

Initial Gradebook Setup

Categories

1. Log into Infinite Campus
2. Open Gradebook Tab in the Instruction Menu
3. Select one of your classes (Section)
4. Open the Settings Tab and select Categories

The screenshot shows the Infinite Campus interface. The navigation menu on the left has 'Grade Book' selected (2). The top header shows the term '1 (08/13/20 - 01/04/21)' and section '01) 9030-1 HONORS GEOMETRY' (3). The 'Settings' tab is active, and 'Categories' is selected (4). A 'Save' button is visible. The right side shows a list of sections with yellow bars representing categories.

5. Create your categories by selecting <Add>
6. Select the Sections that should include this category.

The screenshot shows the 'Add' button in the Infinite Campus interface, labeled with a circled 5.

Category Detail

*Name

Exams, Quizzes, Projects, Notebook

Section	*Weight	Sequence	Exclude from Calculation	Drop Lowest Score (%)
☐	0	0	☐	☐
☐			☐	☐
☐			☐	☐
☒	50.000	0	☐	☐
☒	50.000	0	☐	☐
☒	50.000	0	☐	☐
☒	50.000	0	☐	☐

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Categories Cont.

7. Select each section and make sure that the totals add to 100%
8. Close Category Tab

Category List

Sections

02) 9301-2 HONORS PRE CALC/TRIG ▾

Name	Weight	Sequence	Exclude From Calculation	Drop Lowest (%)
Exams, Quizzes, Projects, Notebook	50.000	0	☐	☐
Homework, Dailywork, Bellwork	30.000	0	☐	☐
Semester Test	20.000	0	☐	☐
Uncategorized Assignment	0.000	0	☐	☐

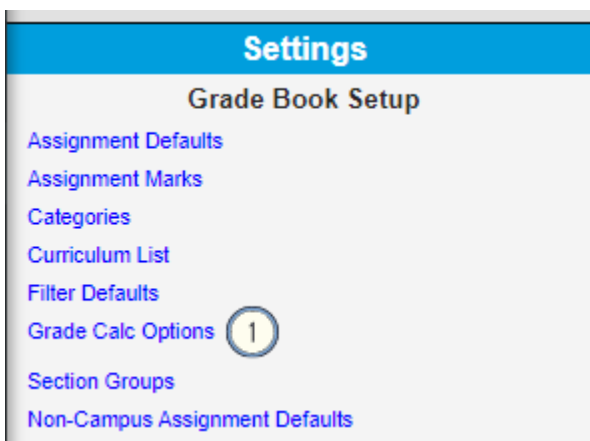
8

Add

Close

Grade Calc Options (Settings should automatically be set by the district)

1. From Settings, Open Grade Calc Options



Initial Gradebook Setup

Grace Calc Options Cont.

2. Select <Fill Options>
3. Set Fill Calculation Type to <In-Progress Grade>
4. Turn Grading Scale to <District Grading Scale (Rounding ON)>
5. If using Categories select <Weight Categories>
6. Click <Save>

Grade Calculation

Fill Options 2

Fill Grade Calc Options

Filter: Type All Term All Task All

3 Fill Calculation Type
In-Progress Grade

*Grading Scale
4 District Grading Scale (Rounding ON)

5 ☒ Weight Categories
☐ Use Score's % Value
☐ Limit Assignments to Last
☐ Cumulative Grading Starting in

6 Save Close

Filter Defaults

1. Open Filter Defaults by selecting Filter above the settings.

Filter Options

Student Specific Filters

Grade	Student Group	Score Flag
☐ Passing (6)	☐ Blue (3)	☒ No Filter
☐ Failing (1)	☐ Green (4)	☐ Turned In (1)
	☐ Math Team (3)	☐ Missing (7)
		☐ Late (3)
		☐ Incomplete (1)
		☐ Cheated (3)
		☐ Exempt (3)
		☐ Dropped (3)

Individual Student
Search

Assignment Specific Filters

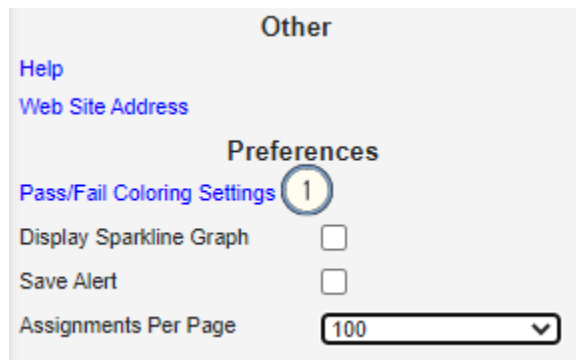
Category	Student Group	Score Flag	Due Date
☐ Formative (0)	☐ Blue (0)	☒ No Filter	☐ Due Last Week (0)
☐ Homework (0)	☐ Green (0)	☐ Turned In (4)	☐ Due This Week (0)

Settings Apply Cancel

Initial Gradebook Setup

Pass/Fail Coloring Settings

1. Open Pass/Fail Coloring Settings from Settings or go to the Account Settings (person icon in the upper right)



The screenshot shows a sidebar menu titled "Other" with links for "Help" and "Web Site Address". The main content area is titled "Preferences" and contains the following items: "Pass/Fail Coloring Settings" (circled with a blue circle and the number 1), "Display Sparkline Graph" with an unchecked checkbox, "Save Alert" with an unchecked checkbox, and "Assignments Per Page" with a dropdown menu set to "100".

2. You may choose Campus Instruction (Grades / Attendance) or Campus Tools (Student Summary Data)
3. Unclick to show dropped and future enrolled students
4. Options for Attendance
5. Allow Color Codes for grades.
6. Click <Save>

Account Settings

Select the application you would prefer to load on Campus log in.

(2)

Student Display

(3) ☒ Show Active Students Only

☐ Show Student Number

(4) ☒ Show Student Picture

☐ Use Seating Chart for Attendance

☒ Use Canned Comments

Pass/Fail Coloring

☐ Show Pass/Fail Coloring for Grades

(5) ☐ Show Pass/Fail Coloring for Scores

☐ Mute Pass/Fail Coloring

(6)

Save

Close