

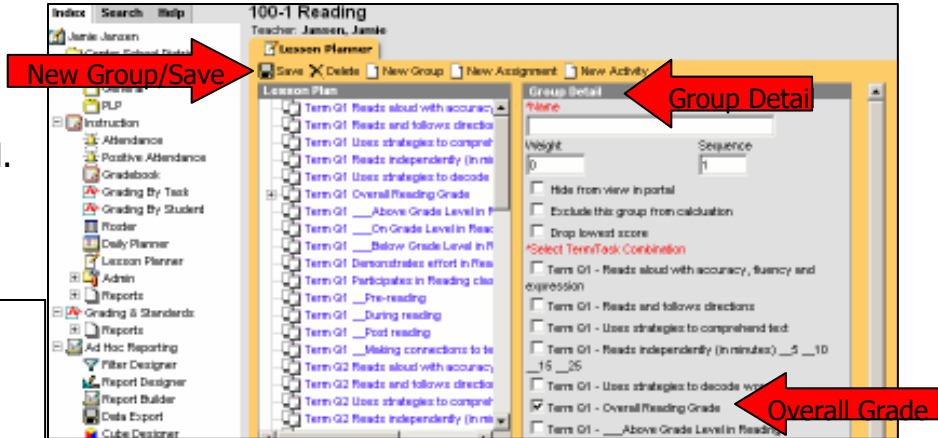
Elementary 1st – 5th Gradebooks

Setting up your gradebook for a new year

A new year is here, but do you remember what to do to set up your Infinite Campus gradebook? Here are the steps to follow . . .

Entering the Groups

1. After logging in, select Lesson Planner, select a subject, then select New Group.
2. Enter a name under Group Detail. (Your Groups are labeled assessments and classwork.)
3. Give the Group a Weight.



- 1st grade**
- Reading/math is 70% = assessment; 30% = daily work
 - Sci/SS is 30% assessment; 70% daily work
- 3rd grade**
- 70% = assessment; 30% = daily work
- 2nd, 4th, and 5th**
- 60% assessment; 40% = daily work

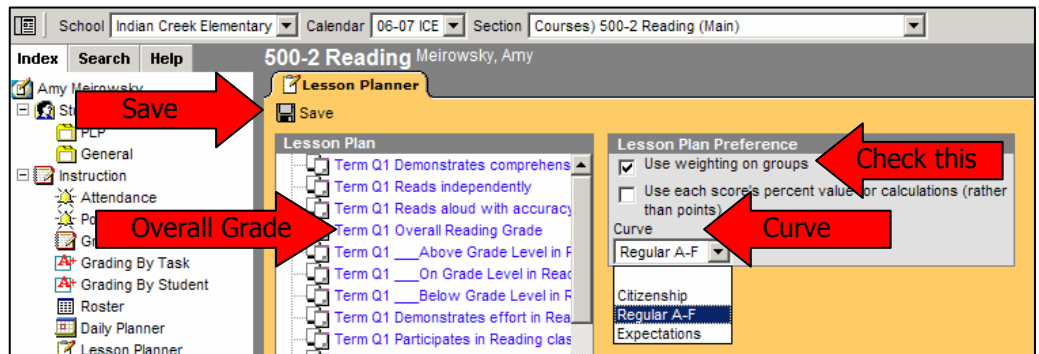
4. Check all needed tasks. (Remember, these will only be the Overall Grade option, but be sure to check all four quarters.)
5. Save.
6. Now go back and enter the second Group. Repeat this from step 2.

Setting the Curve

Once Group Detail is saved,

1. Select Term Q1 Overall Reading Grade.
2. Check Use Weighting on Groups. Use the drop down menu to select Regular A-F Curve.
3. Save this information.
4. Do the same for all of the Overall Grades - Term Q1, Term Q2, Term Q3 and Term Q4.

So repeat these steps selecting Term Q2 Overall Reading Grade, Term Q3 Overall



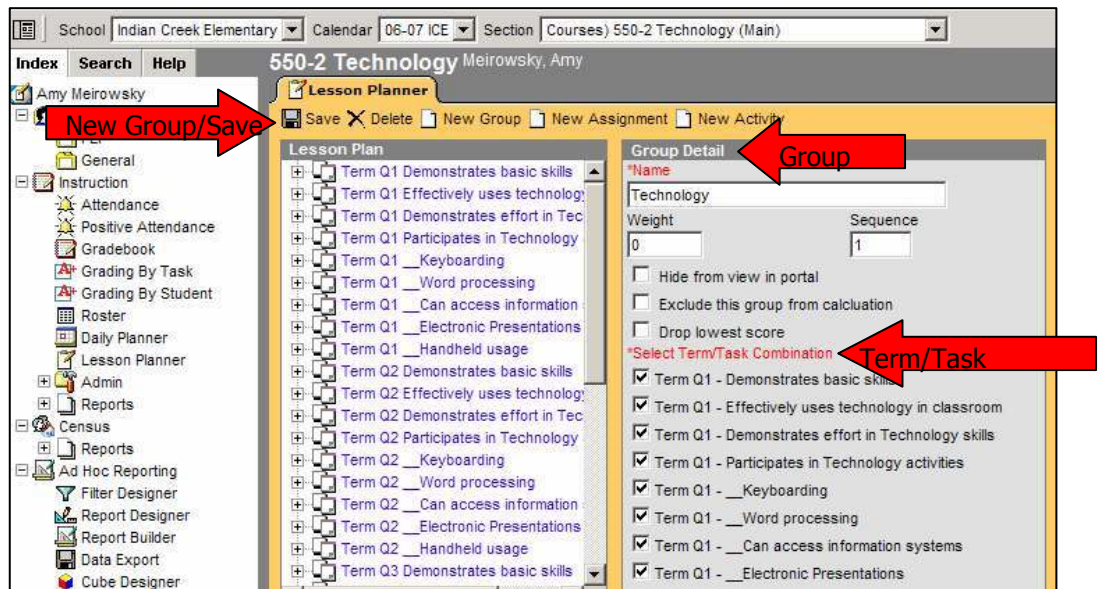
Technology, Personal and Social Development and Comments on back . . .

Setting up Technology, Personal and Social Development and Comments

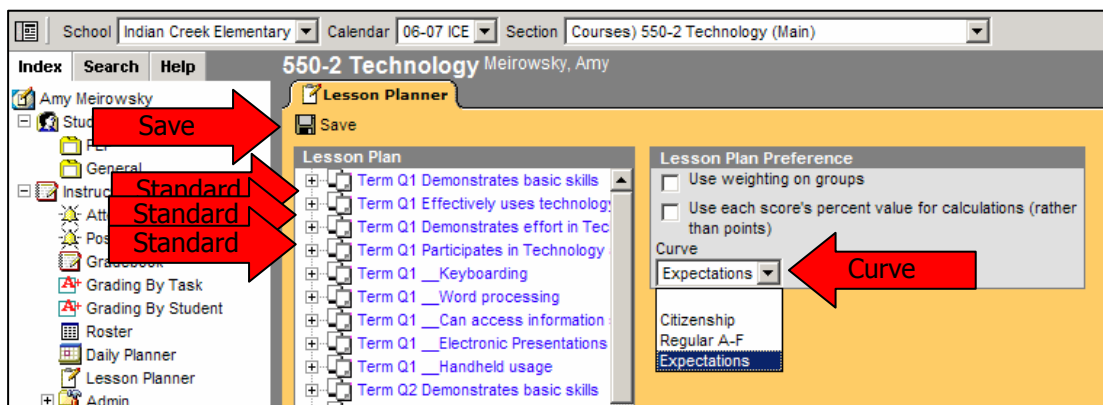
Once subjects have been checked, don't forget about Technology, Personal and Social Development and Comments.

***** Do you actually *enter assignments* for these categories? If NOT, you won't need to set up groups and curves. However, when report card time comes, you'll need to enter grades using Grade by Student or Grade by Task.*****

1. The Group name for these three sections can be Technology, Development and Comments, respectively.
2. There is no weight for these groups.
3. Check **everything** under the Term/Task Combination.
4. Finally, save.



5. Once Group Detail is saved, you will need to select the first standard listed in the Lesson Plan column. Use the drop down menu to choose the Expectation Curve. Save this information.



You will need to do the same for **every** standard listed in the Technology, Personal and Social Development and Comment sections.

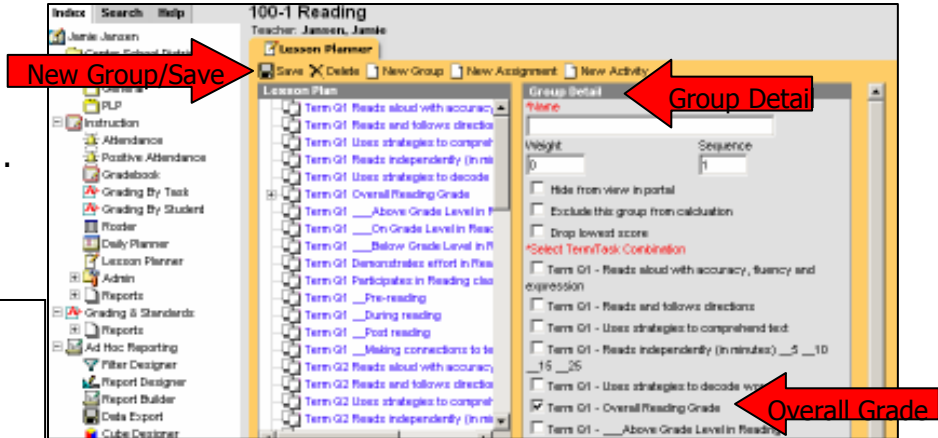
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- | |
|---|
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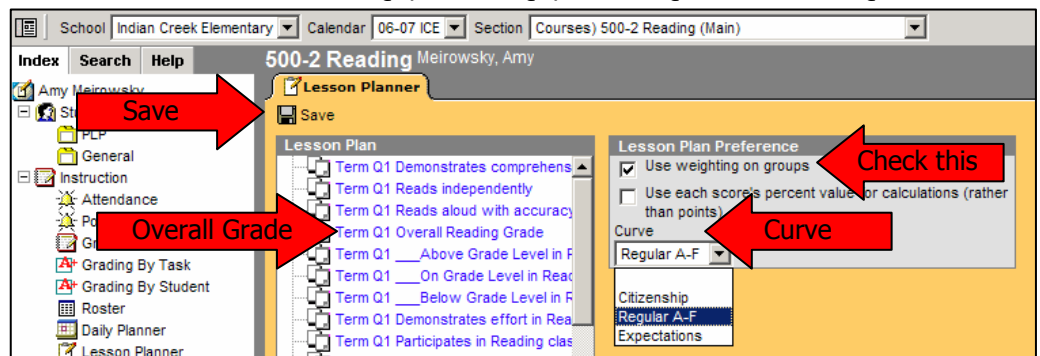
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So repeat these steps selecting Term Q2 Overall Reading Grade, Term Q3 Overall



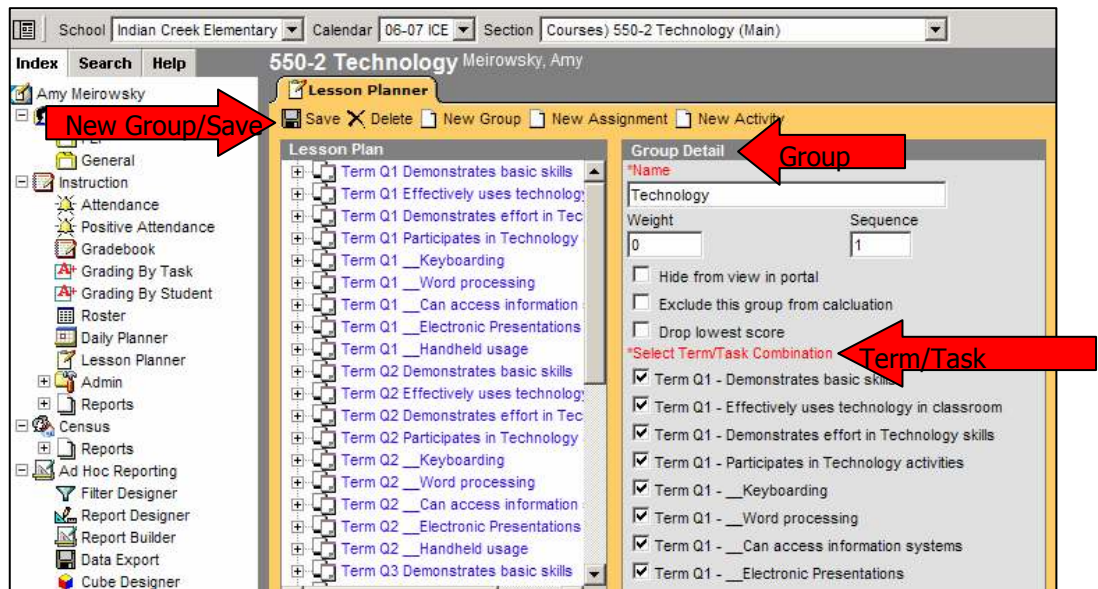
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Setting up Technology, Personal and Social Development and Comments

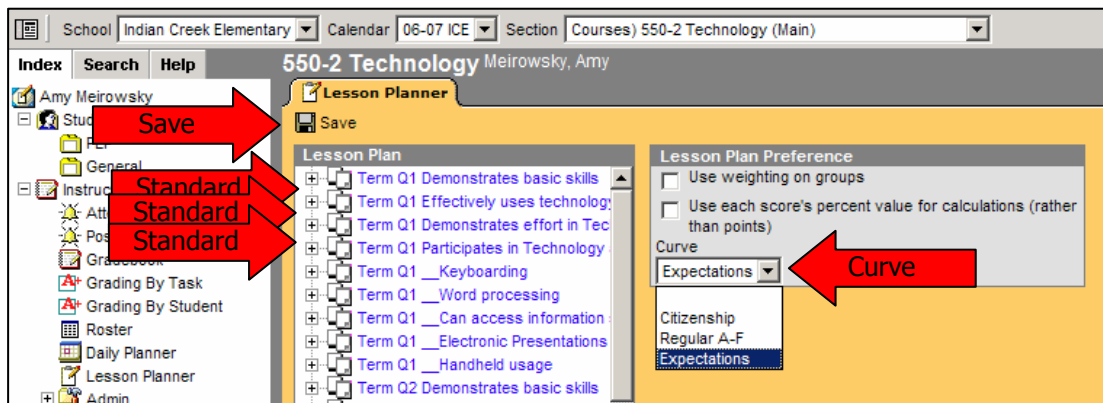
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