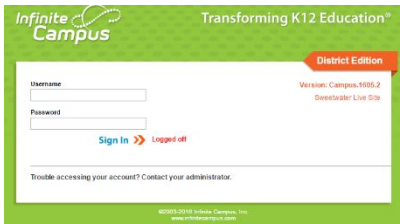


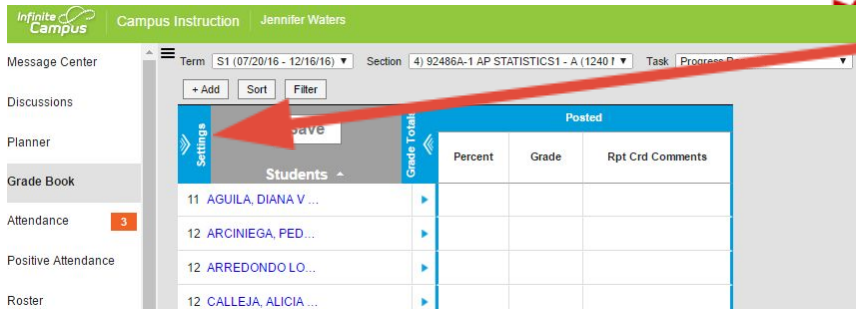
Quick Guide 2: Gradebook Setup



Use your computer login and password for Infinite Campus.
 HTTPS://INFINITE.SWEETWATERSCHOOLS.ORG
 ***If the site will not open, check if you are missing the "s" in https
 The Infinite Campus course on Canvas has a more detailed description and video tutorials.

Gradebook: Students and Parents will be able to see assignments and grades using the portal.

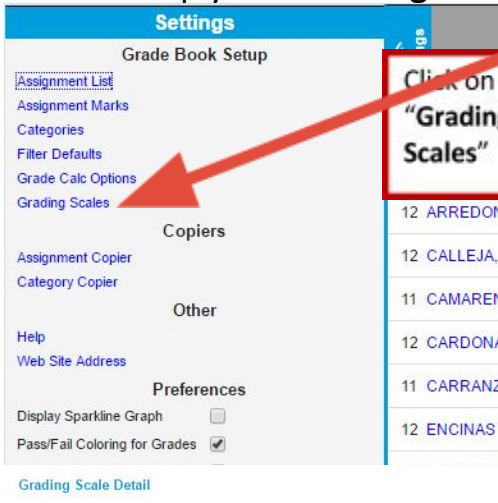
GRADEBOOK SETTINGS: This is where all your personal grading preferences are entered.



From the left column, choose the "Grade Book" tab.

The main screen will show a blue "Settings" button. Click it to expand and see the options.

STEP 1: Set up your "Grading Scale" (SOH has a 'no D policy')



Click on "Grading Scales"

2

The district has provided three prebuilt scales. You/your PLC/department can add and built your own.

Click on the "Add" button on the bottom right.

Name ▲	Owner
AP/Honors	District
Elementary	District
Secondary	District

Add Close

3

Name:

Owner: Waters, Jennifer

Seq	Name	Min %	Grade	Passing
X <input type="checkbox"/>	<input type="text" value="A"/>	<input type="text" value="94"/>	<input type="text" value="A"/>	<input checked="" type="checkbox"/>
X <input type="checkbox"/>	<input type="text" value="A-"/>	<input type="text" value="90"/>	<input type="text" value="A-"/>	<input checked="" type="checkbox"/>
X <input type="checkbox"/>	<input type="text" value="B+"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
X <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
X <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
X <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Add Row

- Name your grading scale
- Add rows for each letter grade you want to use (A, A-,B+...)
- Fill out the minimum percentage needed to achieve that grade.
- Select if it is considered a "passing" grade for your class.

Save Delete Close

STEP 2: Set up your "Categories"

Settings
Grade Book Setup

Assignment List
Assignment Marks
Categories
Filter Defaults
Grade Calc Options
Grading Scales

Copiers
Assignment Copier
Category Copier

Other
Help
Web Site Address

Preferences
Display Sparkline Graph
Pass/Fail Coloring for Grades
Pass/Fail Coloring for Scores
Save Alert
Assignments Per Page 100

Grade Book Last Updated 2016-07-20 13:50:00.0
Preferences Last Modified 2016-07-14 10:11:00.0

Sequence Category

0	Network
1	Ind. Test
2	Team Test
3	Quiz
4	Project
5	Mid/Final

Click on "Categories"

The list will open. Click on "Add" at the bottom right.

"Sequence" means the order in which you see it in your gradebook. If you want to see tests first, assign the sequence number to 0 or 1.

- "0" will always show up first.

Category Detail

*Name

*Weight

Sequence

Exclude from Calculation

Drop Lowest Score (%)

Category Placement

Select which Sections will use this category

Teachers	Section	Term	<input type="checkbox"/>
Waters, Jennifer Lynn	92486A-1 AP STATISTICS1 - A	S1	<input type="checkbox"/>
	92486A-2 AP STATISTICS1 - A	S1	<input type="checkbox"/>
	92486A-3 AP STATISTICS1 - A	S1	<input type="checkbox"/>

Select which Grading Tasks will use this category

Grading Task	<input type="checkbox"/>
Semester Course	<input type="checkbox"/>
Semester Citizenship	<input type="checkbox"/>

STEP 3: Set up "Grade Calc Options" This MUST be done for grades to be calculated as you entering in assignment scores.

Settings
Grade Book Setup

Assignment List
Assignment Marks
Categories
Filter Defaults
Grade Calc Options
Grading Scales

Copiers
Assignment Copier
Category Copier

Other
Help
Web Site Address

Preferences
Display Sparkline Graph
Pass/Fail Coloring for Grades
Pass/Fail Coloring for Scores
Save Alert
Assignments Per Page 100

Grade Book Last Updated 2016-07-20 13:50:00.0
Preferences Last Modified 2016-07-14 10:11:00.0

11 CARRANZ
12 ENCINAS
12 ESPINOZA
12 ESTRADA
12 FLORES B
12 FRANCO, I

Click on "Grade Calc Options"

Grade Calculation

Grading Tasks

Term/Grading Tasks: Show All

Term	Grading Task	Composite	Calculation
All	All		Type: No Calculation

Fill Calculation Type

In Progress Grade

*Grading Scale:

SOH- Traditional w/ No D

Weight Categories

Use Score's % Value

see the grading

"Fill Calculation

ide"

Select the "grading scale" you made in STEP 1

Check off "Weight Categories"

If you are not using categories, then check off "Use Score's % Value"

Hit "Save". Do not worry about the extra items below.

STEP 4: Add items you want in the grade using "Assignment List"

Settings
Grade Book Setup

Assignment List
Assignment Marks
Categories
Filter Defaults
Grade Calc Options
Grading Scales

Copiers
Assignment Copier
Category Copier

Other
Help
Web Site Address

Preferences

Click on "Assignment List" or "+Add" button on top

Term	Active	Campus Portal	Assigned	Due	GB Seq	Student Group
11 AGUILA, D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
12 ARCINIEG	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
12 ARREDON, S1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	07/21/2016	07/21/2016	1.00	No Groups

Assignment Detail

None
 Enable Student Submission
 Enable Online Assessment

Align to Grade Book

Grading Tasks
Select which Grading Tasks get this assignment

Grading Task

Semester Course

Ind. Test

Team Test

Quiz

Project

Mid/Final

Semester Citizenship

2

Name and Abbreviate your assignment

Select the classes it is for

Enter in the assigned and due dates

bottom to "Align to Grade

Semester Course or

category and scoring type

assignments are not showing,

the top "task" needs to have "Semester Course" selected.

us Instruction Jennifer Waters

Term S1 (07/20/16 - 12/16/16) Section 4) 92486A-1 AP STATISTICS1 - A (1240) Task Semester Course