

## Quick Guide 3: Helpful Gradebook Extras



Use your computer login and password for Infinite Campus.

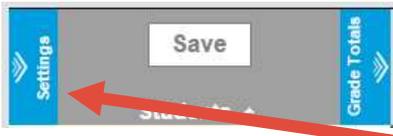
HTTPS://INFINITE.SWEETWATERSCHOOLS.ORG

\*\*\*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 Extras: Setting up your viewing preferences and searching for students.

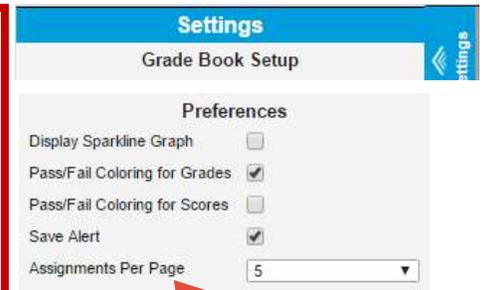
### SAVING SCREEN SPACE: Want to see less on your screen?



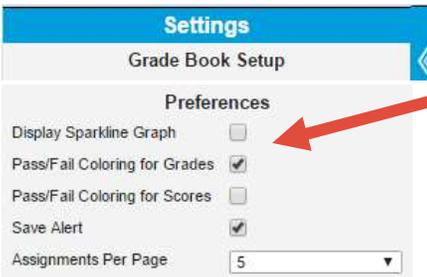
The blue tabs “Settings” and “Grade Tools” expand and collapse so that you can see more and less information.

In the “Settings” tab you have “Preferences”.

“Assignments Per Page” can be changed so you can see 5-100 assignments on your screen. Less assignments = more screen!



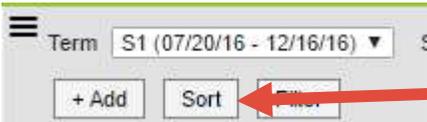
### PREFERENCES: Extra items on student progress.



In the “Settings” tab you have “Preferences”.

- “Sparkline Graph”: Shows progress over time by their name.
- “Pass/Fail color for Grades”: Shows overall grade in Green (passing) or Red (failing)
- “Pass/Fail color for Scores”: Shows each assignment score in Green (pass) or Red (fail)
- “Save Alert”: for those that would like a reminder to save their gradebook entries

### ASSIGNMENT ORDER: Sorting your assignments to view in a particular order.



On the top left of your Gradebook screen, you have the “Sort” button.

“Sort By” options:

- “Category”: Puts your assignments in order by the category it is under
- “Sequence”: The “GB Sequence” you gave it when you made the assignment
- “Due Date”: The due date you gave the assignment when you made it

“Sort Order” options:

- “Ascending”: oldest assignment first
- “Descending”: newest assignment first

#### Assignment Sort Options

##### Sort By:

- Category
- Sequence
- Due Date

##### Sort Order:

- Ascending
- Descending

## JUST ONE THING!: FILTER to see just one student or one assignment at a time.

The screenshot shows the Gradebook interface with a 'Term' dropdown set to 'S1 (07/20/16 - 12/16/16)'. Below the term are buttons for '+ Add', 'Sort', and 'Filter'. The 'Filter' button is highlighted with a red arrow. Below these are two sections: 'Student Specific Filters' and 'Assignment Specific Filters'. The 'Student Specific Filters' section includes checkboxes for 'Grade' (Passing (17), Failing (20)), 'Score Flag' (No Filter, Turned In (0), Missing (1), Late (0), Incomplete (0), Cheated (0), Exempt (5), Dropped (0)), and 'Individual Student'. The 'Assignment Specific Filters' section includes checkboxes for 'Category' (Attendance (0), Homework (0), Ind. Test (3), Team Test (3), Quiz (17), Project (5), Mid/Final (1)), 'Score Flag' (No Filter, Turned In (0), Missing (1), Late (0), Incomplete (0), Cheated (0), Exempt (5), Dropped (0)), and 'Due Date' (Due Last Week (2), Due This Week (2), Due Next Week (2)). There are also 'Clear Student Filter' and 'Clear Assignment Filter' links. A 'Filter' button with a blue dot is shown at the bottom right.

On the top left of your Gradebook screen, you have the “Filter” button.

### Filter Options

#### ▪ Student Specific Filters

You can select...

- Students who are passing or failing
- If you flagged anyone as Missing, etc
- An Individual Student

#### ▪ Assignment Specific Filters

You can select...

- Category
- If you flagged any as missing, etc
- Due recently
- An Individual Assignment

You can always “clear” your filter to get back to all of the scores and students.

Filter button will have a blue dot if the filter is activated.

## STUDENT INFORMATION: Getting detailed personal information for a student.

- Clicking on a student name will allow you to get basic information on a student.
- To the right of their name, allows you to see more information.

## DISTRICT MODE: Searching students using Campus Tools

The screenshot shows the Infinite Campus District Mode interface. At the top right, there is a square grid icon for 'Campus Tools' and 'Campus Community'. Below this is a search bar with a dropdown menu set to 'Student' and a 'Go' button. Below the search bar is a section for 'Advanced Search' with a student's information: 'Nickname: Pedro', 'LTEL', 'Grade: 12', '#1', 'DOB: 04/...', 'Gender: M'. Below this are tabs for 'Summary', 'Schedule', 'Attendance', 'Grades', and 'Assessments'. At the bottom, there is a navigation bar with 'Campus Instruction' and 'Campus Community' options.

Top right of Infinite Campus is a square grid. Click on it to view “Campus Tools” and “Campus Community” options.

**Campus Community** allows to read and participate in the forums of other teachers using I.C. across the country.

**Campus Tools** is where you can search for students.

- Click on “**Campus Tools**” to go to the District Edition (similar to PowerSchools).
- On the left are a two options: **Index** and **Search**
- **Search** allows you to search for students
- You can click on a student and see their detailed info including **Summary, Schedule, Attendance, Grades, etc.**

To go back to Teacher mode, click on the square grid and select “**Campus Instruction**”.