Infinite Campus Setup & Updates
August, 2015

WINDHAM
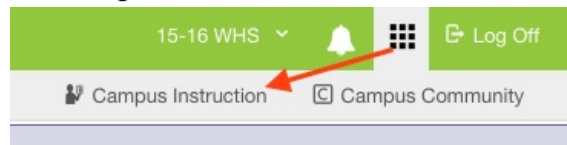
New Layout: Campus Tools vs. Campus Instruction

1. **Apps** icon near Log Off area in top right corner of the screen is new.

2. Click **Apps** icon to navigate between Campus Tools and Campus Instruction.

Campus Tools = *OLD* view
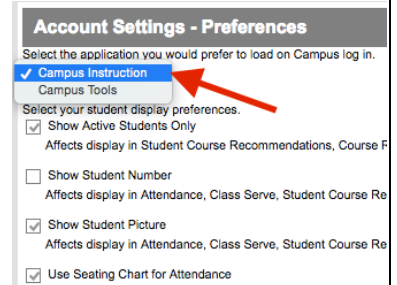
Campus Instruction = *NEW* view

Student information can still be viewed in Campus tools.

Campus Instruction is where you will access your Planner, Attendance, Gradebook, and Reports, and Settings.

3. It is recommended that you set your default page to **Campus Instruction**:

   a. Scroll down to the bottom of the left-side menu and click **Account Settings**.

   b. Click the pull-down arrow… choose the **Campus Instruction** option

4. Check any boxes to choose your preferred options… click the **Save** button.

5. Congratulations! Campus Instruction will now be the default home screen.

Attendance

1. On the left-side menu, click the **Attendance** link.

2. By default, all students are marked present . **"P"**

3. Mark the students who are absent................. **"A"**

4. Mark the students who are tardy .... **"T"**

5. When finished, click the **Save** Button.

Create a Seating Chart

1. On the left-side menu, click the **Seating Charts** link… click the **New** button.

2. Select the class **Section**… enter a **Seating Chart Name**.

3. Select the number of **Columns/Rows** and how you want to place students → **Randomly, Alphabetically, or Not At All**.

   Note: *Desks and students can be easily moved with **Drag/Drop** once you are in the seating chart!*

4. Click the **Create Chart** button.

5. Modify the seating chart:
   a. Click and drag a student from one place to another to *"switch"* places.

   b. Click and drag the **New Desk** icon to add a blank desk to your seating chart.

   c. Click and drag the desks away from the grid to create an alternate seating format.
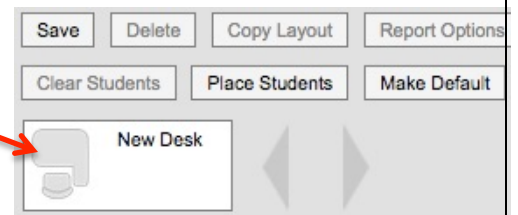
6. When you are satisfied with the seating chart, click the **Save** button.

7. Click the **Make Default** button to save this desk arrangement as your default.

8. To Print a paper copy of your seating chart, click the **Report Options** button.

   Tip: Click the Account Settings to use the Seating Chart for **Attendance**.

What Else is New?

- **In Campus Instruction, click on the 3 horizontal lines to expand the main screen. Very helpful when you're working in the gradebook!**
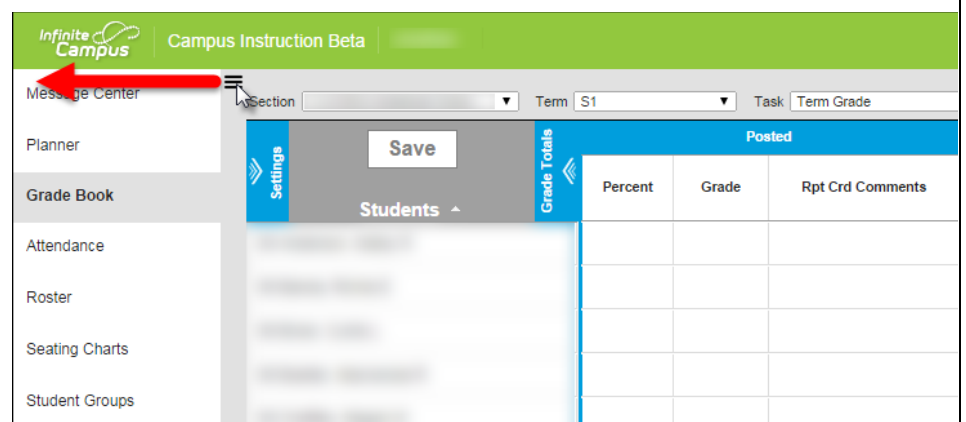
Setting Up Categories in Your Grade Book

Note: You must set up your Grade Book or it will not calculate an **In Progress** grade.

1. On the left-side menu, click the **Grade Book** link.

2. In the upper-left corner of your Grade Book, click the **Settings** arrow.
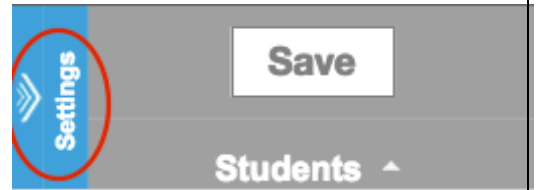
3. Under **Grade Book Setup**, click the **Categories** link… click the **Add** button.

   Tip: You must add at least one category (even if you do not weigh categories).

4. Enter the category **Name**, **Weight** (if used), and select the **Term**(s) & **Section**(s).

5. **Important:** Only check the **TERM GRADE** for the Grading Task……….

   Except if you create a separate category for the Semester Exam.

6. Click the **Save** button… click the **Close** button… repeat for additional categories.

7. Under **Copiers**, click the **Categories Copier** link to clone your categories for different classes that you teach.

   Tip: Categories can be copied from previous school years, as well!

Setting Up Grade Calc Options in Your Grade Book

1. Under **Grade Book Setup**, click **Grade Cal Options**… click **Continue**.

2. Under the Calculation column, choose the **In Progress Grade** type.

3. Under Grading Scale, choose **WHS Grading Scale- Numeric 100-0**.

4. **NEVER** check Weight Categories or Use Score's % Value at the top of the page. It will not calculate correctly!

5. Scroll down to the **WHS Term Grade** for **Quarter 1**… If you **DO** weight categories for your class, check the **Weight Categories** box.

Q1	WHS Term Grade	☐	Type:

In Progress Grade ▼

*Grading Scale
WHS Grading Scale - Numeric 100-0 ▼
☑ Weight Categories
☐ Use Score's % Value

Continue scrolling down the page and check the **Weight Categories** box for the Quarter 2, 3, and 4 term grades.

6. Double-check that the **Semester Final grade** defaults are set correctly to 40-40-20.

Q2	WHS Sem 1	☑	Type:

In Progress Grade ▼

*Grading Scale
WHS Grading Scale - Numeric 100-0 ▼

*Child Task/Standard		*Weight	Effective %
Q1 WHS Term Grade	▼	40.00	40.00
Q2 WHS Term Grade	▼	40.00	40.00
Q2 WHS Sem 1 Exam	▼	20.00	20.00

7. Double-check that the **Final grade** (Q4) is correctly set to 50-50 for year-long classes.

Q4	WHS Final Grade	☑	Type:

In Progress Grade ▼

*Grading Scale
WHS Grading Scale - Numeric 100-0 ▼

*Child Task/Standard		*Weight	Effective %
Q2 WHS Sem 1	▼	50.00	50.00
Q4 WHS Sem 2	▼	50.00	50.00

8. Click the **Save** button… **Important:** Repeat steps 1-10 for each unique **COURSE** (not section/period) that you teach.

Grade Book Settings Preferences

- Check the **Preference** options you would like to display in your gradebook➔ Test them all!

Preferences

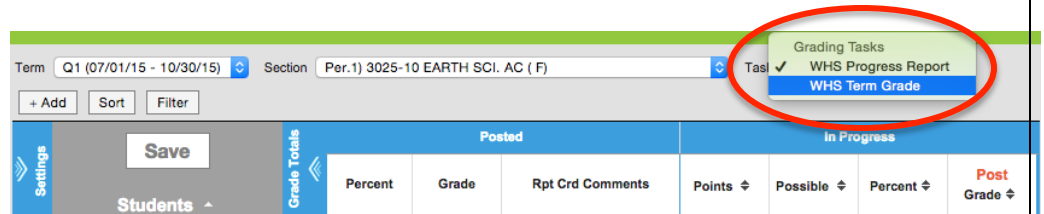| Display Sparkline Graph	☑
Pass/Fail Coloring for Grades	☑
Pass/Fail Coloring for Scores	☐
Save Alert	☑
Use Canned Comments	☑
Assignments Per Page	100

Entering Grade Book Assignments

1. On the left-side menu, click the Grade Book link.

2. **Important:** Make sure the Task is set as **TERM GRADE** at the top of the screen.

3. Click the **+ Add** button… enter the assignment **Name** and **Abbreviation**.

4. Select the **Assigned** and **Due** dates for all sections you want the assignment to apply to.

5. Scroll down… check the **TERM GRADE** box (should be the only option that is not grayed out).

6. Select the **Category** and enter the **Total Points** possible.

7. Click the **Save** button… click the **Close** button.

8. Enter the assignment **scores** →

9. The **Grade** and **Percent** will calculate.

   Tip: If you do not see the **Percent** and **Grade** under **In Progress**, return to the **Setting Up Your Grade Book** section of this handout.

10. Click the **Save** button.

Where Else Can New Assignments Be Created?

- In the **Planner**, assignments can be viewed in a Calendar format and new assignments can be created by clicking the **+ Add** button.

Grade Book Tips

1. Click on one of the assignment **score boxes** to enter/modify a student's score.

   Important: Grade Book does <u>not</u> automatically save. If the **Save** button is red, you have unsaved changes in your gradebook.

2. **TIP:** Quickly navigate from one cell to another by using the arrow keys on your keyboard.

3. **TIP:** Mass assign scores by clicking the expand arrows on the assignment heading... select **Fill Scores/Comments → Score → OK.** In this view you can also type specific assignment comments for students, or mark assignments as **(T)** Turned In, **(M)** Missing, **(L)** Late, **(I)** Incomplete, etc.

4. **TIP:** Need to change an Assignment's details, like the due date or point value? Go to the Grade Book assignment heading and click the abbreviation link to make changes.

5. **TIP:** Do you want to hide the Grade Totals columns in the gradebook?... **Collapse** the columns so only your assignments will fill the screen.

6. View student analytics by turning on the **Sparkline graph** and the **Color-Coding of Pass/Fail Grades** in **Grade Book Preferences.**

7. View each student's grades compared to the entire class by clicking on the student's **Sparkline graph** and then scrolling through the **Whisker Graphs** for each assignment: