

IC: Gradebook Instructions for Elementary School 4th – 5th

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

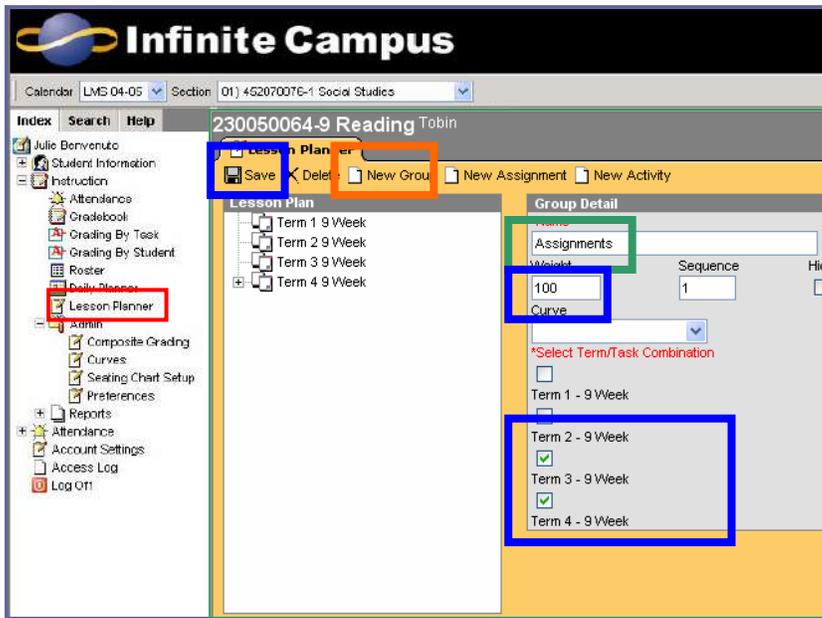
Teacher Preference

- 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>

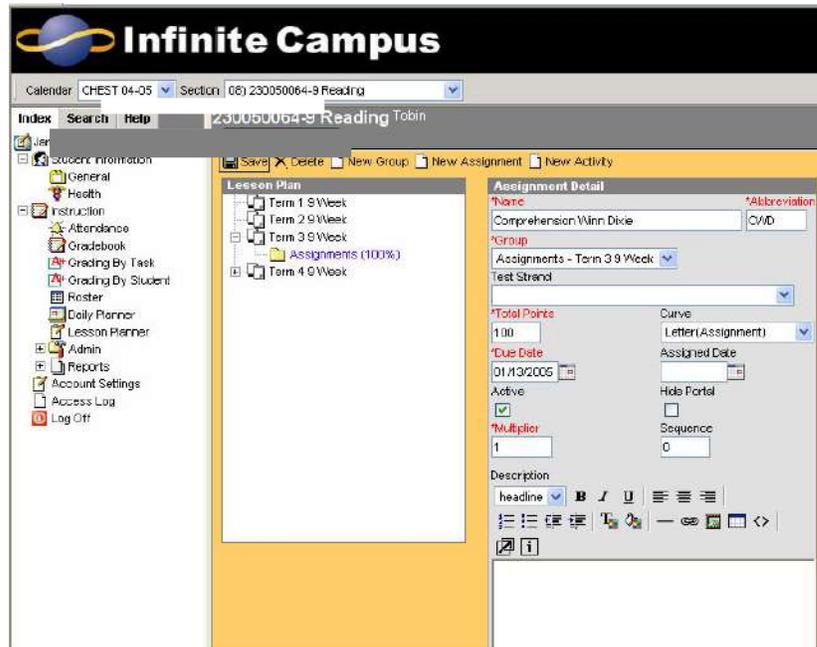
6. Place checkmarks for the preferences you would like.
7. Cut and paste the **URL** from your staff web page.
8. Click **Save**
9. Repeat for each Section
10. Close Admin by clicking it
11. Expand Instruction.
12. Click **Lesson Planner**.
13. Click **New Group**.
 - a. **Name the group Assignments.**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



e. **Create an Assignment Group for each Section**

Creating New Assignments to be graded (in Lesson Planner)

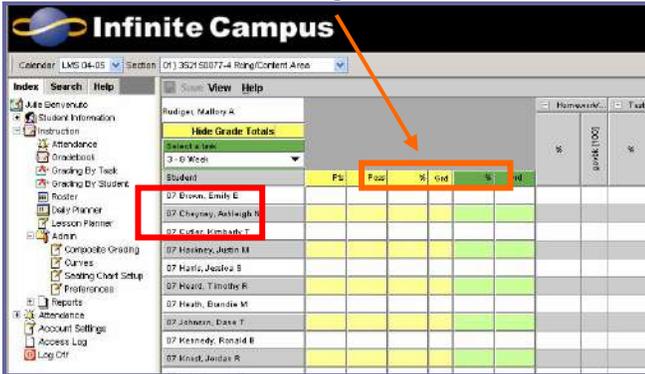
1. Click **New Assignment**. Enter appropriate information.
2. **Name** – Type the name of the assignment → Press Tab
3. **Abbreviation** – this is how it will appear in gradebook, **it cannot be longer than 5 characters long** → Press Tab
4. **Group** – what category does the assignment go into → Use your down arrow to select the Assignment Group → Press Tab twice
5. **Total Points** – put in how many points is this assignment worth → 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 → 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 → 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.



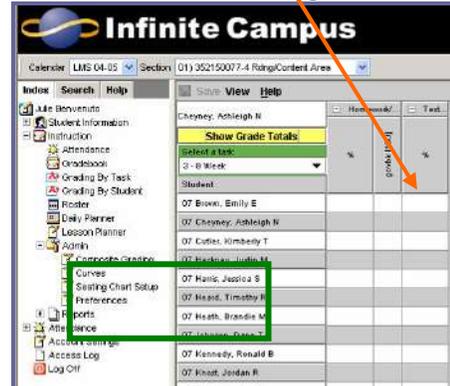
Entering Grades for the Assignments (in Gradebook)

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

With Grade Totals showing



Without Grade Totals showing.



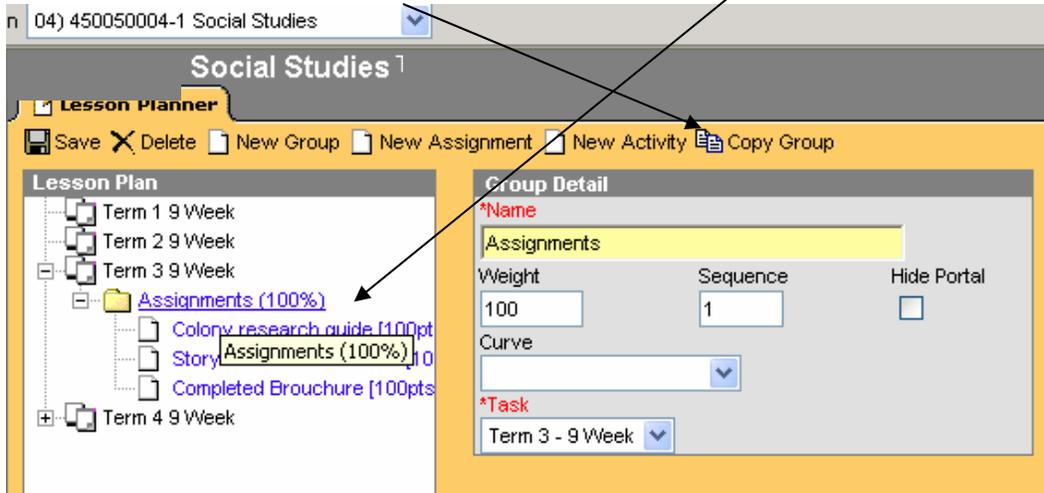
For Report Cards

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.

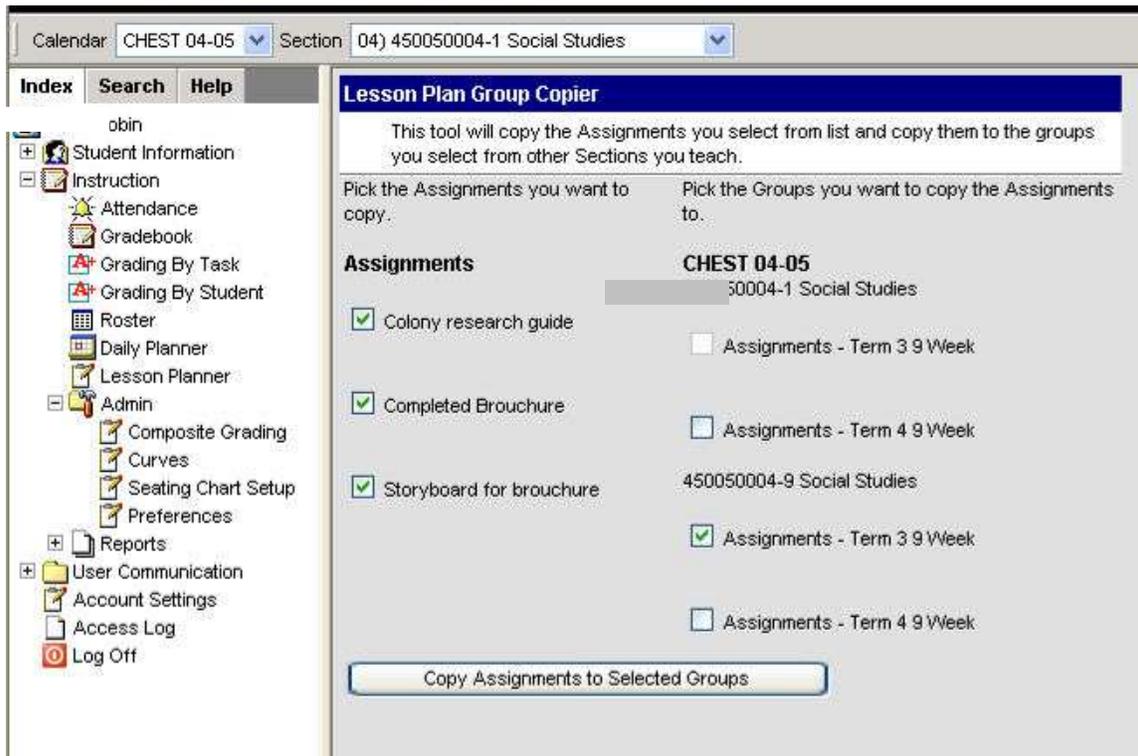
Only Grades K – 3 will be using Grading by Task and Grading by Student.

Copying Assignments to other Sections

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



2. Pick the Assignments you want to copy and pick the Groups you want to copy the assignments to. Then scrolled down and press the Copy Assignments to Selected Groups button. BE CAREFUL on this step!



Be sure the button says *Copy Assignments to Selected Groups*