
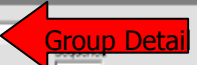
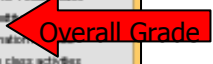


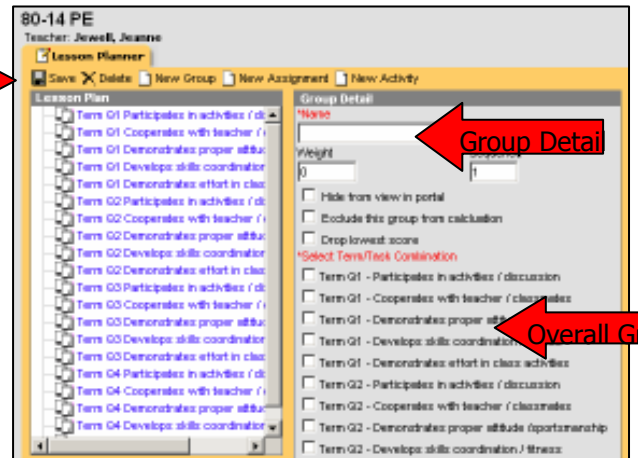
Elementary Specials and Kindergarten

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

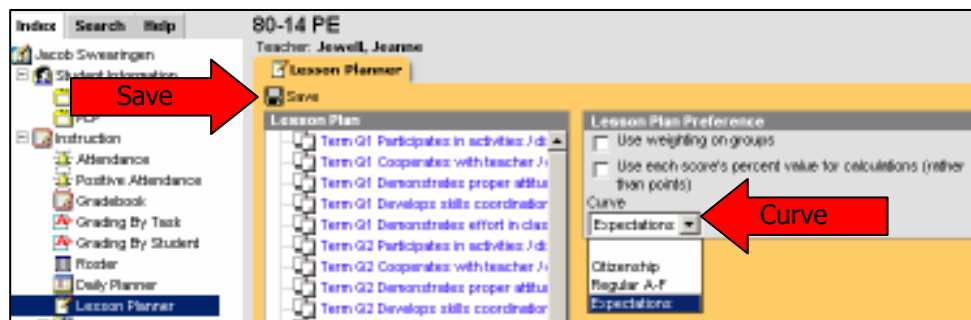
1. After logging in, select Lesson Planner, then select New Group. 
2. Enter a name under Group Detail. (Your Groups are for entering grades. Will you actually be entering grades in Infinite Campus? ***If you won't be, you do not need to do anything else at this point to set up your gradebook.***) 
3. Check all Term/Task Combinations. Every single one of them. You'll need to use your scroll bar to see all of them. 
4. Save.



Setting the Curve

Once Group Detail is saved,

1. Select the first Term Q1 standard.
2. Use the Curve drop down menu to select Expectations.
3. Save this information.
4. Do the same for all of the Term Q1 standards, then Term Q2 standards – all of the standards listed under the Lesson Plan list.



Follow these same steps for all of your classes.