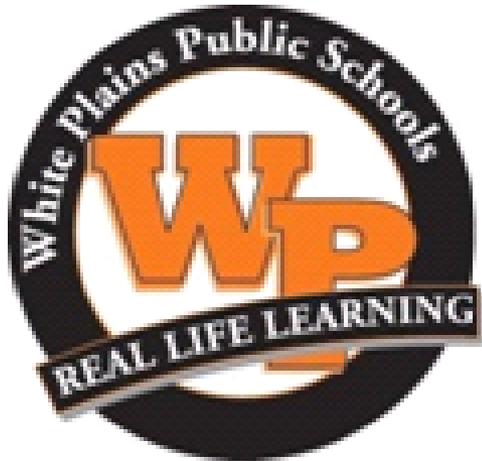


White Plains Public Schools

Infinite Campus

Secondary Teachers



<https://whiteplainsny.infinitecampus.org/campus/whiteplains.jsp>

Logging into Infinite Campus

Infinite Campus Website <https://ic.wpcsd.k12.ny.us/campus/wp.jsp>
Available from home, school or anywhere with internet access

Infinite Campus Transforming K12 Education®

District Edition

Version: E 4517.3

Username

Password

Sign In >> Logged off

Trouble accessing your account? Contact your administrator.

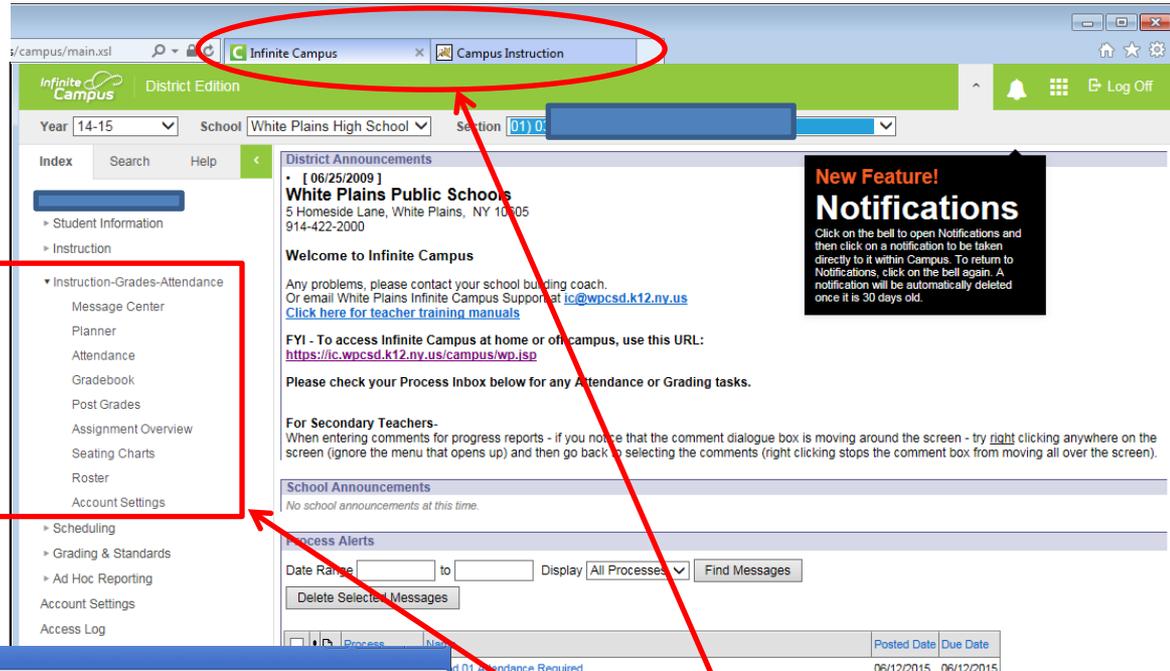
©2003-2015 Infinite Campus, Inc.
www.infinitecampus.com

There is also a shortcut on your desktop computer screen and a link on the district website.

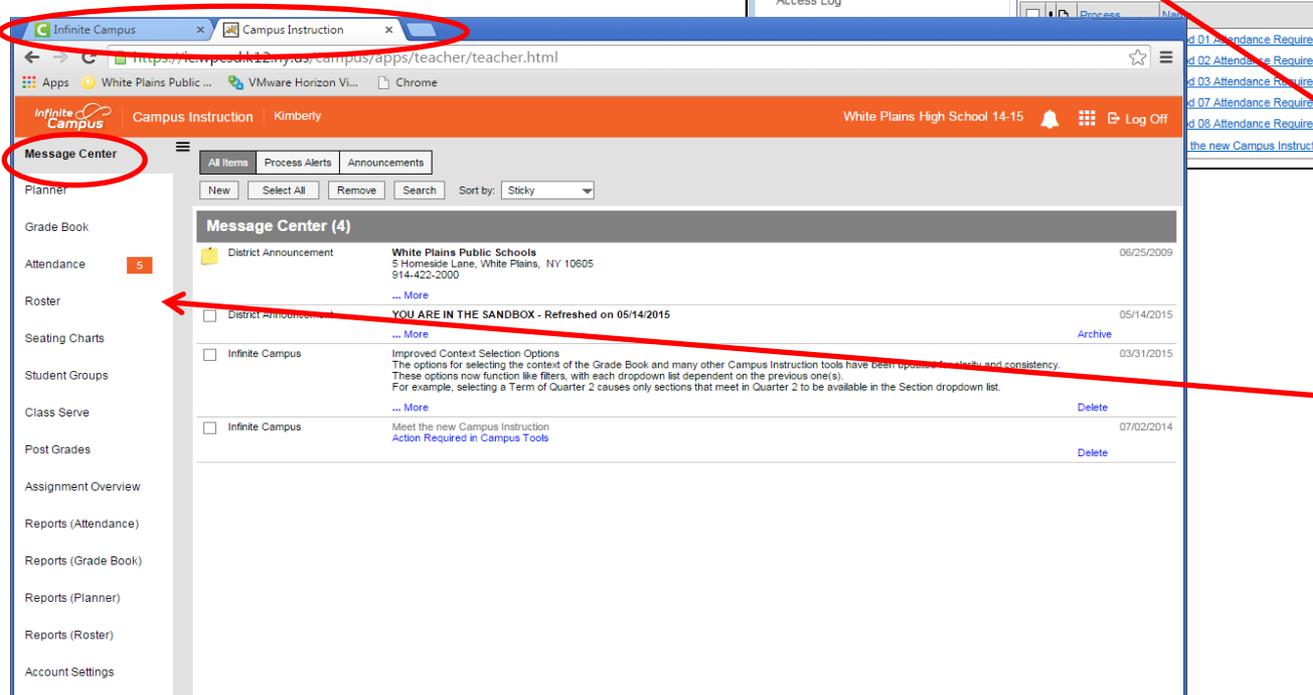
NOTE: You do not need to use the District's Remote Access Portal to access the Infinite Campus website. Website is available 24 hrs/day.

If you any problems or issues with Infinite Campus, please contact your teacher coach (Dept coordinators, etc.) , building coach (usually office manager or AP) or email ic@wpcsd.k12.ny.us .

Main Screen of Infinite Campus



Campus Instruction Screen Instruction, Gradebook and Attendance



Main Infinite Campus screen

Under **Instruction-Grades-Attendance** Clicking on any of these links will open a new tab for the Campus Instruction screen at the top of your browser.

On the **Campus Instruction** screen, the same links will appear on the left menu (plus additional tools and reports).

You can toggle between the browser tabs to go back and forth between the Infinite Campus screen and the Campus Instruction screen.

Campus Instruction Screen

Attendance

Attendance

Verify the period you are taking attendance for.

Click Seating Chart if you want to take attendance using the seating chart. But you need to setup Seating Chart first – click on “Seating Charts” link on left menu.

If student is tardy – enter the number of minutes (only use minutes) the student is tardy here. Precede the number of minutes by a U for unexcused or E for Excused.

Use the U if the student does not have an official school note/pass or other official notification from school staff.

Example: if a student was 15 minutes late and had a late pass from Principal’s office, then you would enter E15 in the comment field.

Click on the appropriate button to mark the student Absent (A) or Tardy (T).
By default all students are marked Present (P).

NOTE: Teachers can only take/edit attendance for the current school day. Any changes after the current school day need to be resolved by the main office.

Campus Instruction Screen

Rosters

Click to print roster report.
Note: The printed roster reports have the option display parent/guardian contact information.

Name	Gender	Grade	DOB	Start Date	End Date
[Redacted]	M	09	04/27/2000		
[Redacted]	F	09	11/27/2000		
[Redacted]	F	09	04/15/2000		
[Redacted]	M	09	07/28/2000		
[Redacted]	F	09	05/29/2000		☑️ ⚙️
[Redacted]	M	09	05/17/2000		☑️
[Redacted]	M	09	12/11/1999		☑️
[Redacted]	F	09	03/01/2000		☑️
[Redacted]	M	09	03/29/2000		☑️
[Redacted]	F	09	07/14/2000		☑️ ☑️
[Redacted]	F	09	11/29/2000		☑️ ☑️
[Redacted]	F	09	10/20/2000		☑️ ☑️ ☑️

Click on the student name to display student info (see below).

Student Details - To Student Information

Gender:
Birth Date:
Student Number:
Nickname:
Grade:
Enrollment:

Contact Information
Email:
Preferred Language:
Primary Household: Alle...

Household Phone:
Address(es):
Members:

Non-Household Relation
Other Contacts:

Print Print with Picture Close

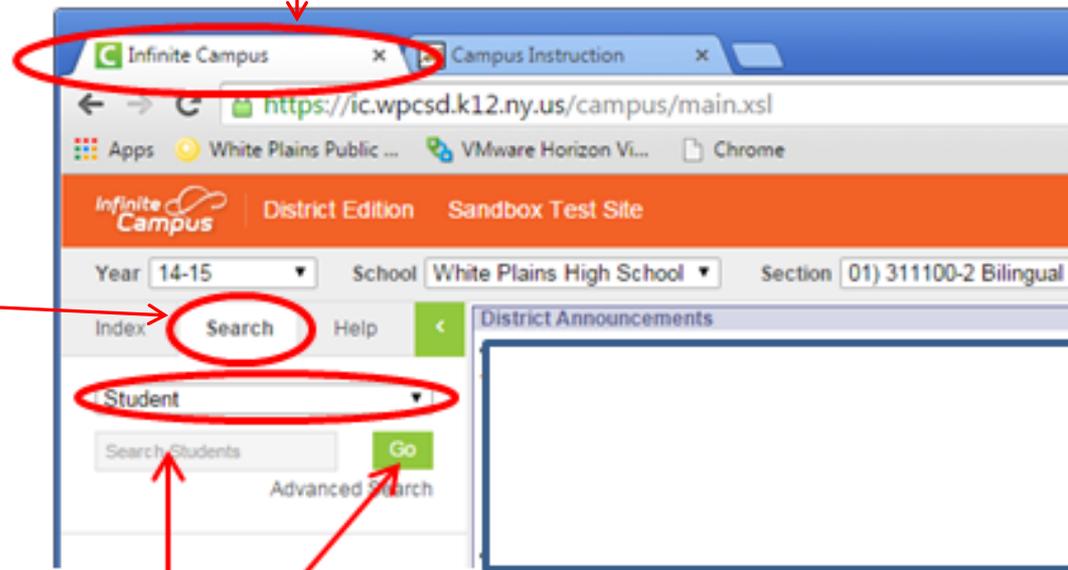
Click "To Student Information" link to open all the student information tabs and/or to view an IEP.

Common Flag Symbols	
	Home Language = Spanish
	Special Ed or 504
	Current LEP
	Former LEP – Year 1 or 2
	Former LEP >= Year 3
	Guardian/Custody issue
	Medical Alert

Looking up student information and viewing an IEP

Note: Same process can be achieved by clicking on a student name on the teacher roster screen from page 8

Click on the main Infinite Campus tab

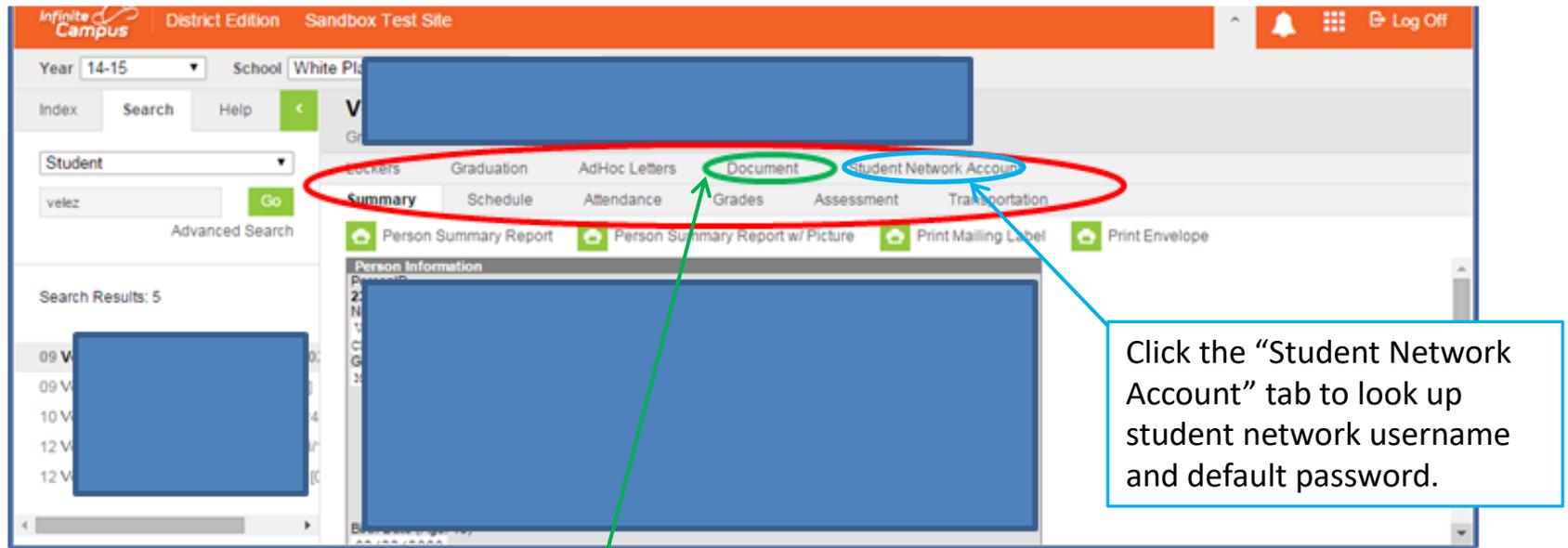


Click Search

Enter a few letters of the student's last name and click Go.

Click on the student name from the left side.

Student information tabs will then display. Click on a particular tab for specific information.



If student has an IEP – Click “Document” tab.

A new browser tab will open called IEP Portal. Click Open IEP Document.
IEP will open in separate browser tab (which cannot be printed).



Warning: Be careful that a classroom projector is not in use while viewing an IEP.

Close the IEP window when done.

Student/Parent/Guardian Portal

The student/parent/guardian portal provides access to parts of their child's information that is stored in IC.

The student/parent/guardian portal where they are able to access the portal using the same username and password they have for the computer network.

This means that anything entered into the IC gradebook is viewable by the students/parents in real time, including assignments entered for future quarters.

Inform students in writing of the grading criteria for each course during the first week of school.

Post grades for tests, quizzes, and assignments in their IC gradebook no later than 10 school days after the assignment due date (with the exception of assignments submitted past the due date).

During the 10-day window, teachers may assign any of the following comments prior to posting actual grades:

T=Turned In

M=Missing

L=Late

I=Incomplete

Ch=Cheated

X=Exempt

Abs=Absent

Dr = Drop (score will be dropped from the in-progress grade calculation)

Parent/Guardian Portal Website

www.whiteplainspublicschools.org/k12portal

Campus Instruction Screen

Gradebook

Combines the former Assignment and Gradebook module under one place.

Gradebook

Always verify that you are working in the correct Quarter, Course/Section and Task.

The screenshot shows the Infinite Campus Gradebook interface. The browser address bar displays the URL: <https://ic.wpcsd.k12.ny.us/campus/apps/teacher/gradebookHTML.html?noteID=2653&personID=86315&userID=5330&username=kimberlyfle>. The page title is "Campus Instruction". The navigation bar includes "White Plains High School 14-15" and a "Log Off" button. The main content area shows a filter bar with "Term: Q4 (04/13/15 - 06/25/15)", "Section: 01) 035", and "Task: Quarter Grade". Below the filter bar is a "Save" button and a "Students" dropdown. The main table displays student data with columns for "Grade Totals" and various assessment tasks. The "Grade Totals" column shows scores for "A2", "A1", "abstr", "board", "sympo", "*4/20", "*tric", "*setup", "*4/27", and "*5/11". The assessment tasks are "Seq: 1.00", "Seq: 9.00", "Seq: 1.00", "Seq: 1.00", "Seq: 10.00", "Seq: 1.00", "Seq: 1.00", "Seq: 1.00", "Seq: 1.00", "Seq: 1.00", and "Seq: 1.00". The assessment types are "Bi-Weekly Ass", "Bi-Weekly Ass", "Independent C", "Presentations", "Presentations", "Research Res", "Research Res", "Research Res", "Research Res", "Research Res", and "Research Res". The scores are 100, 88, 1, 50, 100, 88, 1, 50, 1, 1, and 1. The "Settings" button is circled in red, and a red arrow points to it from the bottom text box. Another red circle highlights the "Campus Instruction" tab in the browser, and a black arrow points to the filter bar from the top text box.

Click Settings to setup your Gradebook.
See next page.

Click Settings to open or close this section.
 Settings are where you setup your Gradebook.

The screenshot shows the 'Settings' page for a gradebook. On the left is a navigation menu with options like 'Attendance', 'Roster', 'Seating Charts', etc. The main content area is titled 'Settings' and includes a 'Save' button and a 'Students' dropdown. Below this is a 'Grade Book Setup' section with various configuration options. A 'Preferences' dialog box is open, showing several checked options. To the right, a grid displays student scores for different assignments, with cells colored green (passing), white (undetermined), or red (failing). A 'Sparkline Graph' is visible in the 'Students' column, showing a small line graph for each student's performance over time.

Preferences (check boxes)

- Display Spark line Graph (teacher option)
- Pass/Fail coloring for Grades (teacher option)
See below for more information
- Pass/Fail coloring for Scores (teacher option)
See below for more information
- **Save Alert (required to be checked)**
- **Use Canned Comments (required to be checked)**
- Assignments per page (teacher option)

Spark line Graph

Assignment grades are entered here.
 Similar to a spreadsheet.

Grade Book Colors

	Green indicates passing.
	White indicates "Pass/Fail" is not applicable or could not be determined.
	Red indicates failing.
	Dark grey indicates the student is exempt and the score does not affect the in-progress calculation.

Grade Calc Options

The screenshot shows a web browser window with the URL <https://ic.wpcsd.k12.ny.us/campus/apps/teacher/gr>. The page header includes the Infinite Campus logo, "Campus Instruction", and the user name "John". A left sidebar contains navigation links: Message Center, Planner, Grade Book, Attendance (with a red badge showing "6"), Roster, Seating Charts, Student Groups, and Class Sero. The main content area shows "Term" set to "Q4 (04/13/15 - 06/25/15)" and "Section" set to "01) 030200-". Below this are buttons for "+ Add", "Sort", and "Filter". A blue "Settings" header is followed by a "Grade Book Setup" section. Under "Grade Book Setup", there is a list of links: Assignment List, Assignment Marks, Categories, Filter Defaults, **Grade Calc Options** (circled in red), and Grading Scales. Below this list are sections for "Copiers" (Assignment Copier, Category Copier) and "Other" (Help, Web Site Address).

Grading Tasks

Term	Grading Task	Composite	Calculation
Q1	Progress Report	<input type="checkbox"/>	Fill Calculation Type <input type="text"/> Type: <input type="text" value="No Calculation"/>
Q1	Quarter Grade	<input type="checkbox"/>	Type: <input type="text" value="In Progress Grade"/> *Grading Scale <input type="text" value="Alpha"/> ⓘ <input checked="" type="checkbox"/> Weight Categories <input checked="" type="checkbox"/> Use Score's % Value
Q2	Progress Report	<input type="checkbox"/>	Type: <input type="text" value="No Calculation"/>
Q2	Quarter Grade	<input type="checkbox"/>	Type: <input type="text" value="In Progress Grade"/> *Grading Scale <input type="text" value="Alpha"/> ⓘ <input checked="" type="checkbox"/> Weight Categories <input checked="" type="checkbox"/> Use Score's % Value
Q2	MidYear Exam	<input type="checkbox"/>	Type: <input type="text" value="In Progress Grade"/> *Grading Scale <input type="text" value="Numeric (Regents, RCT, SLP, MidYear & Final Exams only)"/> ⓘ <input type="checkbox"/> Weight Categories <input checked="" type="checkbox"/> Use Score's % Value
Q3	Progress Report	<input type="checkbox"/>	Type: <input type="text" value="No Calculation"/>
Q3	Quarter Grade	<input type="checkbox"/>	

REVIEW FOR EVERY COURSE

Progress Report – No Calculation

Quarter Grade – select Calculate in Progress Grade;
Grading Scale = Alpha;

Check Weight Categories for weighting grades for each category (required).

_____ Use Score's % Value

(Unchecked – uses choice A on pages 19-20)

(Checked – uses choice B on pages 19-20)

**Note- if your course is approved to be graded as Satisfactory/Unsatisfactory, then select Grading Scale=Satisfactory/Unsatisfactory*

Mid Year Exam - select Calculate in Progress Grade;
Grading Scale = Numeric

Regents - select Calculate in Progress Grade;
Grading Scale = Numeric

Final Exam - select Calculate in Progress Grade;
Grading Scale = Numeric

Final AVG - select Calculate in Progress Grade;
Grading Scale = Alpha

**Note- if your course is approved to be graded as Satisfactory/Unsatisfactory, then select Grading Scale=Satisfactory/Unsatisfactory*

Continued from previous page

Q3 Quarter Grade Type: In Progress Grade
*Grading Scale: Alpha
 Weight Categories
 Use Score's % Value

Q4 Progress Report Type: No Calculation

Q4 Quarter Grade Type: In Progress Grade
*Grading Scale: Alpha
 Weight Categories
 Use Score's % Value

Q4 Regents Type: In Progress Grade
*Grading Scale: Numeric (Regents, RCT, SLP, MidYear & Final Exams only)
 Weight Categories
 Use Score's % Value

Q4 Final Exam Type: In Progress Grade
*Grading Scale: Numeric (Regents, RCT, SLP, MidYear & Final Exams only)
 Weight Categories
 Use Score's % Value

Q4 Final AVG Type: In Progress Grade
*Grading Scale: Alpha

*Child Task/Standard	*Weight	Effective %
Q2 Quarter Grade	20.0000	20.00
Q3 Quarter Grade	20.0000	20.00
Q4 Quarter Grade	20.0000	20.00
Q1 Quarter Grade	20.0000	20.00
Q2 MidYear Exam	4.0000	4.00
Q4 Regents	8.0000	8.00
Q4 Final Exam	8.0000	8.00

Save Close

Verify the FinalAVG is calculating correctly for Q2 and/or Q4. If this is incorrect, please inform your school scheduler (as it can't be changed by a teacher).

Click **Save** when done

Gradebook

Categories

Weighting on Categories

Each teacher is required to maintain their gradebook categories and associated weights per the agreed upon percentages as decided by the department.

Example of Quarter Grade Calculation of Weighted Grades Scenario 1

Category	Homework (25%)			Projects (25%)		Assessments (50%)	
(must total to 100%)							
Assignment Name:	Worksheet 1	Worksheet 2	Worksheet 3	Essay 1	Essay 2	Test 1	Test 2
Total Points Possible:	6	100	8	200	50	100	100
Doe, John #36723	5	67	3	150	45	100	80
Choice A calculation - total points	Homework (25%)			Projects (25%)		Assessments (50%)	
=Total points achieved / Total points possible for all assignments combined in each category	$(5+67+3) / (6+100+8)$ $75 / 114 = 65.7$			$(150+45) / (200+50)$ $195 / 250 = 97.5$		$(100+80) / (100 + 100)$ $180 / 200 = 90$	
Category Calculation	$65.7 * .25 = 16.42$			$97.5 * .25 = 24.37$		$90 * .50 = 45$	
Category Score	16.42			24.37		45	
Quarter Grade (Sum of all category scores)	85.79						
Choice B calculation - averages of assignment scores	Homework (25%)			Projects (25%)		Assessments (50%)	
	Worksheet 1	Worksheet 2	Worksheet 3	Essay 1	Essay 2	Test 1	Test 2
Assignment Scores	$=5 / 6$ 83%	$=67 / 100$ 67%	$=3 / 8$ 38%	$=150 / 200$ 75%	$=45 / 50$ 90%	$=100 / 100$ 100%	$=80 / 100$ 80%
Average of the assignment scores	$(83+67+38) / 3 = 62.6$			$(75+ 90) / 2 = 82.5$		$(100+80) / 2 = 90$	
Category Calculation =Average of the assignment scores * category %	$62.6 * .25 = 15.65$			$82.5 * .25 = 20.62$		$90 * .5 = 45$	
Category Score	15.65			20.62		45	
Quarter Grade (Sum of all category scores)	81.27						

Note: There is no advantage in using either Choice A vs Choice B. Grades are not consistently higher or lower based on either choice. See Scenario 2 on next page.

Weighting on Categories

Each teacher is required to maintain their gradebook categories and associated weights per the agreed upon percentages as decided by the department.

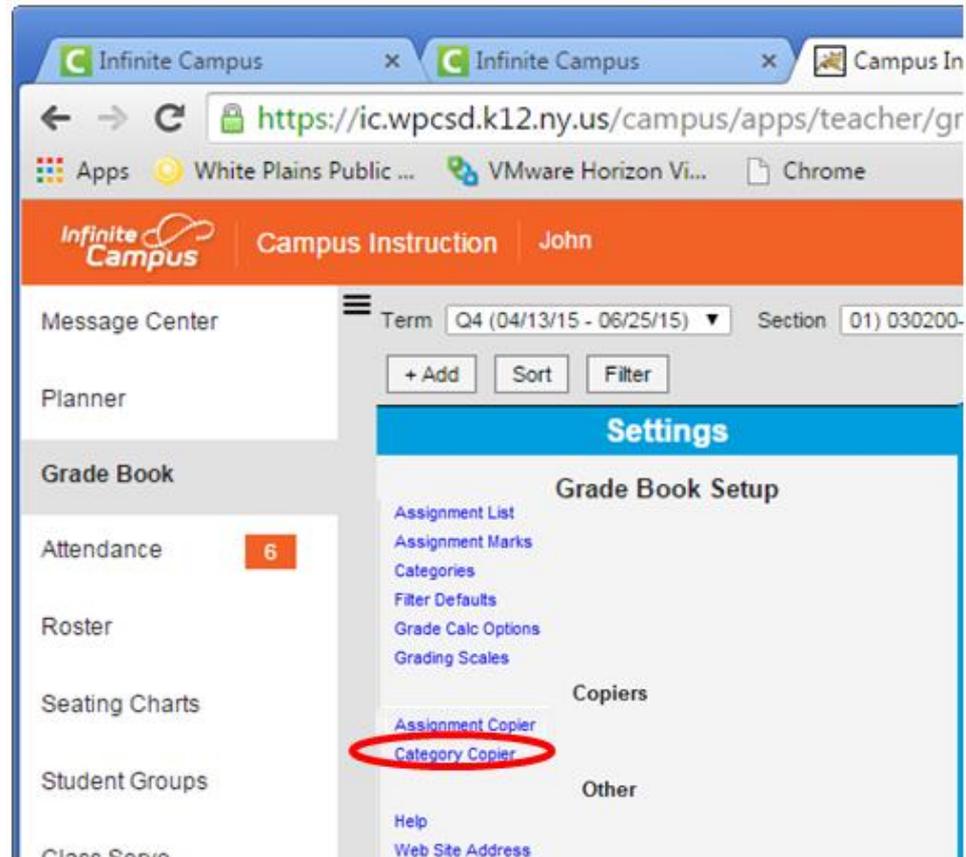
Example of Quarter Grade Calculation of Weighted Grades Scenario 2

Category	Homework (25%)			Projects (25%)		Assessments (50%)	
(must total to 100%)							
Assignment Name:	Worksheet 1	Worksheet 2	Worksheet 3	Essay 1	Essay 2	Test 1	Test 2
Total Points Possible:	6	100	8	200	50	100	100
Doe, John #36723	5	53	7	150	45	100	80
Choice A calculation - total points	Homework (25%)			Projects (25%)		Assessments (50%)	
=Total points achieved / Total points possible for all assignments combined in each category	$(5+53+7) / (6+100+8)$ $65 / 114 = 57$			$(150+45) / (200+50)$ $195 / 250 = 97.5$		$(100+80) / (100 + 100)$ $180 / 200 = 90$	
Category Calculation	$57 * .25 = 14.25$			$97.5 * .25 = 24.37$		$90 * .50 = 45$	
Category Score	14.25			24.37		45	
Quarter Grade (Sum of all category scores)	83.62						
Choice B calculation - averages of assignment scores	Homework (25%)			Projects (25%)		Assessments (50%)	
	Worksheet 1	Worksheet 2	Worksheet 3	Essay 1	Essay 2	Test 1	Test 2
Assignment Scores	$=5 / 6$ 83%	$=53 / 100$ 53%	$=7 / 8$ 88%	$=150 / 200$ 75%	$=45 / 50$ 90%	$=100 / 100$ 100%	$=80 / 100$ 80%
Average of the assignment scores	$(83+53+88) / 3 = 74.66$			$(75+ 90) / 2 = 82.5$		$(100+80) / 2 = 90$	
Category Calculation =Average of the assignment scores * category %	$74.66 * .25 = 18.66$			$82.5 * .25 = 20.62$		$90 * .5 = 45$	
Category Score	18.66			20.62		45	
Quarter Grade (Sum of all category scores)	84.28						

Note: There is no advantage in using either Choice A vs Choice B. Grades are not consistently higher or lower based on either choice. See Scenario 1 on previous page.

Category Copier

Allows you to copy your categories from one course to another (including from a previous year).



To create new categories – see page 23

Select the Year, the Course and the specific categories from the left side and then select the course(s)/section(s) on the right side that the categories are to be copied to.

Category Copier

The Category Copier is used to copy assignment categories from one section to another.

Copy from: 13-14

White Plains High School 13-14 (1/3/5/7)

- 01) 030200-3 Living Environment Honors
- 02) 03020L-3 Living Environment Honors Lab
- 03) 030200-2 Living Environment Honors
- 04) 03020L-2 Living Environment Honors Lab
- 05) 030100-92 Living Environment
- 05) 13010T-92 Living Environment
- 06) 03010L-92 Living Environment Lab
- 07) 030100-913 Living Environment

Number of Categories: 4

- Category Name
- Homework
- Labs
- Tests/Quizzes
- Exam

Copy to:

White Plains High School 14-15 (1/3/5/7)

- 01) 030200-3 Living Environment Honors
- 02) 03020L-2 Living Environment Honors Lab
- 02) 03020L-3 Living Environment Honors Lab
- 03) 030200-2 Living Environment Honors
- 05) 030100-7 Living Environment
- 06) 03010L-7 Living Environment Lab
- 07) 030200-6 Living Environment Honors
- 08) 03020L-6 Living Environment Honors Lab

Number of Categories: 4

- Category Name
- Homework
- Lab
- Quiz/Test
- Exam

Next Cancel

Click Next

Confirmation window

Categories always go with the Quarter Grade only.

Click Copy

Category Copier

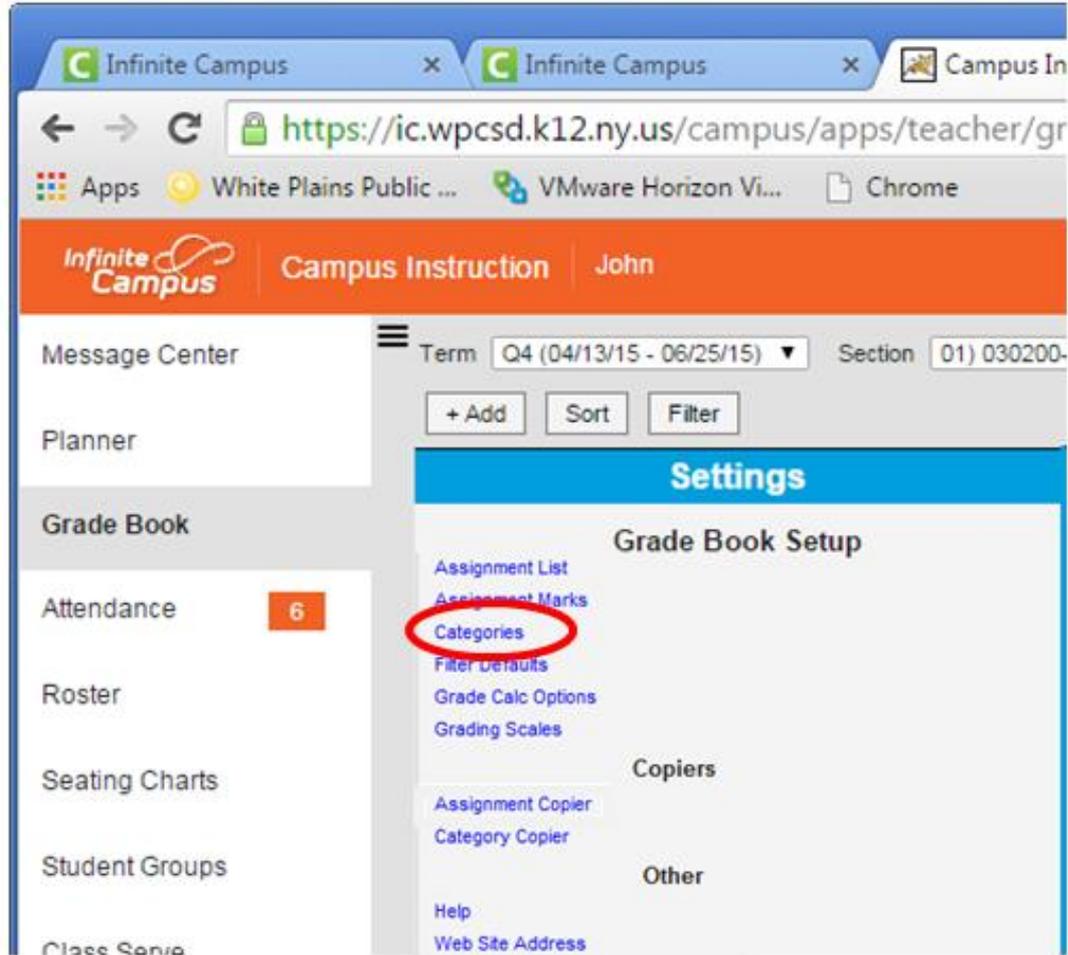
Copy From 030100-92 [redacted] Environment :

Category Name	Standard/Grading Task
<input checked="" type="checkbox"/> Tests/Quizzes	<input checked="" type="checkbox"/> Quarter Grade <input type="button" value="Add"/>
<input checked="" type="checkbox"/> Labs	<input checked="" type="checkbox"/> Quarter Grade <input type="button" value="Add"/>

Back Copy Cancel

To create (add) or edit a category

Click Categories



The screenshot shows a web browser window with the URL <https://ic.wpcsd.k12.ny.us/campus/apps/teacher/gr>. The page header includes the Infinite Campus logo, "Campus Instruction", and the user name "John". A left sidebar contains navigation options: Message Center, Planner, Grade Book (highlighted), Attendance (with a red badge showing "6"), Roster, Seating Charts, Student Groups, and Class Sero. The main content area is titled "Settings" and "Grade Book Setup". It features a dropdown menu for "Term" (Q4 (04/13/15 - 06/25/15)) and a text field for "Section" (01) 030200-. Below these are buttons for "+ Add", "Sort", and "Filter". A list of settings is displayed, with "Categories" circled in red. Other settings include Assignment List, Assignment Marks, Filter Defaults, Grade Calc Options, Grading Scales, Copiers (Assignment Copier, Category Copier), and Other (Help, Web Site Address).

Click Add to add a category or click the category name link to edit.

Categories and their weights must comply with the Department policy.

If you need assistance contact your Department Coordinator.

All weights MUST add up to 100%.

Click Save when done

Category List

Sequence ▲	Category	*Weight	Exclude	Drop Lowest (%)
<input type="text" value="1"/>	Homework	<input type="text" value="10.0"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="1"/>	Lab	<input type="text" value="20.0"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="1"/>	Quiz/Test	<input type="text" value="70.0"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="9"/>	*Exam	<input type="text" value="0.0"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="9"/>	*Exam	<input type="text" value="0.0"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="9"/>	*Exam	<input type="text" value="0.0"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Save Add Close

See next page

Adding or Editing a category

Category Detail

***Name**
Homework

***Weight**
10.0

Sequence
1

Exclude from Calculation

Drop Lowest Score (%)

Category Placement

Select which Sections will use this category

Teachers	Section	Term	<input checked="" type="checkbox"/>
	030200-2	Q1, Q2, Q3, Q4	<input checked="" type="checkbox"/>
	030200-3	Q1, Q2, Q3, Q4	<input checked="" type="checkbox"/>
	030200-6	Q1, Q2, Q3, Q4	<input checked="" type="checkbox"/>

Select which Grading Tasks will use this category

Grading Task	<input type="checkbox"/>
Progress Report	<input type="checkbox"/>
Quarter Grade	<input checked="" type="checkbox"/>
MidYear Exam	<input type="checkbox"/>
Regents	<input type="checkbox"/>
Final Exam	<input type="checkbox"/>
Final AVG	<input type="checkbox"/>

Save Delete Close

Enter the Name and the weight

Check the course(s) the category applies to.

Check Quarter Grade only.

Click Save when done

Assignments

Add or Edit an Assignment

The screenshot shows the Infinite Campus web application interface. The browser address bar displays the URL <https://ic.wpcsd.k12.ny.us/campus/apps/teacher/gr>. The page header includes the Infinite Campus logo, the text "Campus Instruction", and the user name "John". Below the header, there are navigation tabs for "Message Center", "Planner", "Grade Book", "Attendance", "Roster", "Seating Charts", and "Student Groups". The "Grade Book" tab is active, and the "Attendance" tab has a notification badge with the number "6". The main content area shows the "Grade Book Setup" settings menu. The "Term" is set to "Q4 (04/13/15 - 06/25/15)" and the "Section" is "01) 030200-". There are buttons for "+ Add", "Sort", and "Filter". The "Assignment List" option is highlighted with a red circle, and a red arrow points from a text box to it. Another red arrow points from the same text box to the "+ Add" button.

Click +Add or Assignment list to add an assignment.

Assignment List

Assignment List: 030200 [redacted] Honors

All	Submission Allowed	Online Assessment	Aligned to Grade Book	Unaligned						
*GB Seq	Assignment Name	Score	*Assigned	*Due ▲	Active	Campus Portal				
1.00	Base [redacted]	Score	09/03/2014	09/03/2014	<input type="checkbox"/>	<input type="checkbox"/>				
1.00	c2out	Score	09/22/2014	09/22/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
1.00	HW1	Score	09/22/2014	09/22/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
1.00	Q1: L	Score	09/22/2014	09/22/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
1.00	Q2: M	Score	09/22/2014	09/22/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
1.00	Q3: S	Score	09/22/2014	09/22/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
1.00	1-1: C	Score	10/02/2014	10/02/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
1.00	1-2: C	Score	10/02/2014	10/02/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
1.00	2-1: C	Score	10/02/2014	10/02/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
1.00	2-2: C	Score	10/02/2014	10/02/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
1.00	c1out	Score	10/02/2014	10/02/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				

Click the assignment name to edit.

Click Add Assignment to create a new assignment

Adding a new assignment

Assignment Detail

*Name

*Abbreviation

Add Notes

Section Placement

Section	Term	Active	Campus Portal	*Assigned	*Due	*GB Seq	Student Group
<input type="checkbox"/> 0002000-Honors		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	No Group
<input checked="" type="checkbox"/> 0002000-Honors	Q1, Q2, Q3, Q4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	06/15/2015	06/15/2015	1.00	No Group
<input type="checkbox"/> 0002000-Honors		<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	No Group

Scoring Alignment Detail
Create scoring alignment(s) to Grade Book by selecting from the following choices:
 Align to Grade Book

Grading Tasks
Select which grading tasks get this assignment

Grading Task	Scoring Type	*Total Points	*Multiplier
<input type="checkbox"/> Progress Report			
<input checked="" type="checkbox"/> Quarter Grade	<input checked="" type="radio"/> Points	<input type="text" value="100"/>	<input type="text" value="1"/>
<input type="checkbox"/> Class work	<input type="radio"/> Marks		
<input type="checkbox"/> final			
<input type="checkbox"/> quizzes			
<input type="checkbox"/> test			
<input type="checkbox"/> Projects			
<input type="checkbox"/> Homework			
<input type="checkbox"/> Mid/Year Exam	No Categories		
<input type="checkbox"/> Regents	No Categories		
<input type="checkbox"/> Final Exam	No Categories		
<input type="checkbox"/> Final A/VG	No Categories		

Add Description
Add Objectives
Add References
Add Files Maximum File Size: 30MB

Student Work Product
 None
 Enable Student Submission
 Enable Online Assessment

Buttons: Delete, Copy, New, **Score**, Save, Close

Callout Boxes:

- Enter Name of Assignment (points to *Name field)
- Enter Abbreviation of Assignment (points to *Abbreviation field)
- Check off the Course(s)/Section(s) this assignment is being put into (points to Section Placement table)
- Indicate the Assigned and Due Date and GB Seq (Gradebook display sequence). Note: Leaving all assignments with a GB Seq = 1, will display the assignments in alpha order by category, then individual assignment. (points to *Assigned, *Due, and *GB Seq fields)
- Check Quarter Grade only (points to Quarter Grade checkbox)
- Select the category the assignment is to be placed into. (points to Scoring Type radio buttons)
- Select Points (points to Points radio button)
- Enter Total Points the assignment is worth (points to Total Points field)
- Enter Multiplier (recommend to leave the default = 1) (points to Multiplier field)
- Optional:** Add Description, Add Objectives, Add References (points to Add Description, Add Objectives, Add References links)
- Add Files (can attach files that students can see and download from the portal). Recommended. (points to Add Files link)
- if you want your students to submit a file to you for this assignment:**
Click Enable Student Submission
Check Editor
Check Enable student submission
Note: Students can submit up to 5 files per assignment. 30MB for each file.
If you leave the None option selected, students will not be able to submit files for this assignment, but students could still view any files that the teacher attached above. (points to None radio button)
- Click Save when done (points to Save button)

Grading an Assignment

Click the arrows to open and close the assignment expansion (optional)



Enter the assignment scores

Optional: Assignment comment

WARNING: this will display in the portal

If you have enabled student file submission on the assignment from page 29, click on the time stamp link to view the student submission.

Assignment quick codes – click on a quick code for it to display in the portal and as a carrot note in the gradebook.

NOTE: Click on the any quick code at the top row and it will fill in the quick code in for all students (click again to remove it).

Codes:

T=Turned In (recommended to use as much as possible)

M=Missing

L=Late

I=Incomplete

Ch=Cheated

X=Exempt

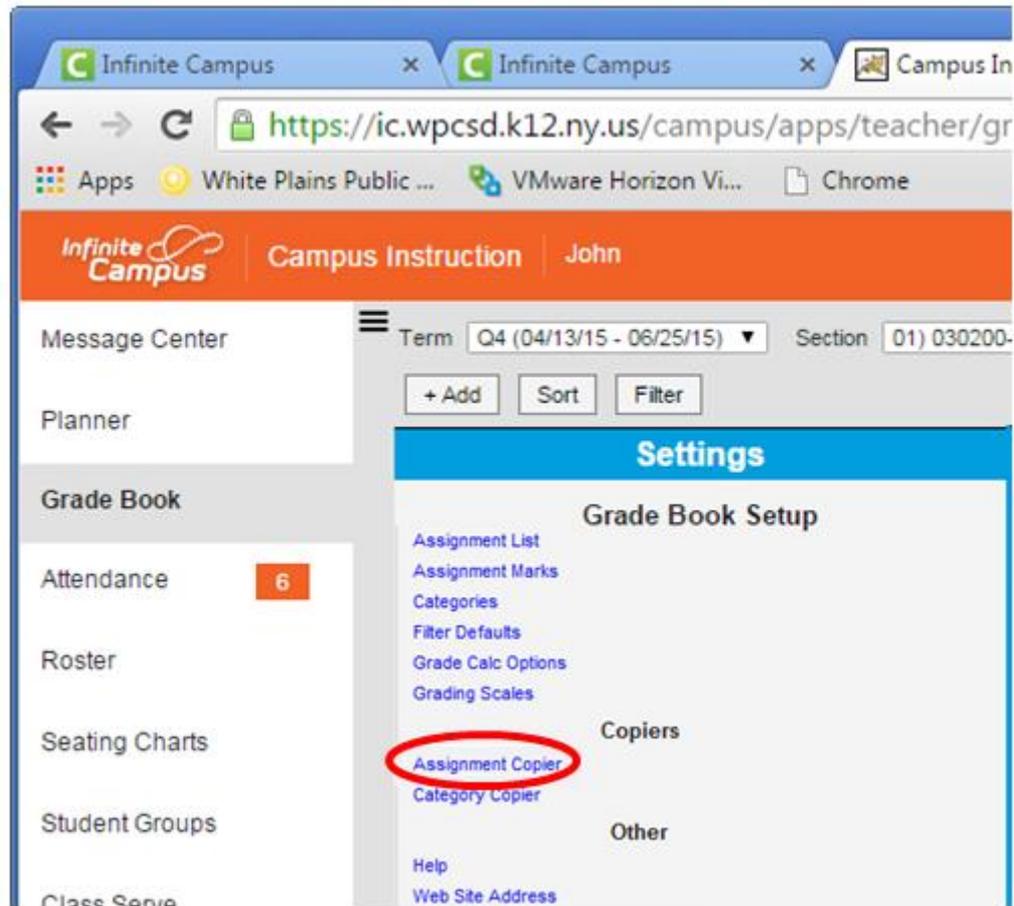
Dr = Drop (score will be dropped from the in-progress grade calculation)

****When the Missing (M) or Cheated (Ch) comment is used, the assignment is automatically set to a score of zero (0) in the quarter grade calculation.****

Assignment Copier

Allows you to copy your assignments from one course to another (including from a previous year).

Click [Assignment Copier](#)



The screenshot displays the Infinite Campus web application interface. The browser address bar shows the URL <https://ic.wpcsd.k12.ny.us/campus/apps/teacher/gr>. The page header includes the Infinite Campus logo, the text "Campus Instruction", and the user name "John". A navigation sidebar on the left lists various tools: Message Center, Planner, Grade Book, Attendance (with a red badge showing "6"), Roster, Seating Charts, Student Groups, and Class Setup. The main content area shows a "Settings" panel for "Grade Book Setup". Under the "Copiers" section, the "Assignment Copier" link is circled in red. Other links in the "Copiers" section include "Category Copier". The "Other" section contains "Help" and "Web Site Address". The top right of the main area shows "Term" as "Q4 (04/13/15 - 06/25/15)" and "Section" as "01) 030200-".

In the first screen of the Assignment Copier, select the source section in the *Copy From* list and use the **Type** dropdown list to indicate if you want to copy assignments with Grade Book alignments, assignments that are not aligned, or all. Based on these selections, assignments available to copy are listed.

Select a destination section in the *Copy To* list to view the assignments already in that section

The Assignment Copier is used to copy Assignments from one section to another.

Copy From: 13-14

13-14 Buchanan Elementary (Reg)
PM) 300-0-456 Math
13-14 T F Riggs High School (Reg)
01) 1100-1 Pre-Algebra
01) 580511-1000 AP Calculus (A)
02) 580511-1 AP Calculus (A)
03) 541011-3 Latin I (A)
05) 580301-12 Advanced Mathematical Conc (A)

Type
All

Number of Assignments: 2 of 3

<input type="checkbox"/>	Assignment Name	Due ▲
<input checked="" type="checkbox"/>	OA: Online Assessment	08/27/2013
<input checked="" type="checkbox"/>	Test1: What do you Know	12/10/2013
<input type="checkbox"/>	Test2: Test2	12/11/2013

Copy To:

13-14 Buchanan Elementary (Reg)
PM) 300-0-456 Math
13-14 T F Riggs High School (Reg)
01) 1100-1 Pre-Algebra
01) 580511-1000 AP Calculus (A)
02) 580511-1 AP Calculus (A)
03) 541011-3 Latin I (A)
05) 580301-12 Advanced Mathematical Conc (A)

Number of Assignments: 13

<input type="checkbox"/>	Assignment Name	Due ▲
<input type="checkbox"/>	BTA: Blue Team Assignment	12/19/2013
<input type="checkbox"/>	GTA: Green Team Assignment	12/19/2013
<input type="checkbox"/>	T1: Test 1	12/19/2013

Next Cancel

The next screen allows you to choose the alignments (categories) and dates of the copied versions of the assignments. The default alignment matches each assignment's original alignment in the source section, which may require a new category.

The screenshot shows the 'Assignment Copier' interface. At the top, it says 'Assignment Copier' and 'Copy from 580511-1 AP Calculus (A) to 580511-1000 AP Calculus (A)'. Below this is a table with the following columns: 'Assignment Name', 'Grade Book Alignment', '*Assigned Date', and '*Due Date'. There are two rows of data:

<input checked="" type="checkbox"/>	Assignment Name	Grade Book Alignment	*Assigned Date	*Due Date ▲
<input checked="" type="checkbox"/>	OA: Online Assessment	✕ Quarter Grade seq 2 > Assignments**	08/27/2013	08/27/2013
<input checked="" type="checkbox"/>	Test1: What do you Know	✕ Quarter Grade seq 2 > Assignments**	12/10/2013	12/10/2013

Below the table, it says '**Indicates that a new Category will be created.' At the bottom right, there are three buttons: 'Back', 'Copy', and 'Cancel'. The 'Copy' button is circled in red.

Change the alignment (categories) if desired. The Alignment dropdown list includes all task/standard and category combinations in the destination section. Also update the **Assigned** and **Due Dates** if desired.

Click **Copy** to finish copying the selected assignments.

NOTE: If the Assigned and Due Dates of the assignments you're copying are still valid in the destination section (such as copying from one current section to another), those dates are maintained in the copies. Copying assignments to a section in another term or calendar sets all Assigned and Due Dates to the last day of the destination term (**always review assignment dates when copying**).

Entering MidYear, Final Exams, Regents, RCT, LOTE or Secondary Language Proficiency (SLP) exam scores (if applicable to your course)

Click Grade Tools to open and close this section.

Under Task – select the exam

The screenshot shows the Campus Grade Book interface. The 'Task' dropdown menu is set to 'Final Exam'. The 'Save' button is circled in red. The 'Grade Tools' button is also circled in red. The 'Post Grade' button is circled in red. The table below shows student scores.

Students	Percent	Grade	Rpt Crd	Comments	Points	Possible	Percent	Post Grade
09	93.00 %	93			CC			
09	89.00 %	89			CC			
09	91.00 %	91			CC			

ONLY enter exam scores under the Percent column. The Grade column will update automatically.

Do **NOT** click Post for any of these exams, as it will erase your scores.

If a student is Absent for an exam, enter a “0” in the percent column.

CLICK SAVE WHEN DONE

Posting Quarter and/or Final Avg grades and adding Report Card comments

Click Grade Tools to open and close this section.

Under Task, click Quarter Grade or FinalAvg

Student	Percent	Grade	Fill	CC	Points	Possible	Percent	Post Grade	Homework	Lab	Quiz/Test	HW1	HW2	HW3
09					253	270	93.70 %	A-	100.00 %		88.88 %	40	40	40
09					247	270	91.48 %	B+	100.00 %		84.66 %	40	40	40
09					211	270	78.15 %	C	83.33 %		74.00 %	40	40	40

Report Card Comments
Click the "CC" link to add comments for an individual student or click "Fill" link to add same comment to all students.

Click Post Grade. Verify the correct Quarter is showing and the task the grades are going to: Quarter Grade or FinalAvg.
Click OK

Canned Comments
Add report card comment(s) for Aho, Stachya L. Q4 / Quarter Grade

Report Card Comment - Preview

Selection Method

Enter Code(s): Add

Choose Comment(s):

- (S000) (S000) Estudiante actualmente reprobando esta clase
- E010 (E010)BELOW NY5 STANDARDS
- E011 (E011)PROGRESSING TOWARD NY5 STANDARDS
- E012 (E012)RISK NOT MEETING NY5 STANDARDS
- E020 (E020)A PLEASURE IN CLASS
- E021 (E021)CONSCIENTIOUS & COOPERATIVE
- E022 (E022)ENTHUSIASTIC ABOUT LEARNING
- E023 (E023)EXCELLENT ATTENDANCE
- E024 (E024)GOOD UNDERSTANDING OF CONCEPTS
- E025 (E025)IMAGINATIVE/CREATIVE THINKER
- E026 (E026)KEEP UP THE GOOD WORK
- E027 (E027)OUTSTANDING EFFORT
- E028 (E028)PARTICIPATES IN CLASS
- E029 (E029)POSITIVE & CONSTRUCT. ATTITUDE
- E030 (E030)PRODUCES HIGH QUALITY WORK

Add Comments Cancel

Post Grades

Post In Progress Grade(s)

In Progress/Proficiency Estimate from:

Term: Q4

Task: Quarter Grade

Post to:

Term: Q4

Task: Quarter Grade

OK Cancel

Posted grades will appear under the posted grades columns on the left. See next page on how to edit.

Click the comment boxes (up to 3) and click **Add Comments**

Please remember to post Q2 or Q4 grades before posting FinalAVG grades.

CLICK SAVE WHEN DONE

Editing a Posted Quarter or FinalAVG grade

The screenshot shows the Infinite Campus Grade Book interface. The top navigation bar includes the Infinite Campus logo, 'Campus Instruction', and the user name 'John'. Below this, there are filters for Term (Q4 (04/13/15 - 06/25/15)), Section (01), and Task (Quarter Grade). A sidebar on the left contains navigation options like Message Center, Planner, Grade Book, Attendance, Roster, Seating Charts, Student Groups, Class Serve, Post Grades, Assignment Overview, and Reports (Attendance). The main area displays a table with columns for 'Posted', 'In Progress', and 'Categories'. The 'Posted' column includes 'Percent', 'Grade', and 'Rpt Crd Comments'. The 'In Progress' column includes 'Points', 'Possible', and 'Percent'. The 'Categories' column includes 'TBA', 'Test/Quizzes', 'Classwork', and 'Homework'. A red box highlights the 'Percent' column for the first row, and a red arrow points from this box to a text box below.

Students	Grade Totals	Posted			In Progress			Categories				
		Percent	Grade	Rpt Crd Comments	Points	Possible	Percent	Post Grade	TBA	Test/Quizzes	Classwork	Homework
11 B		84.78 %	B	[E020]A PLEASURE IN CC	938	1100	84.78 %	B		84.00 %	85.00 %	86.66 %
09 P		83.61 %	B	[E020]A PLEASURE IN CC	583	700	83.61 %	B		84.00 %	81.66 %	85.00 %
11 C		84.60 %	B	[E020]A PLEASURE IN CC	936	1100	84.60 %	B		83.00 %	82.50 %	91.66 %
11 B		23.43 %	F	[E020]A PLEASURE IN CC	300	600	23.43 %	F		0.00 %	75.00 %	
11 C		79.01 %	C+	[E020]A PLEASURE IN CC	609	1000	79.01 %	C+		77.00 %	84.00 %	78.33 %
11 C		80.80 %	B-	[E020]A PLEASURE IN CC	662	800	80.80 %	B-		81.00 %	85.00 %	75.00 %
12 P				CC								
11 U		90.10 %	A-	[E020]A PLEASURE IN CC	704	800	90.10 %	A-		92.00 %	86.00 %	90.00 %

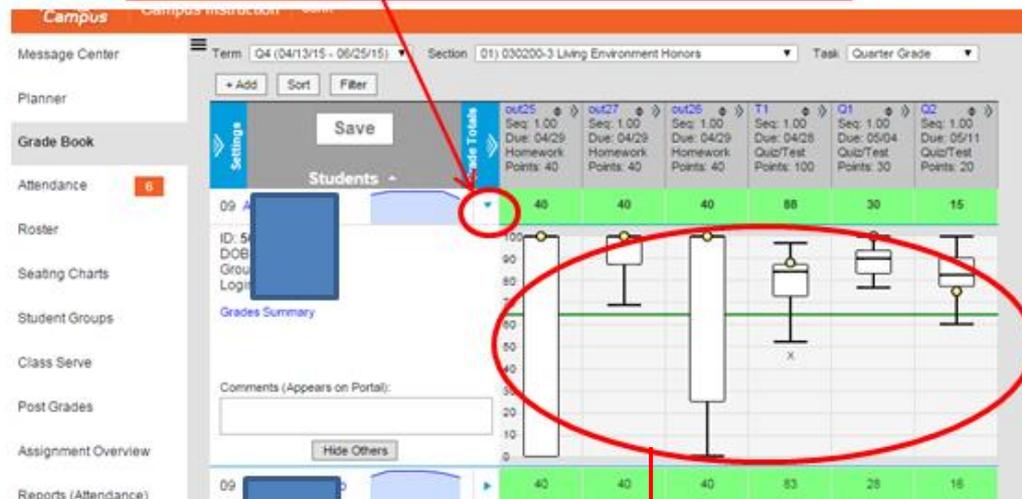
Edit the percent column **only**.

The grade column will update automatically.

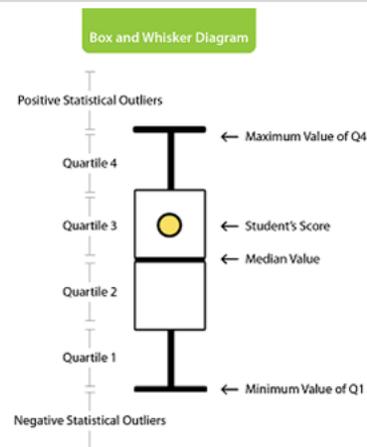
Gradebook functionality

Gradebook functionality

Click Arrow to open and close the box and whisker diagram for a student. It's closed by default.



Box & Whisker Diagrams



Box & Whisker diagrams allow you to easily visualize a student's performance in relation to the rest of the section. The center black line of the box is the median score. 50% of the students did equal to or better than this score and 50% did worse. The top of the box Q3 represents the top score of Quartile 3 or the 75th percentile. The bottom of the box Q1 represents the top score of Quartile 1 or the 25th percentile. The top and bottom whisker are drawn at the minimum and maximum scores or 1.5 times the distance between Q1 and Q3 which is also known as the Inter-Quartile range (IQR). A score placed in the whiskers show either the upper 25% of the class or the bottom 25% of the class. This lets statistical outliers fall outside the whiskers to show exceptionally good and exceptionally bad scores.

Quartile Values – move mouse over an assignment to view

The screenshot shows a teacher's gradebook interface. The main table displays assignments with columns for assignment name, points, and submission status. A tooltip is visible over the 'Outline - Chapter 27' assignment, displaying statistical data: Mean: 31.25, Std Dev: 16.15, Range: N/A, Count: 24, Median: 40, Q3: 40, Q1: 35, IQR: 5. The tooltip is circled in red.

Quartile Values

Several statistical values are calculated for you when you expand the assignment header.

Points - is the points possible for this assignment.

Range - lists the minimum and maximum values that student's scored on this assignment followed by the count of scores in parenthesis. Only honestly completed work is counted in all statistic numbers so Missing, Cheated, Exempt are filtered out.

Mean - is the average score for the class.

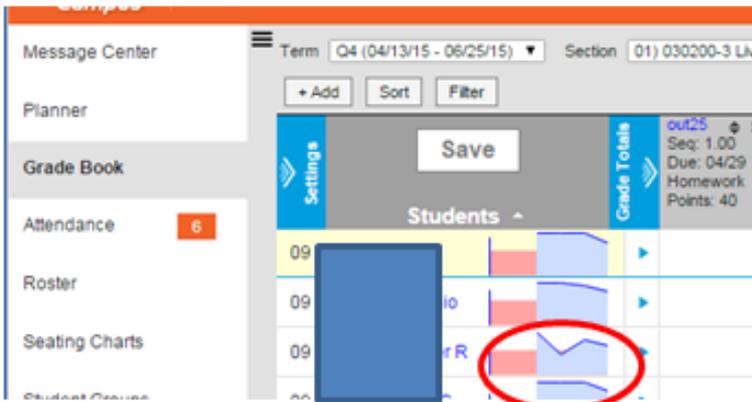
Std Dev - is the Standard Deviation and it shows how much variation there is in the scores away from the mean.

Median - is the middle score that separates the top 50% of the scores from the bottom 50% of the scores. Median is less affected by 0s and statistically exceptional scores than mean.

Q3 - represents the top score of Quartile 3 or the 75th percentile.

Q1 - represents the top score of Quartile 1 or the 25th percentile.

IQR - Interquartile range is the difference between the Q1 and Q3 and is a measure of statistical dispersion.



Sparkline Graphs

A sparkline is a very small chart that presents the general shape of the variation of student scores over time in a condensed way. This gives an easy way to visualize the student's performance at a glance. The sparkline will draw assignment scores in order of due date, so this might vary from the order of assignments in the grid. An exempt or blank score will appear as an empty spot in the graph.



For point/assignment mark based scoring, the sparkline is drawn as a line chart normalizing the point values to percentage.

Note: Sparkline graphs can be turned off via the Preferences on page 14.

Gradebook Keyboard Navigation & Shortcuts

Arrow keys move to the score cell in the direction of the arrow, Tab moves to the right, Enter moves down.

ALT+> changes to the next task within the currently selected term.

ALT+< changes back one task within the currently selected term.

ALT+A expands or collapses the Assignment detail panel for entering comments, statuses and mass filling values.

ALT+S expands or collapses the Student detail panel to see more student demographics and a graph of student performance.

ALT+E edits the current assignment.

ALT+N adds a new assignment.

ALT+T expands or collapses the grade totals.

ALT+G expands or collapses the settings panel.

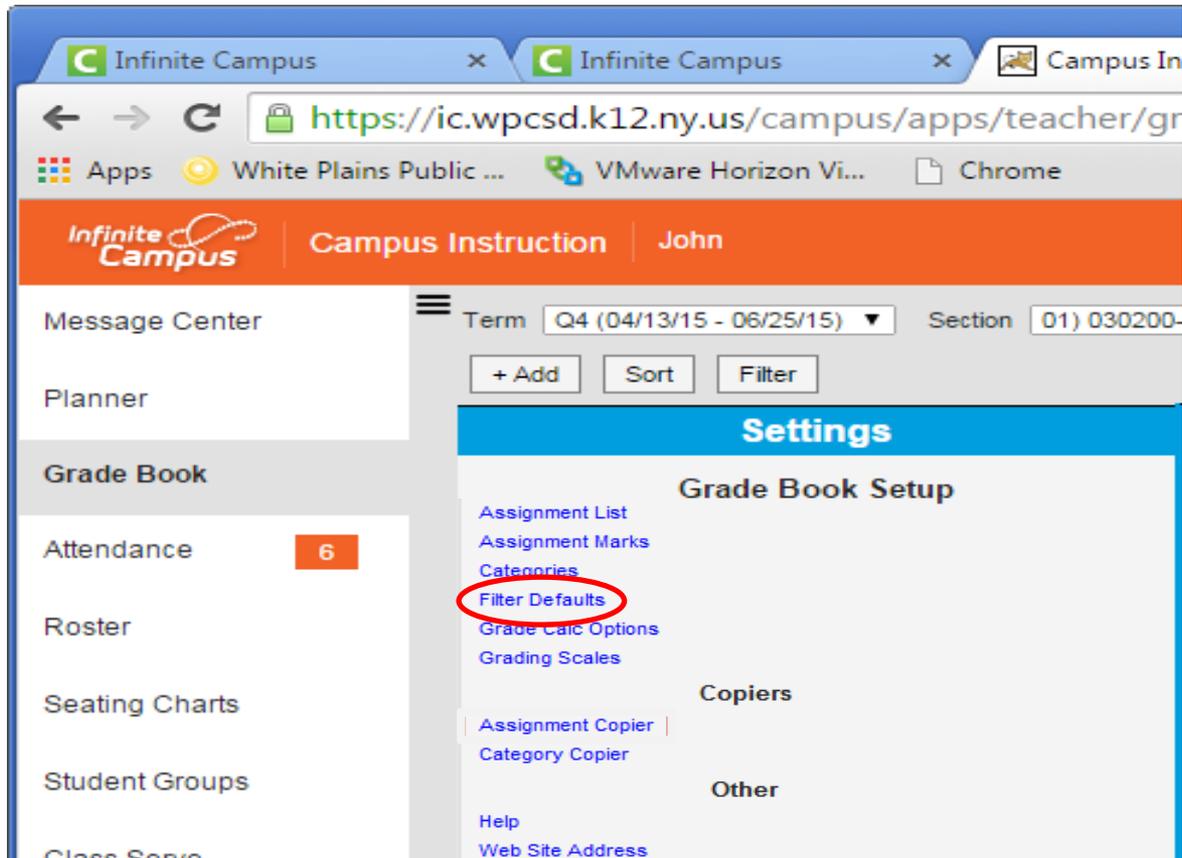
ALT+R opens sort modal.

ALT+Y opens filter modal.

ALT+ENTER saves Grade Book.

Filter Defaults (optional)

Allows you to select how assignments are displayed on your screen



The screenshot shows a web browser window with two tabs for 'Infinite Campus'. The address bar displays the URL <https://ic.wpcsd.k12.ny.us/campus/apps/teacher/gr>. The page header includes the 'Infinite Campus' logo, 'Campus Instruction', and the user name 'John'. A left sidebar contains navigation options: Message Center, Planner, Grade Book, Attendance (with a red badge showing '6'), Roster, Seating Charts, Student Groups, and Class Sero. The main content area shows a 'Term' dropdown set to 'Q4 (04/13/15 - 06/25/15)' and a 'Section' dropdown set to '01) 030200-'. Below these are '+ Add', 'Sort', and 'Filter' buttons. A blue 'Settings' banner is followed by a 'Grade Book Setup' section. A list of settings includes 'Assignment List', 'Assignment Marks', 'Categories', 'Filter Defaults' (circled in red), 'Grade Calc Options', and 'Grading Scales'. Below this are 'Assignment Copier' and 'Category Copier' sections, and an 'Other' section with 'Help' and 'Web Site Address' links.

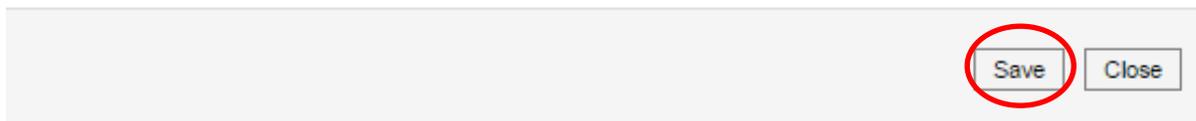
Click the options that you want to use.

If you leave the choices unchecked, all assignments will display on the screen.

Filter Defaults

Assignment Specific Filters

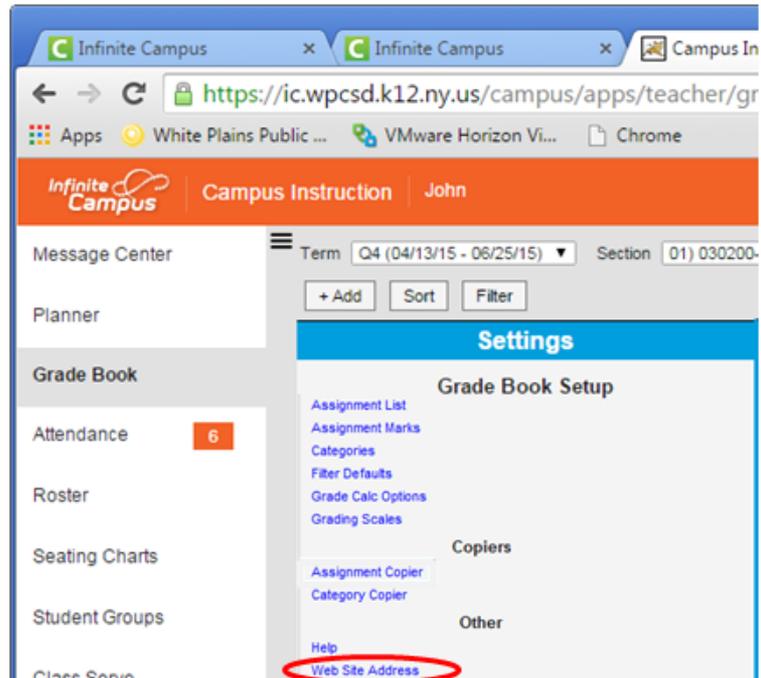
- Due Last Week
- Due This Week
- Due Next Week



Save Close

Click **Save** when done.

Web Site Address



If you have a teacher webpage in Schoolwires, copy/paste the full URL here.

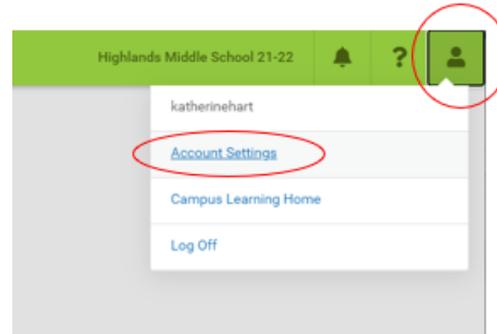
Link will display in the portal.

A screenshot of a form titled 'Web Site Address'. The form contains a text input field with the placeholder text: 'Share the web address of this section (appears on the Portal to students and parents)'. At the bottom right of the form, there are two buttons: 'Save' and 'Close'. The 'Save' button is circled in red.

Click **Save** when done.

Account Settings

Recommended to check the boxes as shown



A screenshot of the "Account Settings - Preferences" page in Infinite Campus. The page has an orange header with "Infinite Campus", "Campus Instruction", "John", and "White Plains High School 14-15". A left sidebar lists navigation items like "Message Center", "Planner", "Grade Book", "Attendance", "Roster", "Seating Charts", "Student Groups", "Class Serve", "Post Grades", "Assignment Overview", "Reports (Attendance)", "Reports (Grade Book)", and "Reports (Planner)". The main content area has tabs for "Preferences" and "Notifications". A "Save" button is circled in red. Below it, the "Account Settings - Preferences" section includes a dropdown menu set to "Campus Tools" and three checked checkboxes: "Show Active Students Only", "Show Student Number", and "Show Student Picture". A fourth checkbox, "Use Seating Chart for Attendance", is unchecked. A red-bordered box at the bottom contains the text "Click Save when done".

Progress Reports

Progress Reports will automatically be generated by the main office only for students in danger of failing ($\leq 70\%$) or currently failing ($< 65\%$) in any course(s) for a marking period, based upon their in-progress grades from the gradebook.

Teachers will be given the opportunity to review the automated progress report grades and comments before they are mailed home.

Your school will email out the progress report schedule.

Grades Report Verification Report for Teachers

Under Grading and Standards → Grade Report

The screenshot shows the Infinite Campus web application interface for generating a Grades Batch Report. The browser address bar shows the URL <https://ic.wpcsd.k12.ny.us/campus/main.xsl>. The page title is "Grades Batch Report".

Annotations:

- A red circle highlights the "Infinite Campus" browser tab.
- A red arrow points to the "Grades Report" link in the left-hand navigation menu under "Grading & Standards" → "Reports".
- A text box with three arrows pointing to the "Grading Terms" section contains the text: "Select the Quarter", "Select your name", and "Select Course/Section".
- A text box with two arrows pointing to the "Select Standard/Grading Tasks" dropdown menu contains the text: "Select 'Progress Report' Or 'Quarter Grade'" and "Click Generate Report".

Form Fields and Options:

- Year:** 14-15
- School:** White Plains High School
- Section:** [Redacted]
- Which students would you like to include in the report?**
 - Grade: All Students (dropdown menu showing 08, 09, 10, 11)
 - Ad Hoc Filter
- Grading Terms:** Q1, Q2, Q3, Q4
- Select Teachers:** [Redacted]
- Group By:** Student, Teacher, Course/Section
- Set page break for each Course/Section
- Select Standard/Grading Tasks:** All, Final AVG, Final Exam, LOTE Assessment B, MidYear AVG, MidYear Exam, **Progress Report**, Quarter Grade
- Output Options:** All Grades / Scores, Missing Grades / Scores, By Grade / Score
- Generate Report** button

Progress Reports continued

- Review the PDF verification report that is generated.
- **If** you feel any of the information is not appropriate, please go back to your **gradebook** and update any assignment grades that are missing or incorrect. Please speak with your administrator if you need gradebook help.
- The in-progress grades of the gradebook are used for the progress reports grade calculations.

How to Video Resources

Account Settings – 1:49 minutes

http://media.infinitecampus.com/public/learn/Video/CI/06/02/01/CI.06.02.01_1418/CI.06.02.01_1418.html

Setting up Seating Charts – 4:45 minutes

http://media.infinitecampus.com/public/learn/Video/CI/05/04/02/CI.05.04.02_1418/CI.05.04.02_1418.html

Taking Attendance – 2:42

http://media.infinitecampus.com/public/learn/Video/CI/03/01/01/CI.03.01.01_1418/CI.03.01.01_1418.html

Grade Book Set Up

Copying Multiple Assignments between Sections (or from previous year's assignments) – 3:38 minutes

http://media.infinitecampus.com/public/learn/Video/CI/02/10/04/CI.02.10.04_1418/CI.02.10.04_1418.html

Gradebook Settings – 6:09 minutes

http://media.infinitecampus.com/public/learn/Video/CI/04/01/02/CI.04.01.02_1418/CI.04.01.02_1418.html

Creating an Assignment – 4:11 minutes

http://media.infinitecampus.com/public/learn/Video/CI/04/02/01/CI.04.02.01_1418/CI.04.02.01_1418.html

Scoring an Assignment – 3:42 minutes

http://media.infinitecampus.com/public/learn/Video/CI/04/03/01/CI.04.03.01_1418/CI.04.03.01_1418.html

If you have a question or a problem, please start by contacting your Teacher Coaches (Dept Chairs), Building Coaches (office manager, APs, etc.) or via support email: ic@wpcsd.k12.ny.us

Ron Velez
Director of Management and Information Systems
White Plains Public Schools

This manual is available at the following website:

<http://www.whiteplainspublicschools.org//site/Default.aspx?PageID=660>