How To . . .

## IC: Gradebook Instructions for Elementary School 4<sup>th</sup> – 5<sup>th</sup>

#### Set Up

- 1. Log onto Infinite Campus
- 2. Make sure you are in the correct Term.
- 3. Expand Instruction.
- 4. Expand Admin.
- 5. Choose Preferences.

Preferences	
🔚 Save	
Teacher Preference	
Hide Dropped Students	
Show Student Numbers	
Show Student Pictures	
Invert Seating Chart Auto-Placement (Start from the bottom)	
Use Seating Chart for Attendance	
Use Canned Comments	
Teacher Web Site URL	
http://www.forsyth.k12.ga.us/schools/staff.asp?stID=645	

- 6. Place checkmarks for the preferences you would like.
- 7. Cut and paste the **URL** from your staff web page.
- 8. Click Save
- 9. Repeat for each Section
- 10. Close Admin by clicking it
- 11. Expand Instruction.
- 12. Click Lesson Planner.
- 13. Click New Group.
  - a. Name the group Assignments.
  - b. Set the weight as 100.
  - c. Select all 4 **Terms.**
  - d. Click Save

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e. Create an Assignment Group for each Section

#### Creating New Assignments to be graded (in Lesson Planner)

- 1. Click **New Assignment.** Enter appropriate information.
- 2. **Name** Type the name of the assignment  $\rightarrow$  Press Tab
- Abbreviation this is how it will appear in gradebook, it cannot be longer than 5 characters long→ Press Tab
- 4. **Group** what category does the assignment go into→Use your down arrow to select the Assignment Group→Press Tab twice
- 5. Total Points put in how many points is this assignment worth  $\rightarrow$  Press Tab
- 6. Curve Use this only if you are in Conduct, Penmanship, Creative Writing, Art, Music, PE or FLES-- Select Letter (Assignment)→ to do that quickly press L twice → Press Tab
- 7. **Due Date** is a required field  $\rightarrow$  Press Tab
- 8. **Assigned date** Will allow parents to see all of the information about a given assignment before it is due → Press Tab
- 9. Active Uncheck this box to exclude the assignment from the average  $\rightarrow$  Press Tab
- 10. **Hide Portal** Checking the box will keep it from showing up on the parent portal until you want it to show → Press Tab
- 11. **Multiplier** you can have an assignment count multiple times-for example you can count a test twice by entering 2→ Press Tab
- 12. **Sequence** this is the order you want it to appear in your gradebook
- 13. **Description and Objectives** can show what the assignment is this is visible on Parent Portal and can be used instead of or in conjunction with Homework Hotline on the Teacher Web Page.
- 14. **Save** (the icon is in the top left corner) when completed.

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<ul> <li>Save Central</li> <li>General</li> <li>Frostnaino</li> <li>Oraclabook</li> <li>Oraclabook</li> <li>Oraclabook</li> <li>Oraclag by Tack</li> <li>Term 39 Week</li> <li>Term 49 Week</li> <li>Term 49 Week</li> <li>Term 49 Week</li> </ul>	New Assignment _ New Activity Assignment _ New Activity Assignment Detail None Comprehension Winn Divie Comprehension Winn Divie Comprehension Winn Divie Comprehension Winn Divie Comprehension Assignments - Torm 3 9 Wock Test Strend Totel Parte 100 Cue Date 01 M3/2005 Tm Active	*Akborvial CM/0 * Curve Letter(Assignment) Assigned Date E Hols Potal E Sequence 0 5 5 0 * * *

#### Entering Grades for the Assignments (in Gradebook)

- 1. Click Gradebook
- 2. Clicking Hide Grade Totals will make it easier to enter grades:

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#### For Report Cards

**Grading by Task** is for the end of a grading period when report cards are being built – not for entering grades on regular assignments.

Grading by Students is for the same purpose.

### Only Grades K – 3 will be using Grading by Task and Grading by Student.

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# **Copying Assignments to other Sections**

1. If you wish to copy assignments, select the Term and the <u>Group</u> where the assignment(s) are listed. Click the <u>Copy Group icon</u>.

Cher the opy oroup icon.						
n 04) 450050004-1 Social Studies						
Social Studies						
🔚 Save 🗙 Delete 🗋 New Group 🗋 New Assignment 🧾 New Activity 🖹 Copy Group						
Lesson Plan	Group Detail					
Term 1 9 Week	*Name					
Term 2 9 Week	Assignments					
🖻 🛄 Term 3 9 Week	Weight Sequence Hide Portal					
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Colony research quide [100pt						
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Completed Brouchure (100pts	TTl					
🗄 🖵 Term 4 9 Week						
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 Pick the Assignments you want to copy and pick the Groups you want to copy the assignments to. Then scrolled down and press the <u>Copy Assignments to Selected Groups button</u>. BE CAREFUL on this step!

ndex Search Help	Lesson Plan Group Copier					
obin	This tool will copy the Assignments you select from list and copy them to the groups you select from other Sections you teach.					
Instruction	Pick the Assignments you want to copy.	Pick the Groups you want to copy the Assignments to.				
🛱 Grading By Task 🏝 Grading By Student	Assignments	CHEST 04-05 50004-1 Social Studies				
III Roster III Daily Planner III Lesson Planner	Colony research guide	Assignments - Term 3 9 Week				
Admin	Completed Brouchure	Assignments - Term 4 9 Week				
Seating Chart Setup	Storyboard for brouchure	450050004-9 Social Studies				
Preferences     Reports     User Communication		🗹 Assignments - Term 3 9 Week				
Account Settings		Assignments - Term 4 9 Week				
O Log Off	Copy Assignments to Selected Groups					

Be sure the button says Copy Assignments to Selected Groups