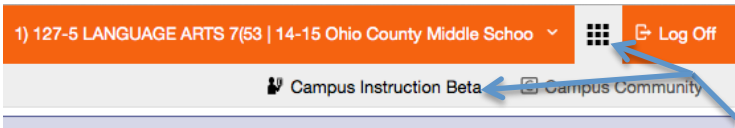


Grade book Setup: Campus Instruction Beta

Creating Categories

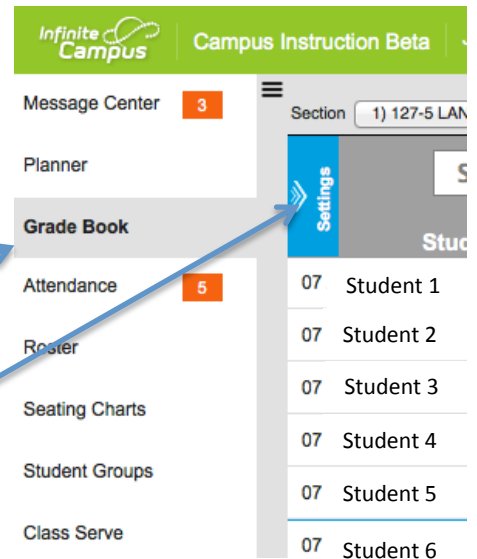


1-Click the link within Infinite Campus to Campus Instruction Beta

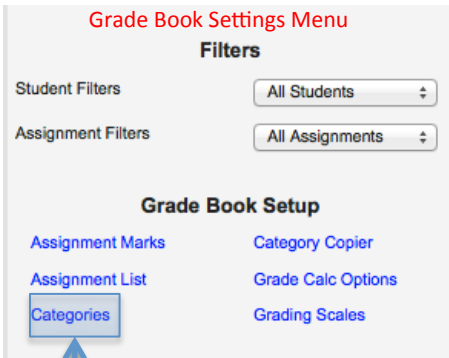
2-All of your categories and assignments can now be created from your Grade Book screen (Click Grade Book)

3-Click on the "Settings" chevron

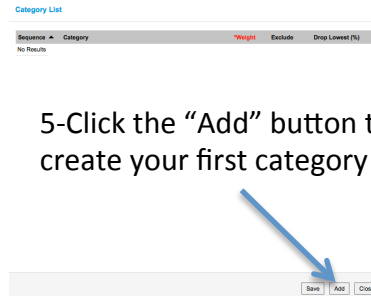
Just like before, all courses must have at least one category of assignments



4-Click the "Categories" link to create a category



5-Click the "Add" button to create your first category



6-Give your category a name and assign a weight if you want to use weighted categories
Ex: Tests = 70% Homework = 30%

Category Detail

*Name

*Weight

Sequence

Exclude from Calculation

Drop Lowest Score (%)

Category Placement
 Select which Sections will use this category

Teachers	Section	Term	
Teacher Name	5 LANGUAGE ARTS 7(53)	1ST 9 WKS, 2ND 9 WKS, 3RD 9 WKS, 4TH 9 WKS	<input checked="" type="checkbox"/>
	127-6 LANGUAGE ARTS 7(53)	1ST 9 WKS, 2ND 9 WKS, 3RD 9 WKS, 4TH 9 WKS	<input checked="" type="checkbox"/>
	127-7 LANGUAGE ARTS 7(53)	1ST 9 WKS, 2ND 9 WKS, 3RD 9 WKS, 4TH 9 WKS	<input checked="" type="checkbox"/>

Select which Grading Tasks will use this category

Grading Task	
Conduct	<input type="checkbox"/>
Progress	<input type="checkbox"/>
Nine Week	<input checked="" type="checkbox"/>
Semester	<input type="checkbox"/>
Final	<input type="checkbox"/>

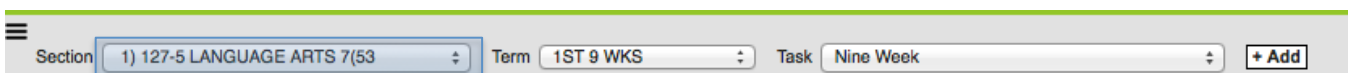
Save Delete Close

7-You can mass assign your category across sections, if you teach the same course multiple times (collaborative sections will likely not appear)

8-Most categories will belong to the Nine Week grading task. Exceptions could be Semester and Final Exams

Click "Save" when finished

Repeat Steps 3-8 to add additional categories



You will need to select each individual course/section and complete steps 3-8 unless you were able to use the mass assignment option in step 7

Grade book Setup: Campus Instruction Beta Creating Assignments

1-Click the "+ Add" button to create a new assignment for the selected section

The screenshot shows the top navigation bar of the Grade Book interface. It includes dropdown menus for 'Section' (3) 127-6 LANGUAGE ARTS 7(53), 'Term' (1ST 9 WKS), and 'Task' (Nine Week). A blue arrow points to the '+ Add' button. Below the navigation bar is a table with columns for 'Posted', 'In Progress', and 'Categories'. The 'Posted' column has sub-columns for 'Percent', 'Grade', 'Fill', 'Rpt Crd', and 'Comments'. The 'In Progress' column has sub-columns for 'Points', 'Possible', 'Percent', and 'Post Grade'. The 'Categories' column has sub-columns for 'Homework' and 'Tests'. On the right side, there are additional columns for 'HW1' and 'T1' with their respective sequences and due dates.

Assignment Detail

*Name

*Abbreviation

[Add Notes](#)

2-Name the assignment and give it an abbreviation

Section Placement

Section	Term	Active	Campus Portal	*Assigned	*Due	*GB Seq	Student Group	
<input checked="" type="checkbox"/>	127-6 LANGUAGE ARTS 7(53)	1ST 9 WKS, 2ND 9 WKS, 3RD 9 WKS, 4TH 9 WKS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	09/08/2014	09/08/2014	1.00	No Groups
<input checked="" type="checkbox"/>	127-6 LANGUAGE ARTS 7(53)	1ST 9 WKS, 2ND 9 WKS, 3RD 9 WKS, 4TH 9 WKS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	09/08/2014	09/08/2014	1.00	No Groups
<input checked="" type="checkbox"/>	127-7 LANGUAGE ARTS 7(53)	1ST 9 WKS, 2ND 9 WKS, 3RD 9 WKS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	09/08/2014	09/08/2014	1.00	No Groups

3-You can mass assign your assignment across sections, if you teach the same course multiple times (collaborative sections will likely not appear)

Scoring Alignment Detail

Create scoring alignment(s) to Grade Book by selecting from the following choices:

Align to Grade Book

Grading Tasks

Select which grading tasks get this assignment

Grading Task	Scoring Type	*Total Points	*Multiplier
<input type="checkbox"/> Conduct No Categories			
<input type="checkbox"/> Progress No Categories			
<input checked="" type="checkbox"/> Nine Week	<input checked="" type="radio"/> Points	<input type="text" value="100"/>	<input type="text" value="1"/>
	<input type="radio"/> Homework		
	<input checked="" type="radio"/> Tests		
<input type="checkbox"/> Semester No Categories			
<input type="checkbox"/> Final No Categories			

4-Most assignments will belong to the Nine Week grading task. Exceptions could be Semester and Final Exams. Be sure to also select the correct category

Click "Save" when finished

Information for Students

Repeat Steps 1-4 to add additional assignments

The screenshot shows the top navigation bar of the Grade Book interface. It includes dropdown menus for 'Section' (1) 127-5 LANGUAGE ARTS 7(53), 'Term' (1ST 9 WKS), and 'Task' (Nine Week). A blue arrow points to the '+ Add' button.

You will need to select each individual course/section and complete steps 1-4 for each new assignment unless you were able to use the mass assignment option in step 3

Grade book Setup: Campus Instruction Beta

Grade Calculation Options

1-You will need to edit your grade calculation options for each section that you teach

Section: 3) 127-6 LANGUAGE ARTS 7(53) Term: 1ST 9 WKS Task: Nine Week + Add

	Posted			In Progress			Categories		HW1	T1	
	Percent	Grade	Fill Rpt Crd Comments	Points	Possible	Percent	Post Grade	Homework	Tests	Seq: 1.00 Due: 09/08 Homework Points: 100	Seq: 1.00 Due: 09/08 Tests Points: 100
07 Student 1											
07 Student 2											

2-Click the Settings chevron

3-Click the “Grade Calc Options” link

Grade Calculation

This section requires one or more of the following:

- Creation of new records based on changes in the Course/Section
- Removal of duplicate records (this is not common)

Click Continue to process the required records and open the Grade Calculation Options.

Grade Book Settings Menu

Filters

Student Filters: All Students

Assignment Filters: All Assignments

Grade Book Setup

- Assignment Marks
- Assignment List
- Categories
- Category Copier
- Grade Calc Options**
- Grading Scales

4-Click Continue

Grade Calculation

Grading Tasks

Fill Calculation Type
In Progress Grade

*Grading Scale:
Standard Scale

Weight Categories
 Use Score's % Value

5-Click the drop down menu under “Fill Calculation Type”
Select “in Progress Grade” then select “Standard Scale”
If you have weighted categories, be sure to check the box
Be sure to click save

Repeat Steps 1-5 for each section that you teach

Section: 1) 127-5 LANGUAGE ARTS 7(53) Term: 1ST 9 WKS Task: Nine Week + Add