

High School Gradebooks

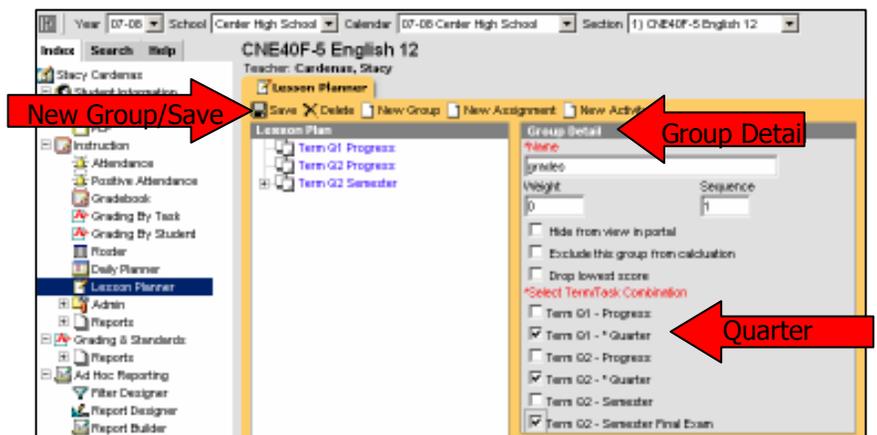
Setting up your gradebook for a new year

A new year is here, but do you remember what to do to set up your Infinite Campus gradebook? Things are a bit different with your gradebook this year. There will be **NO** weighting of grades. Therefore, you can set up one group and put all assignments (tests, labs, classwork, homework, etc) into that one group. You are welcome to add additional groups for the sake of your own organizing, but without weights.

There is a shortcut to setting up your gradebook. First you will need to set up ONE core subject class. Here are the steps to follow . . .

Setting up the Groups

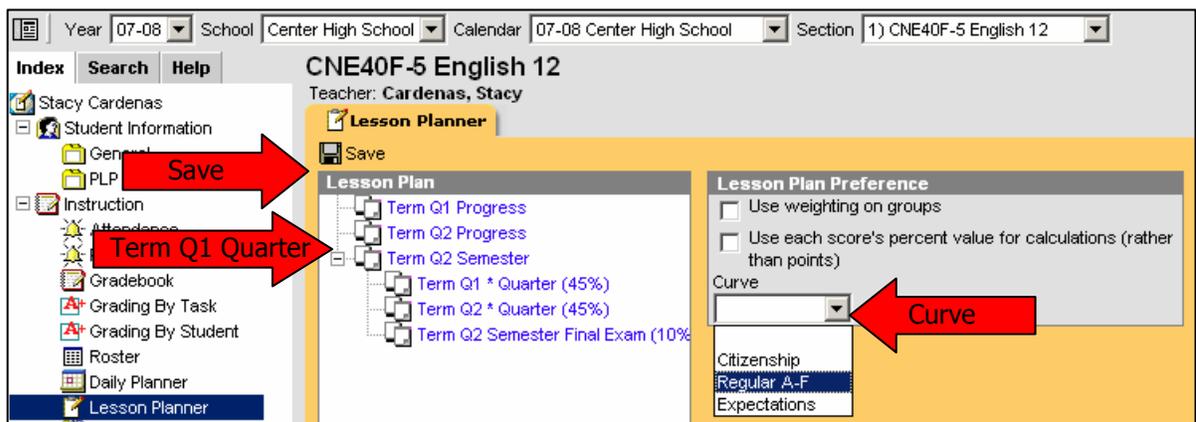
1. After logging in, select Lesson Planner, then select New Group.
2. Enter a name under Group Detail of your group. (This could be just called grades if you want to keep it simple.)
3. Check only the Quarter options and the Semester Final Exam option.
4. Save.
5. If you are going to have multiple groups for your own organization, now is the time to go back and enter the second Group. Repeat this from step 2.



Setting the Curve

Once Group Detail is saved,

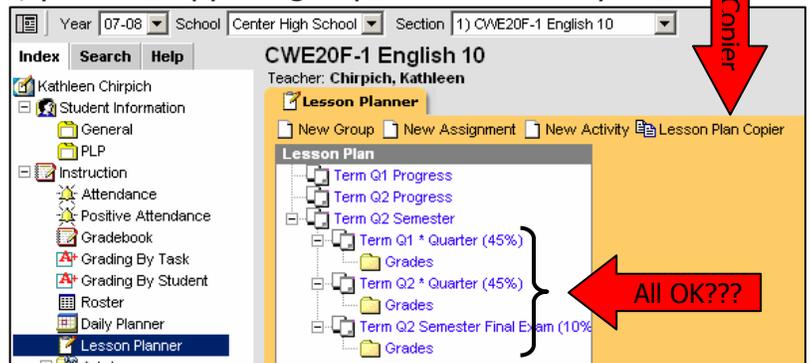
1. Select Term Q1 Quarter.
2. The only thing to do in this window is use the Curve drop down menu to select Regular A-F Curve.
3. Save this information.
4. Do the same for all of the Quarter labels and Semester Final Exam.



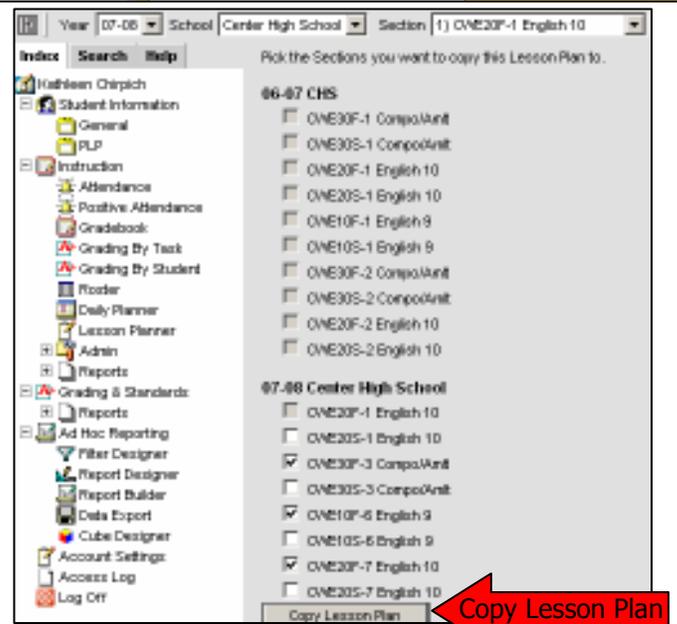
Lesson Plan Copier

Once you have your core class completed, you can copy the groups and curves to your other blocks – great time saver!
Here's what to do:

1. With your core class section selected, check to make sure all groups (folders) are labeled correctly.
2. If everything is correct, click Lesson Plan Copier.



3. In the window that opens, select the other blocks to copy the groups, weights and curves. This most likely will only be your other core subjects for first semester. (You'll follow these same steps for second semester later.)
4. Click Copy Lesson Plan.



5. This opens a window where you can double check the groups and quarters. If everything looks ok, scroll to the bottom of this page and click Update Groups.

It would be a good idea to now go back and check your other blocks and make sure the correct groups and curves were copied.

At this point you can set up your second semester classes following all these same steps.

