not required.

3. **Click** on **Add** to add student comments.

![Image of a grading interface with arrows pointing to different elements.]

4. **Add Comments** as needed → **Enter** the **Codes** → **Click** on **Add** → **Click** on **Add Comments**

![Image of a grading interface with arrows pointing to different elements.]

**NOTE:** Multiple comments can be added by separating the codes with a comma (,).
5. **Click on Save**

NOTE: Teachers will have the option to use the Fill Percent, Grade, Comment. This option allows the teacher to mass assigning grades and comments instead of manually assigning the grade per student.
6. Repeat Step 1-5 to post for Citizenship Grades.

NOTE: Currently, grades are posted in IC via Grading Tasks. Grades will need to be posted separately. Run the Attendance Summary Report to help determine the Citizenship grade of the student.

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Customizing your Campus Instruction Settings

There are multiple options that the teacher can use to customize their settings for their Campus Instruction and Campus tools page.

Video Link: Manage Teacher Account Settings

To customize your account settings:

1. Click on Account Settings → Select Preference → Select Campus Instruction → Select the Settings you want to activate

   ![Customizing Campus Instruction Settings]

   NOTE: The teachers will have the following options to activate.

   A. Show Active Students only → when unchecked, the active students will display in blue and inactive student will display in red.
   B. Show Student Number → will display student number in different areas
   C. Show Student Picture → will display student picture when available
   D. Use Seating Chart for Attendance → this will make the seating chart the default attendance option.
   E. Use Canned Comments → selected by default. The district will use canned comments.

2. Click on Save

   ![Manage Teacher Account Settings]

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Reports in Campus Instruction

There are multiple options that the teacher can use to customize their settings for their Campus Instruction and Campus tools page.

Campus Community Link: Reports (Campus Instructions)

The reports in Campus Instruction are broken down into 4 sections. Click on the link to give you details and sample of the report.

1. Reports (Attendance)
   A. Attendance Change Tracking - Attendance events that have been added and changed for a date range
   B. Attendance Register - Attendance for a term in a student-by-day grid
   C. Attendance Summary - Attendance totals for a term by event type (excused, tardy, etc.)
   D. Positive Attendance Section Summary - Total time spent in class for each student in a term (positive attendance)

2. Reports (Gradebook)
   A. Flagged Assignments - Assignments flagged as missing, exempt, late, or incomplete for students
   B. Grade Book Export - An export of your Grade Book in another format
   C. Missing Assignments - Assignments flagged as missing per student
   D. Section Summary - Scores for assignments and grades for tasks and standards
   E. Student Summary - Assignment scores by student
   F. Online Assessment Item Analysis - Student performance on specific items across an assessment
   G. Online Assessment Student Response - Responses to items, by student.
   H. Student Assessment Summary - Student scores on assessments
   I. Grades Report - Posted grades for tasks and standards

3. Reports (Planner)
   A. Assignment Standards - Standards associated with assignments for a section
   B. Blank Spreadsheet - A blank spreadsheet of selected students
   C. Section Standards - A list of standards aligned to the section's course
   D. Curriculum Report - A list of assignments in the section with an overview of curriculum information.

4. Reports (Roster)
   A. Blank Spreadsheet - A blank spreadsheet of selected students
   B. Portal Usage - Students and parents with Portal accounts and login activity
   C. Roster Labels - Roster labels for mailing or classroom use

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