White Plains Public Schools

Infinite Campus
for Secondary Teachers

Attendance, Rosters
Viewing an IEP and Gradebook

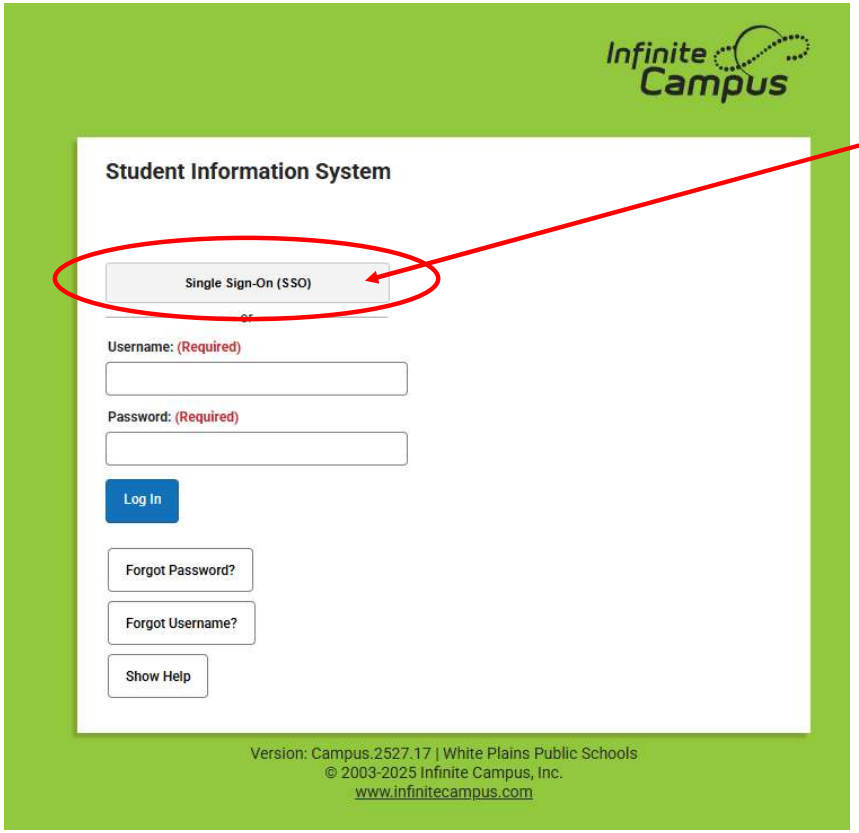
https://whiteplainsny.infinitecampus.org

Note: There will be an Infinite Campus shortcut link on your classroom desktop PC or your school iPad.

Sept 2025

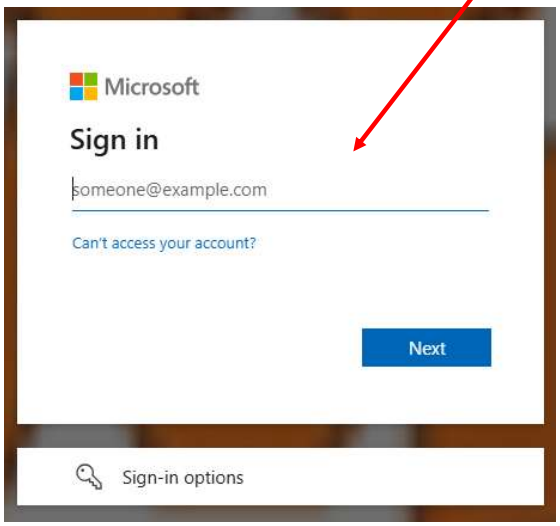
Logging into Infinite Campus

https://whiteplainsny.infinitecampus.org



Click/Tap Single Sign-On (SSO)

Depending on the device and/or your location, you may be prompted to login with your Microsoft 365 Username and Password.



Note: Typically, when using a school desktop PC, you will **not** be prompted to enter your Microsoft 365 username and password.

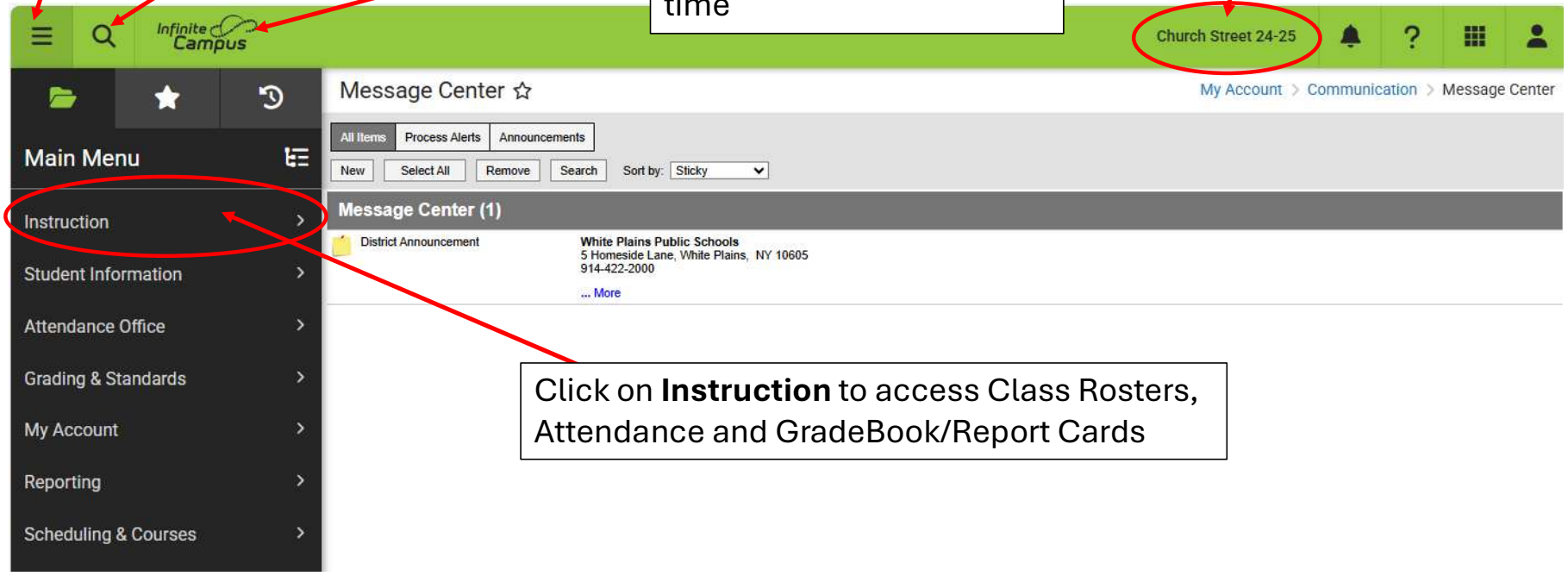
Infinite Campus Main Screen

Click/Tap menu icon to open and close main menu at any time.

Click/Tap Magnifying Glass icon to search for an individual student.

Click/Tap the Infinite Campus logo to return to the main screen at any time

Click/Tap here to change the school and/or year

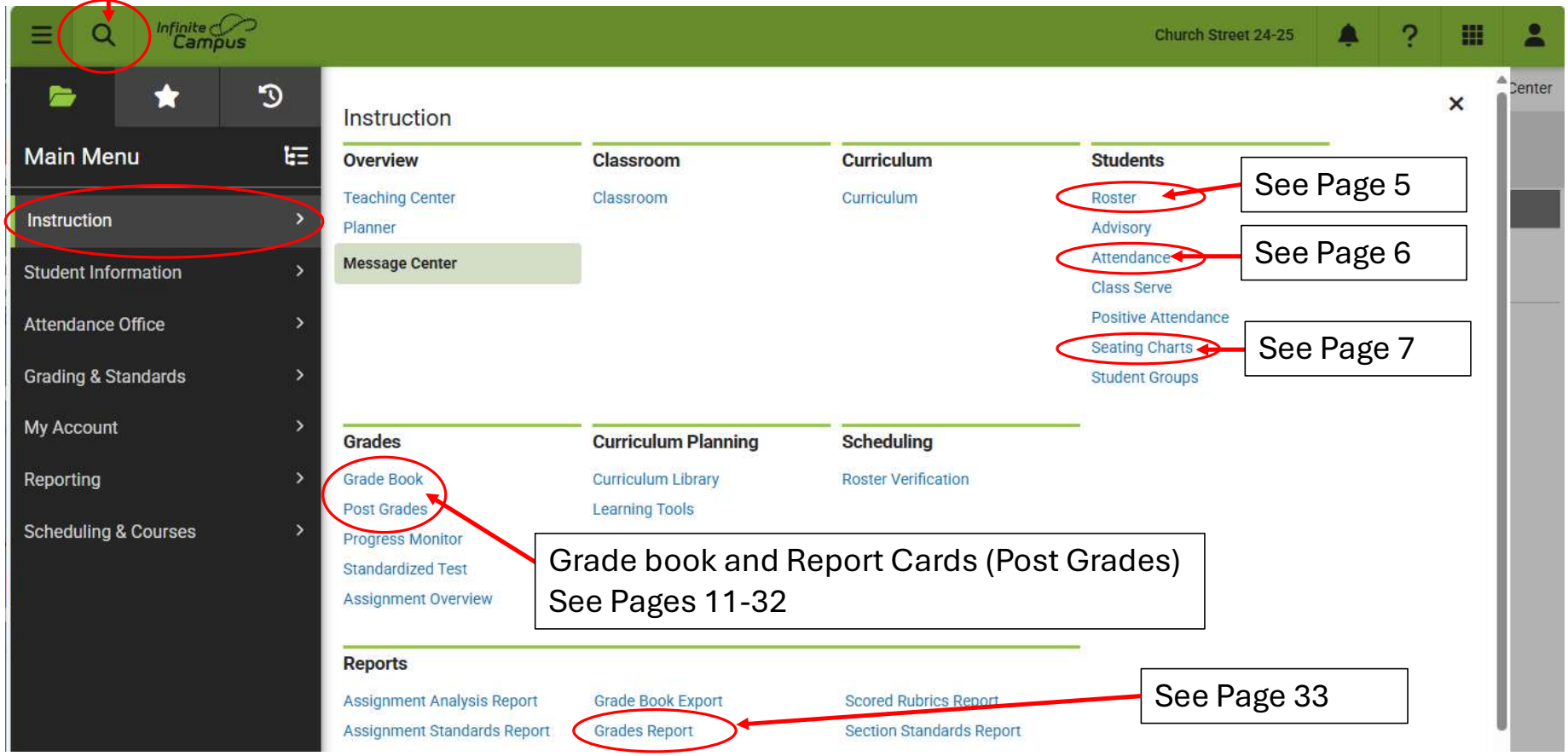


Click on **Instruction** to access Class Rosters, Attendance and GradeBook/Report Cards

Look up a student
See Pages 8-9

Instruction Main Screen

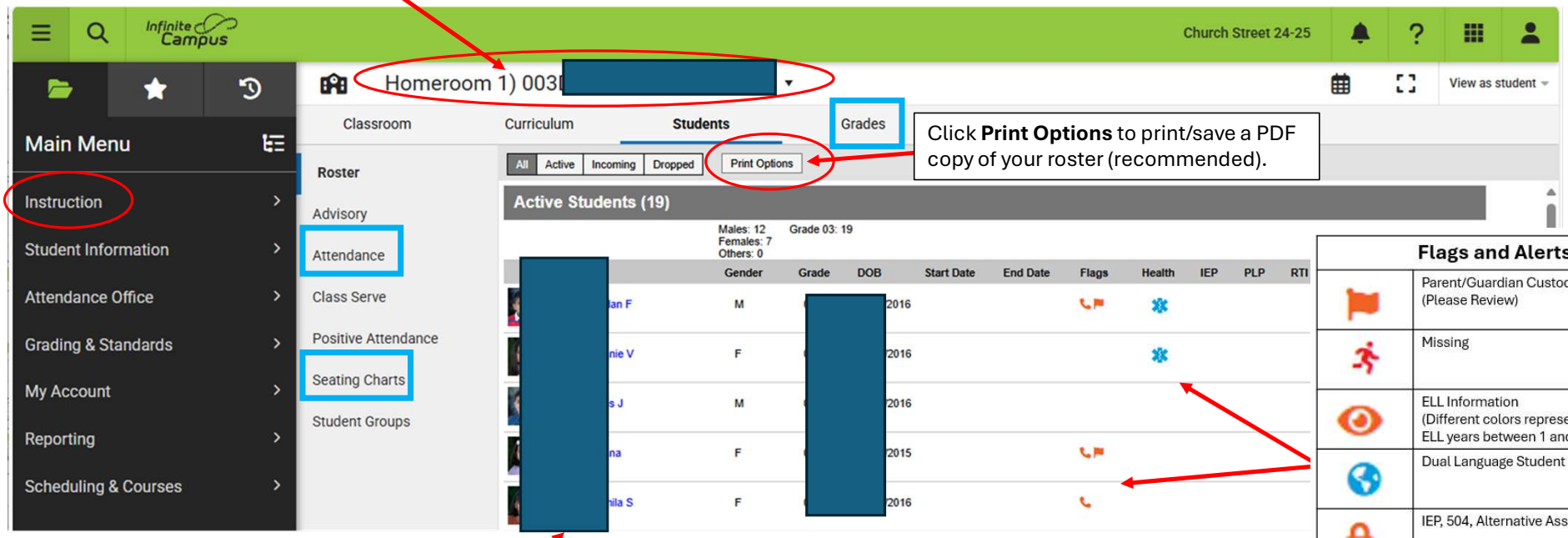
Circled below are the most common links you will access



Instruction Main Screen

Select the class to review.

Rosters



Click **Print Options** to print/save a PDF copy of your roster (recommended).

Flags and Alerts	
	Parent/Guardian Custody Issue (Please Review)
	Missing
	ELL Information (Different colors represent number of ELL years between 1 and 3 or more)
	Dual Language Student
	IEP, 504, Alternative Assessment
	Home Language is Spanish
	HS Administrator
	Medical Alert

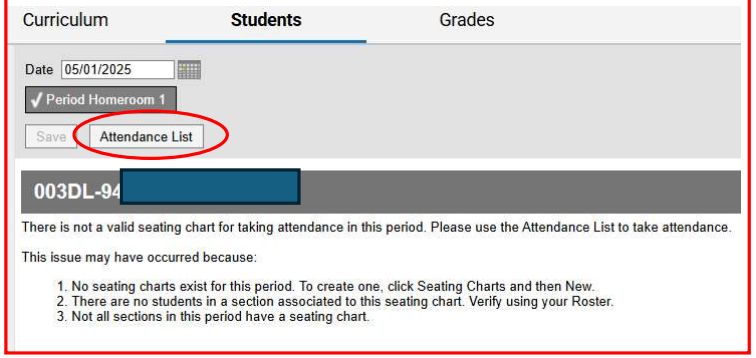
Student Pictures and Names.
If you click on a student name (blue link) you will see the individual student profile information.

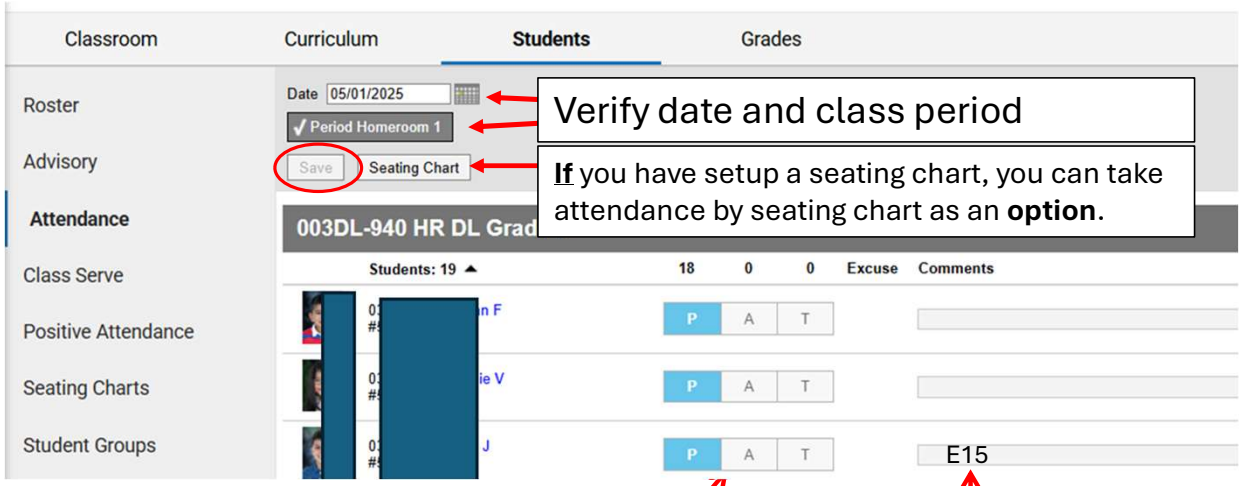
Note: Links outlined in blue are additional shortcuts to commonly items used.

Instruction Main Screen

Attendance

If your screen has this error, then click **Attendance List**.





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.

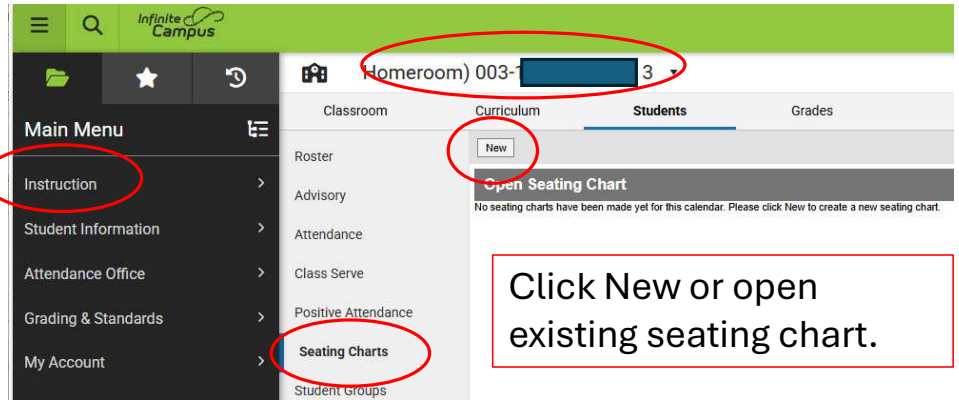
By default, ALL students are marked (P) Present. Click on the appropriate button (A) for Absent or (T) for Tardy.

CLICK/TAP SAVE

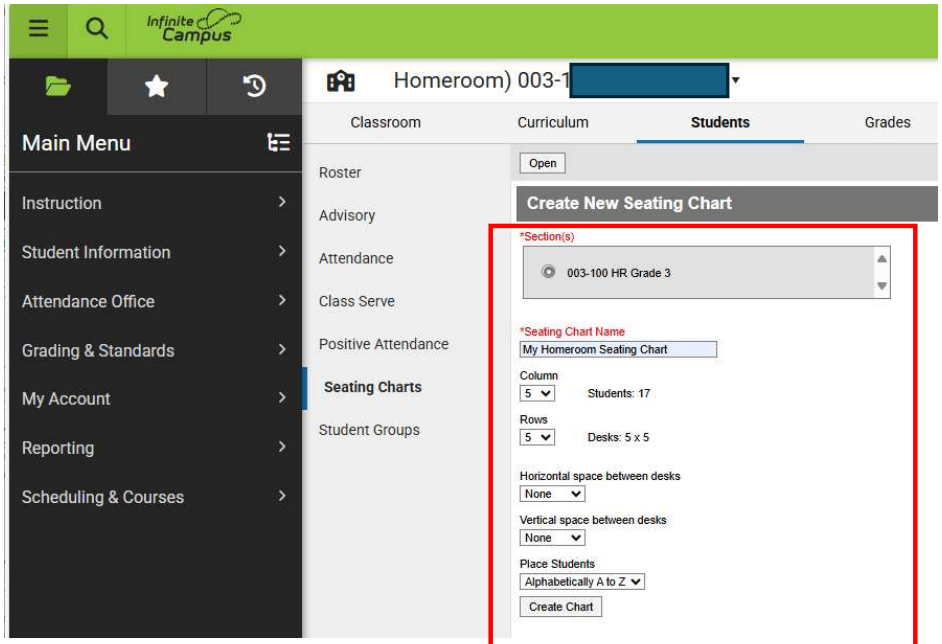
If a student is tardy, enter the number of minutes (only use minutes) the student is tardy for the class. Precede the number of minutes with a **U** for Unexcused or **E** for Excused.

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

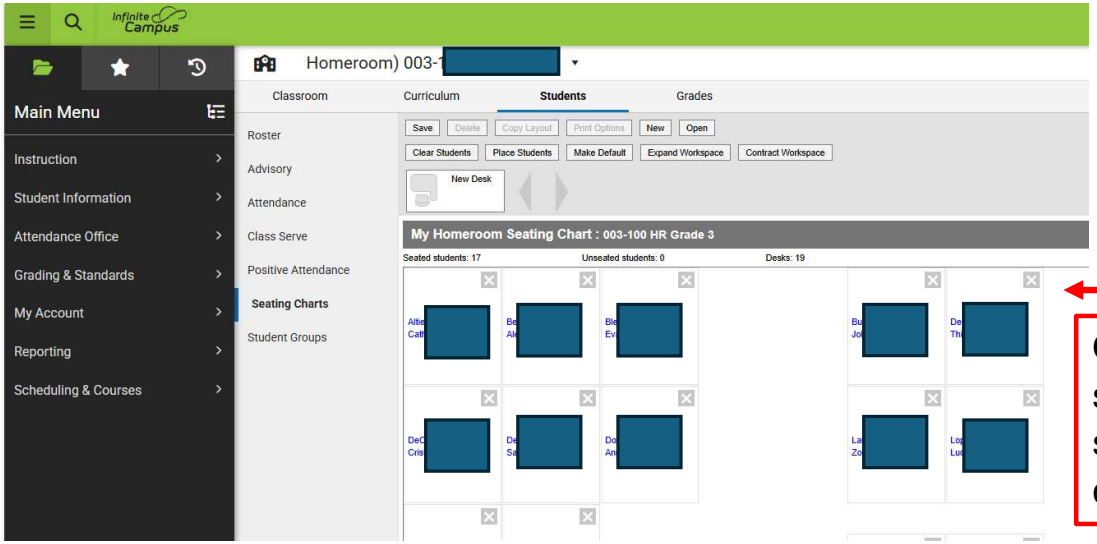
Creating a seating chart to use with Attendance (optional)



Click New or open existing seating chart.



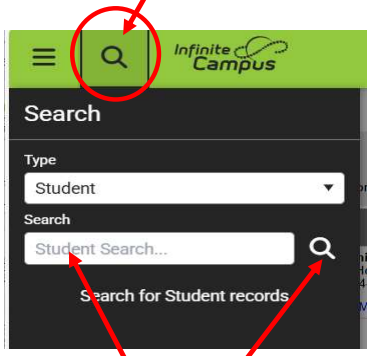
Fill in the information as needed and click **Create Chart**.



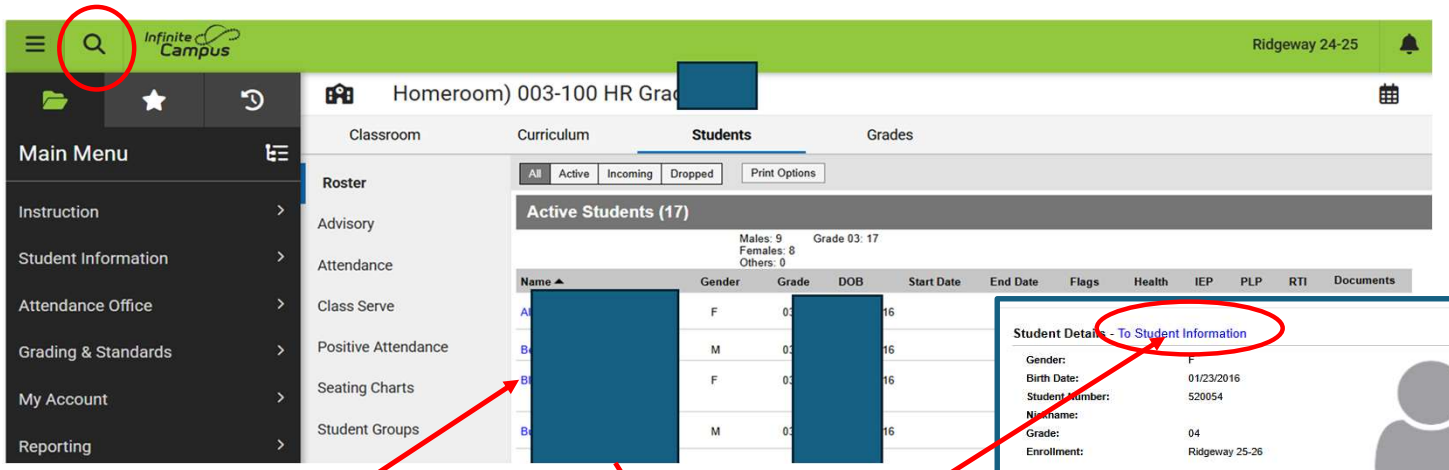
Click/Tap and hold each seat to move around the screen to create a design. **Click Save.**

Looking up an individual student's information and viewing an IEP

To search for an individual student, click/tap the magnifying glass icon.



Type in the first few letters of the student's last name and click/tap the magnifying glass icon or press enter on your keyboard.
Pick the student that matches your search.



OR click/tap a student name on the roster screen.

Note: When clicking on a student name from the roster screen, a quick profile window will appear. Click: **To Student Information** to see the full student profile information.

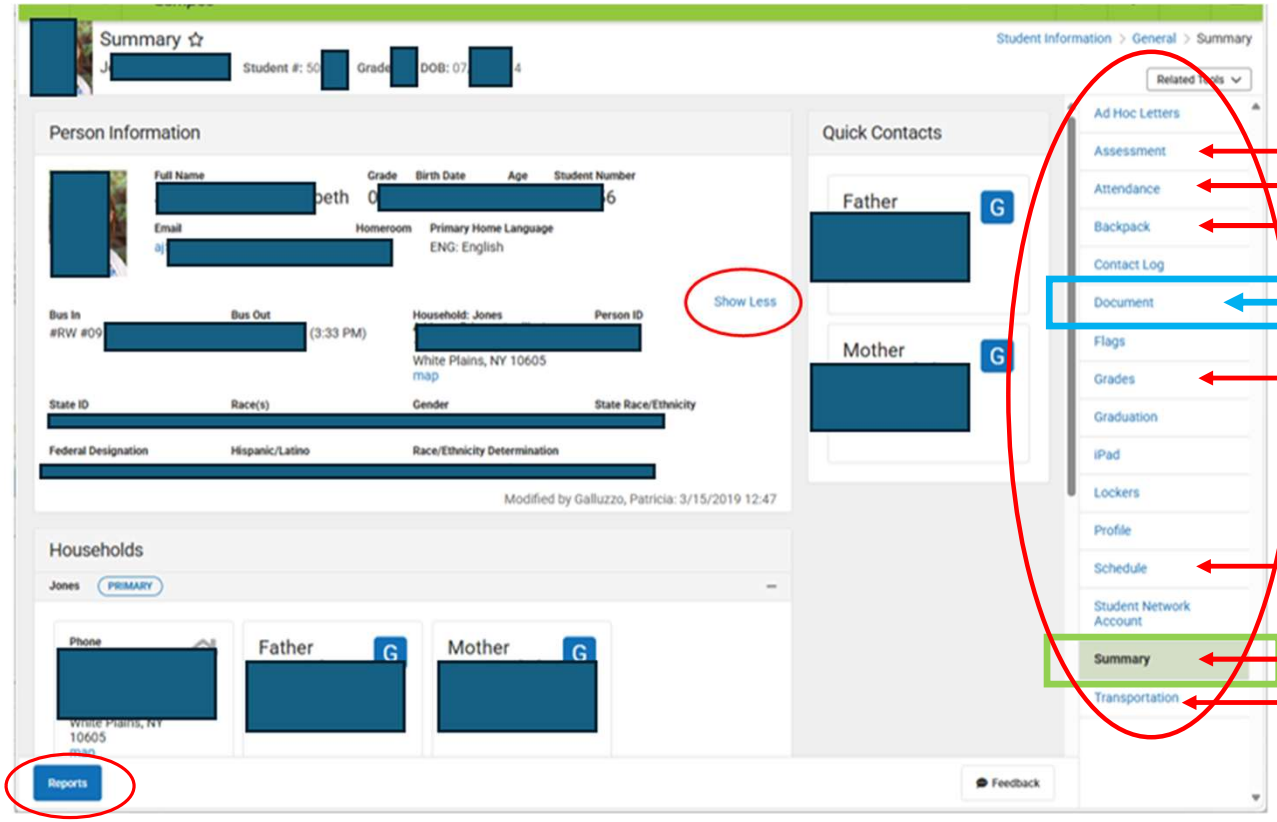
Continued on the next page →

Looking up an individual student's information and viewing an IEP Continued

Student information screen – with **Summary** selected from the right-side menu.

Click the links on the right-side menu to review specific information for the individual student.

If a student has an IEP, click the **Document** link on the right-side menu to review it.



PDF copies of the report cards

View IEP

Then click/tap the IEP Document icon

IEP DOCUMENT

IEP will open in separate window tab and can **not** be printed.

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

Close the IEP window when done.

IC Portal

The IC portal provides access for students/parents/guardians to information inside Infinite Campus, including grades posted in the gradebook.

This means that any assignment scores posted into the IC gradebook are viewable by the students/parents/guardians in real time, including assignments entered for future quarters.

Please inform students and parents of your grading criteria for each course during the first week of school.

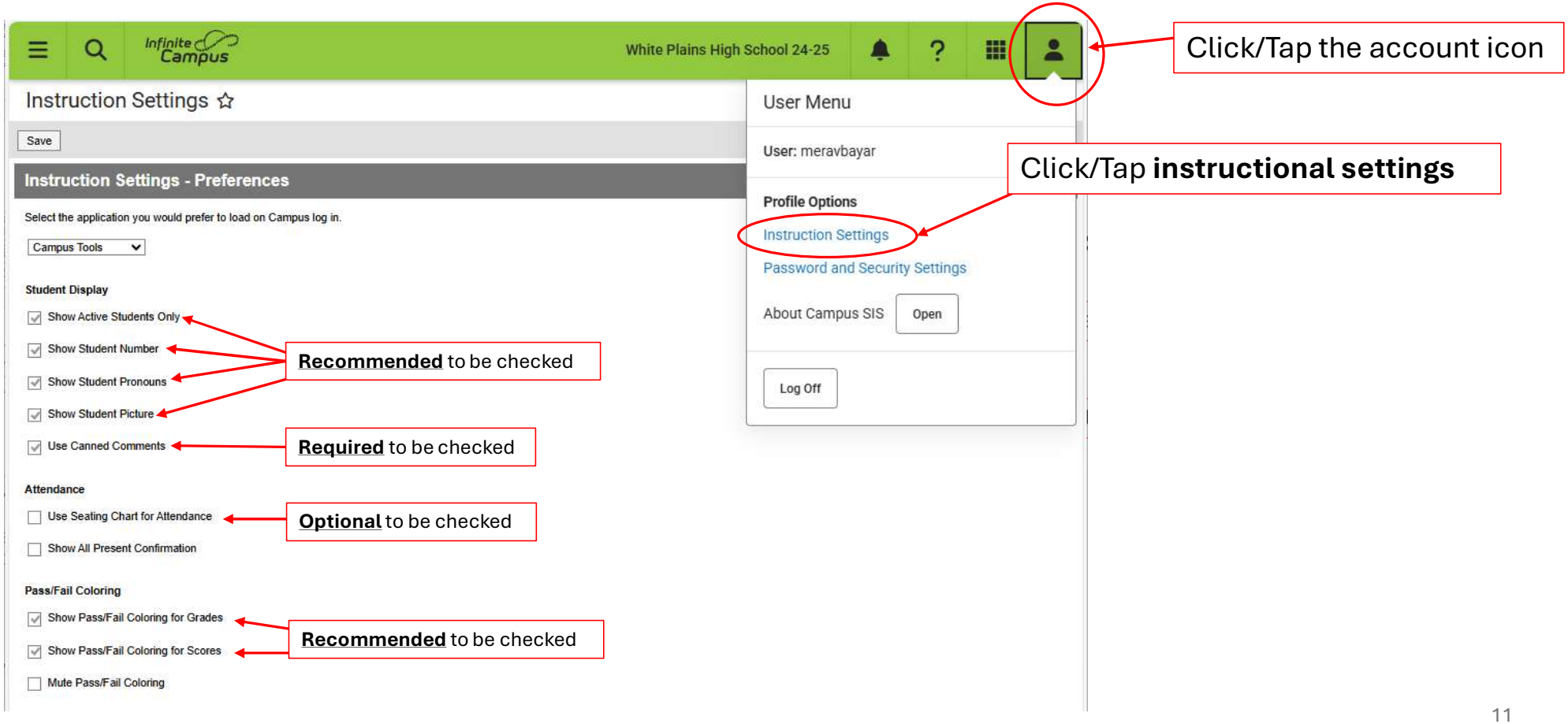
Post grades for tests, quizzes, and assignments in their IC gradebook no later than 10 school days after the assignment due date (with the exception of assignments submitted past the due date).

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)

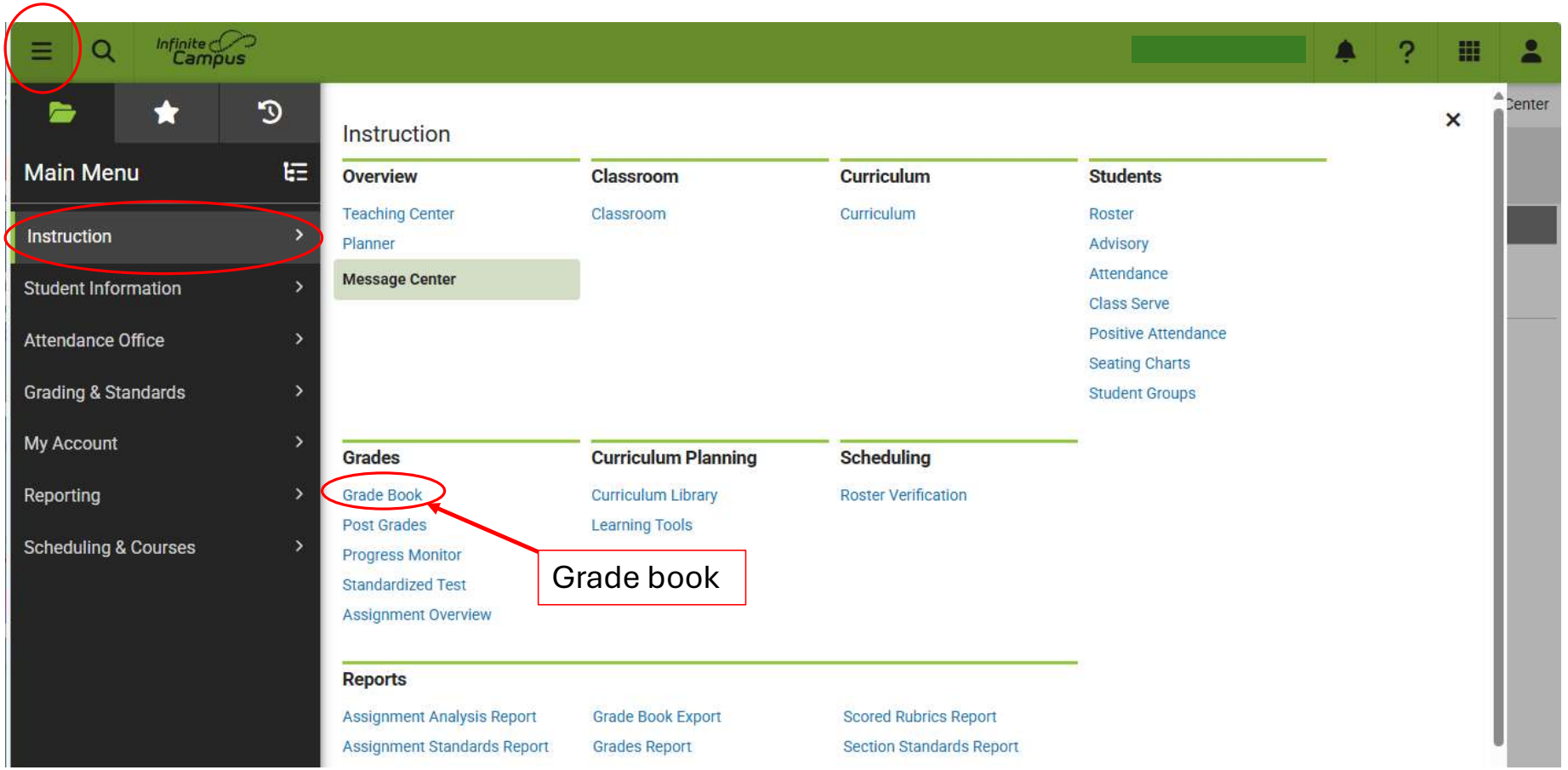
IC Portal Website
https://www.whiteplainspublicschools.org/parent-portal
Note: This link is also on the main district website

Grade Book
Initial Setup Preferences



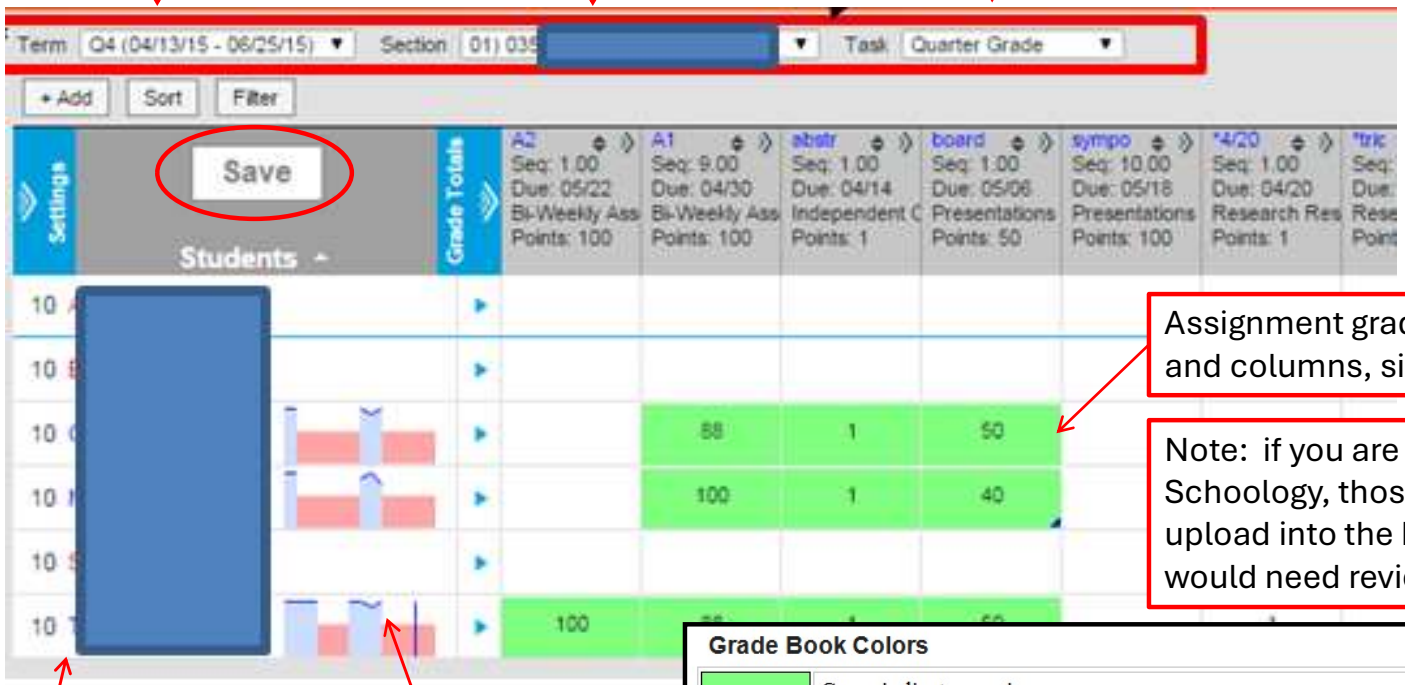
Grade Book

On the main menu on the left side
Click/Tap Instruction → Grade book



Gradebook

Always verify the Term, Section and Task you are working on



Assignment names

Assignment grades are entered into the rows and columns, similar to a spreadsheet.

Note: if you are using the gradebook in Schoology, those assignment grades will upload into the IC gradebook (but they would need review).

Student names

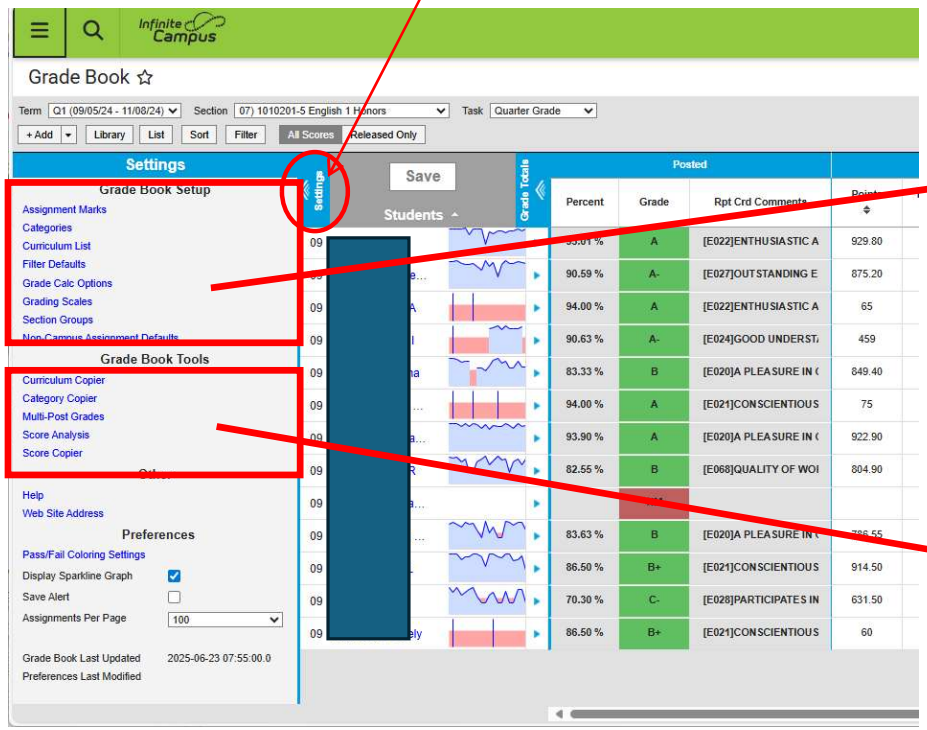
Spark line graph

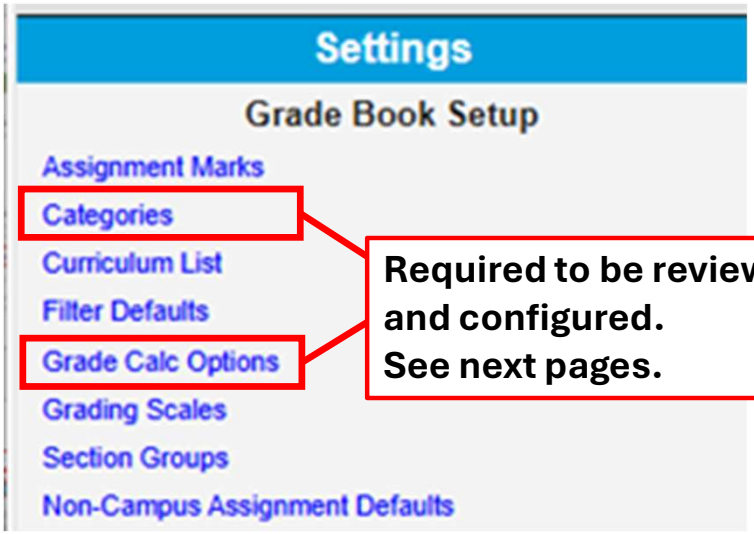
Grade Book Colors

	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 Book

Click/Tap Settings to open or close menu.

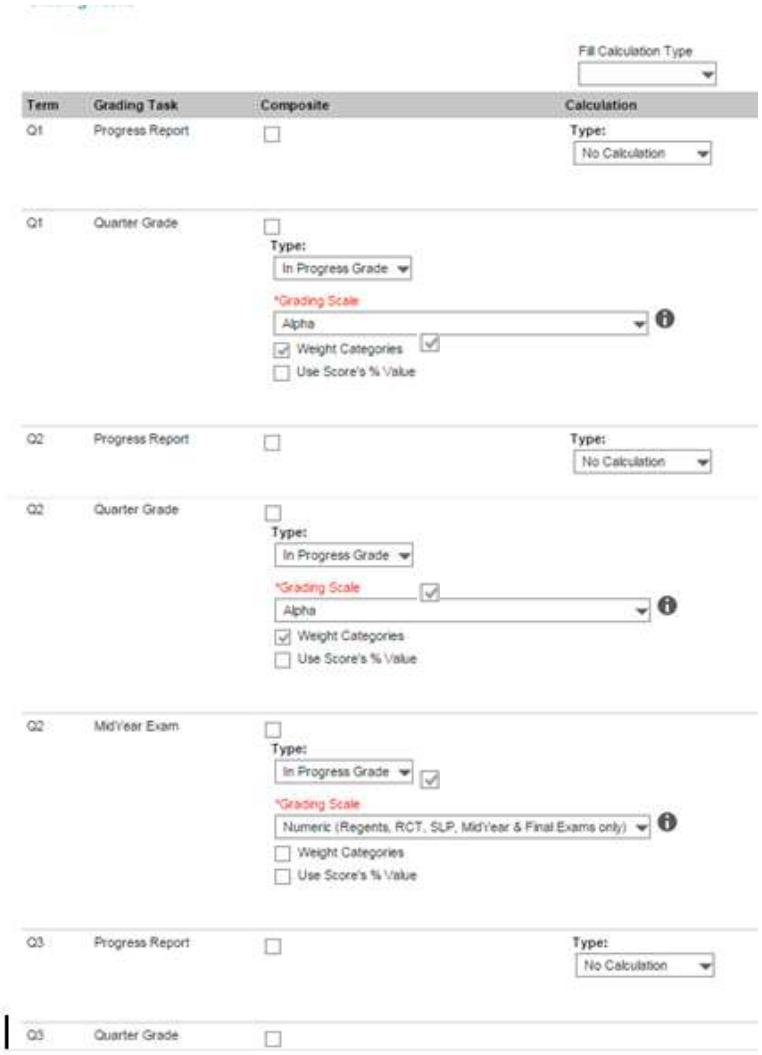




Required to be reviewed and configured.
See next pages.

Optional tools to copy categories or assignments from one course to another.

Grade Calc Options



REQUIRED TO BE REVIEWED FOR EVERY COURSE

Progress Report – Under Type, select No Calculation

Quarter Grade – Under Type, select In Progress Grade;
Grading Scale, select Alpha;
Check Weight Categories for weighting grades for each category (*required*).
Use Score's % Value
(Unchecked – uses choice A on pages 17-18)
(Checked – uses choice B on pages 17-18)

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

Mid Year Exam – Under Type, select in Progress Grade;
Grading Scale , select Numeric

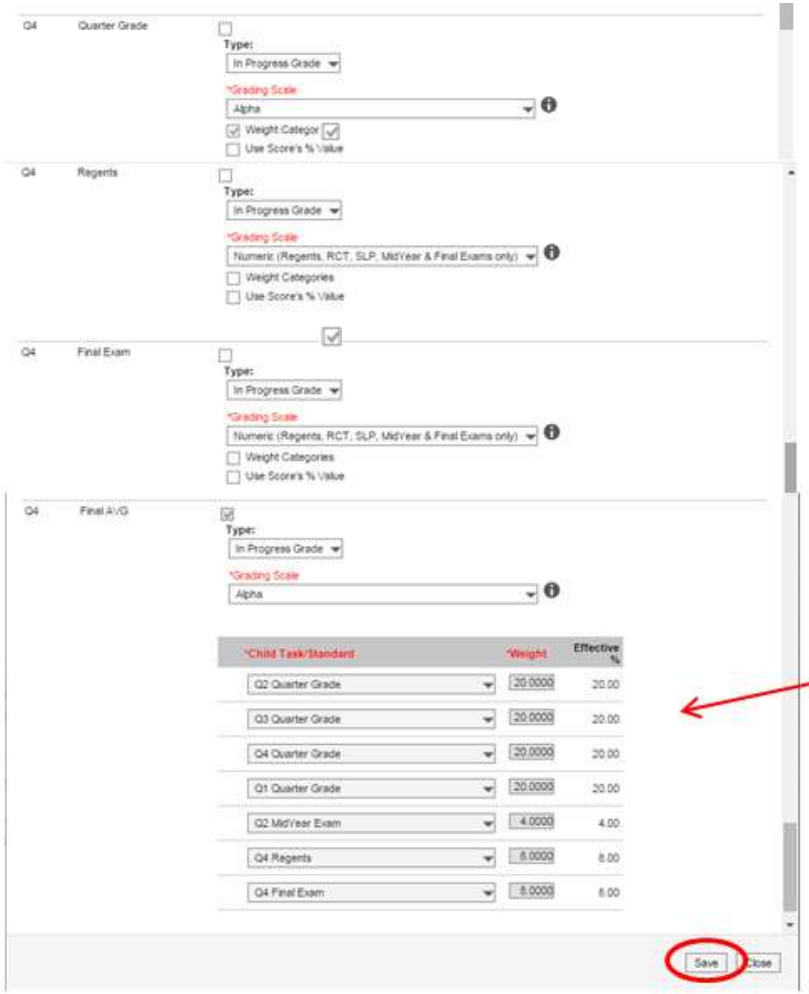
Regents - Under Type, select in Progress Grade;
Grading Scale, select Numeric

Final Exam - Under Type, select in Progress Grade;
Grading Scale, select Numeric

Final AVG - Under Type, select in Progress Grade;
Grading Scale , select Alpha

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

Grade Calc Options (continued)



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

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**
	=5 / 6	=67 / 100	=3 / 8	=150 / 200	=45 /50	=100 / 100	=80 / 100
Assignment Scores	83%	67%	38%	75%	90%	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: The is no advantage is 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

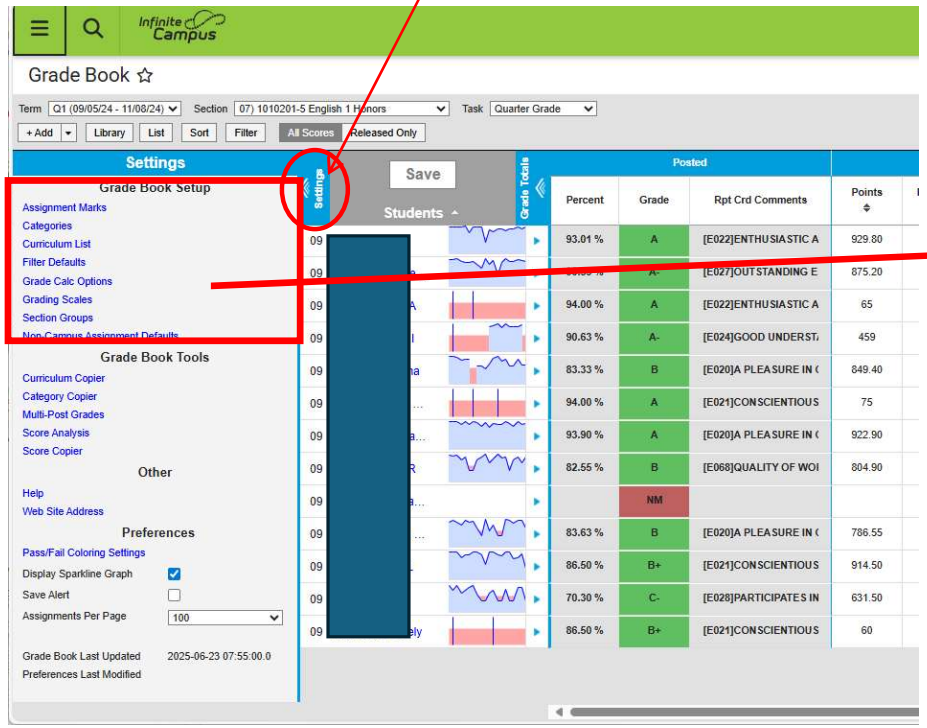
Scenario 2

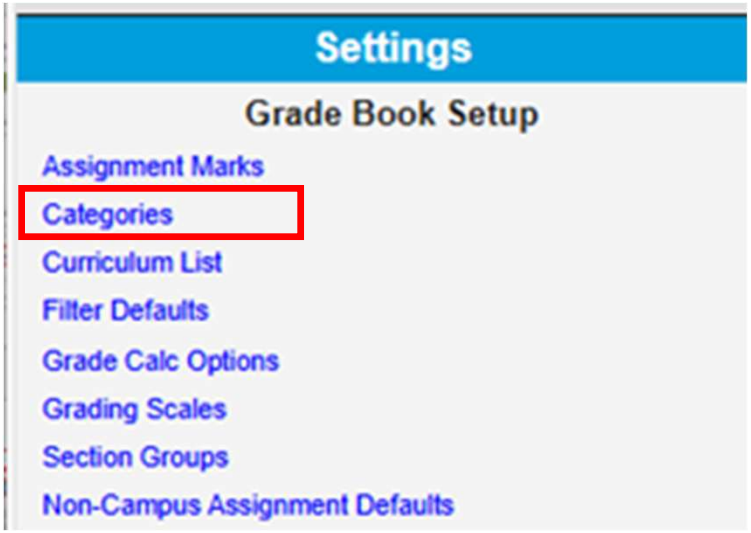
Category	**Homework (25%)**			**Projects (25%)**		**Assessments (50%)**	
(must total to 100%)							
Assignment Name:	**Worksheet 1**	**Worksheet 2**	**Worksheet 3**	**Essay 1**	**Essay 2**	**Test 1**	**Test 2**
Total Points Possible:	6	100	8	200	50	100	100
Doe, John #36723	5	53	7	150	45	100	80
Choice 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**
	=5 / 6	=53 / 100	=7 / 8	=150 / 200	=45 /50	=100 / 100	=80 / 100
Assignment Scores	83%	53%	88%	75%	90%	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: The is no advantage is using either Choice A vs Choice B. Grades are not consistently higher or lower based on either choice. See Scenario 1 on previous page.

Grade Book
Categories (required)

Click/Tap Settings to open or close menu.

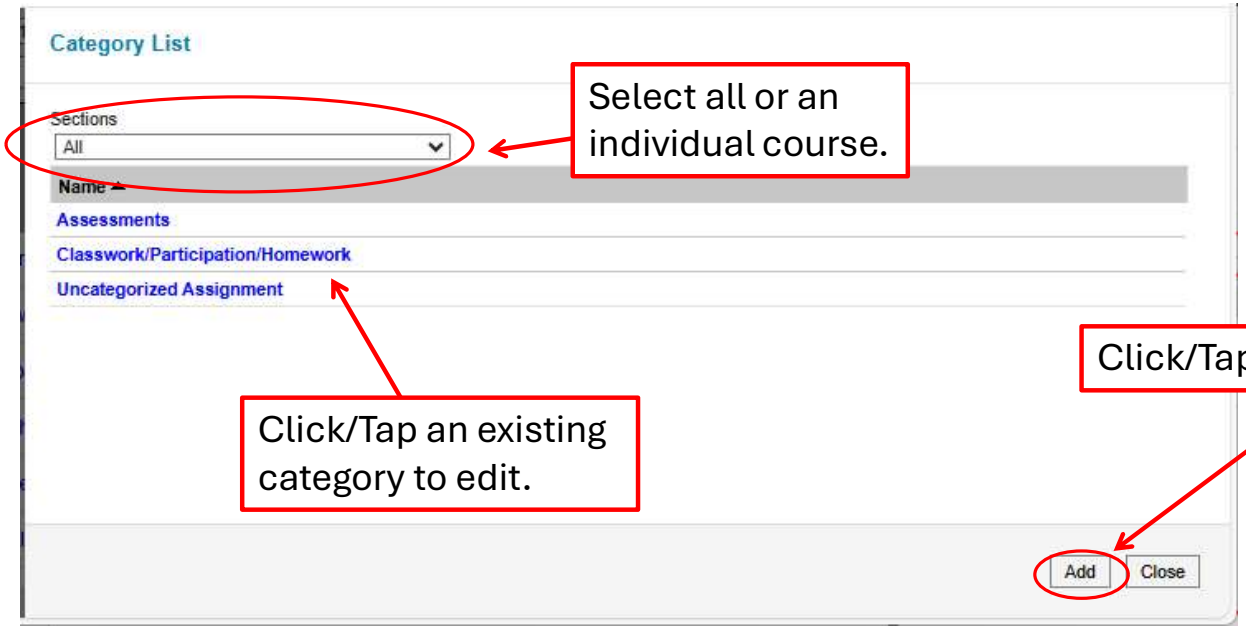




Grade Book
Categories

Categories and their weights must comply with your department policy.
If you need assistance, please contact your department coordinator.

All weights MUST add up to 100% for each course.



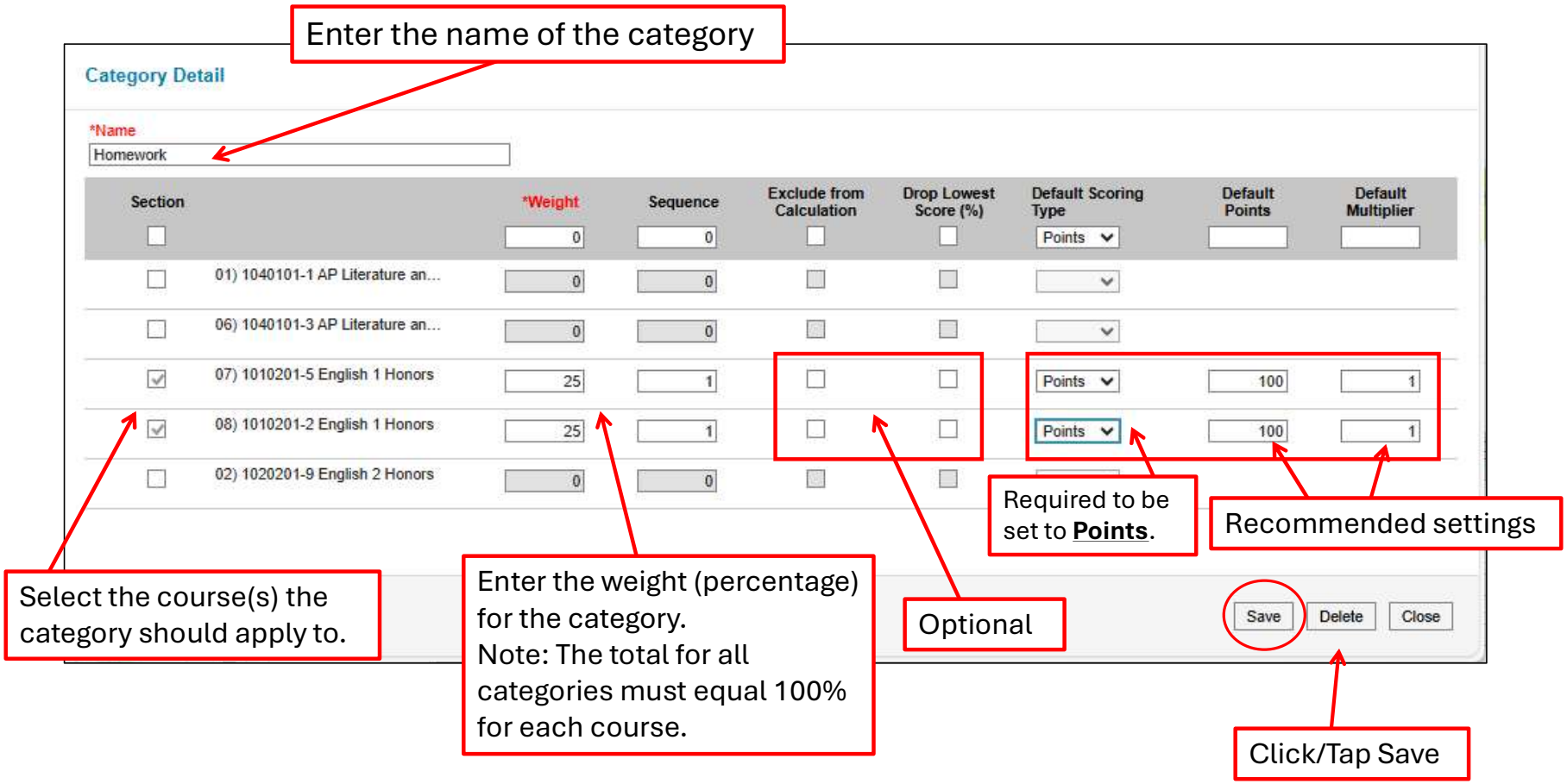
Select all or an individual course.

Click/Tap an existing category to edit.

Click/Tap **Add** to create a new category.

Continue to next page →

Adding a new Grade Book category



Assignments

Note: Teachers have the option to use the Schoology gradebook for entering assignments – which is highly recommended.

If you are using the Schoology gradebook for assignments, you do not need to follow the Infinite Campus assignment creation steps, but it's important to understand the IC gradebook navigation, in case something is not displaying or calculating to your expectations.

Assignments graded in Schoology will sync with your Infinite Campus Gradebook.

Infinite Campus is the official gradebook and is used to generate report cards.

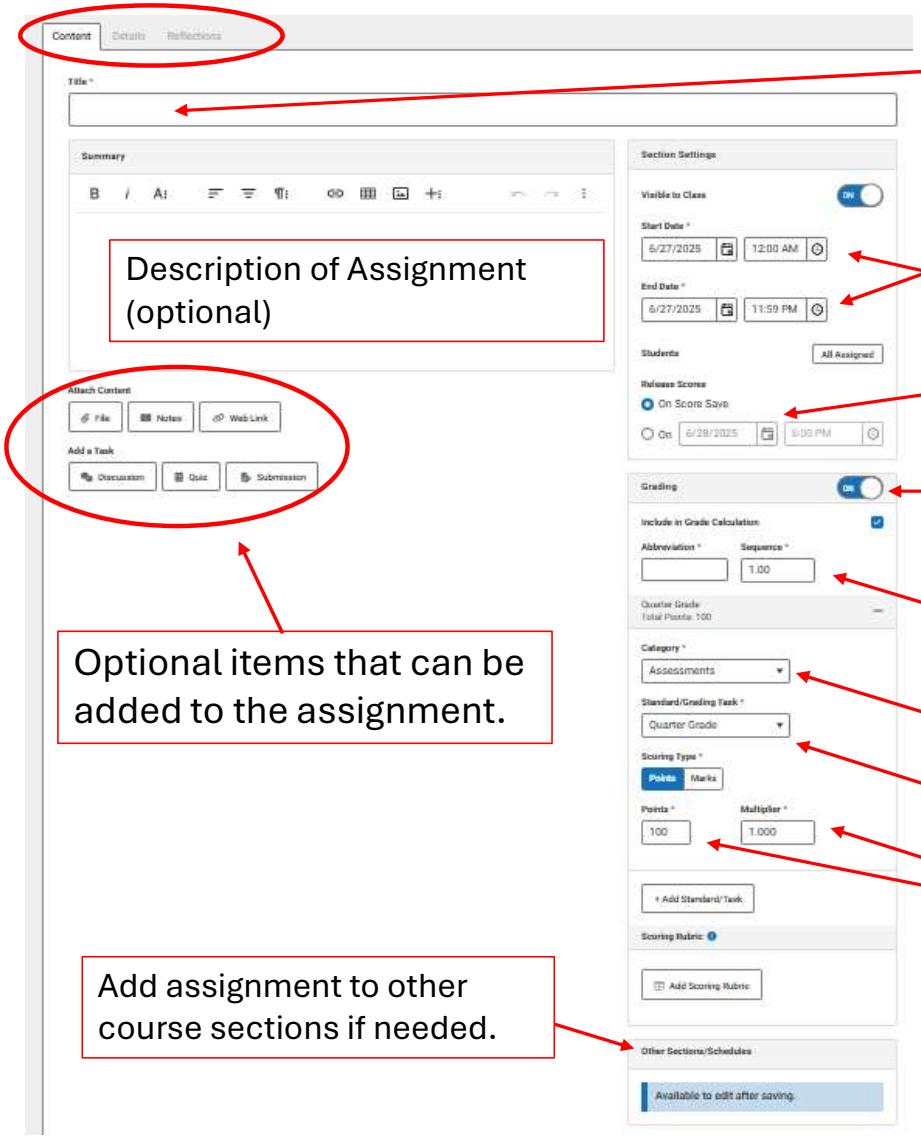
Assignments

Always verify the Term, Section and Task you are working on



Click/Tap **+Add** to create a new assignment

Click/Tap on an existing assignment to edit.



Name of Assignment

Start and End dates are required.

Optional

Optional: If turned off, item is no longer an assignment and is considered a resource and not graded.

Required when Grading button is set to On.

Required: Select the category, where the assignment is to be placed into.

Required: **ONLY** select Quarter Grade.

Required. Recommended to use 100 Points and Multiplier 1

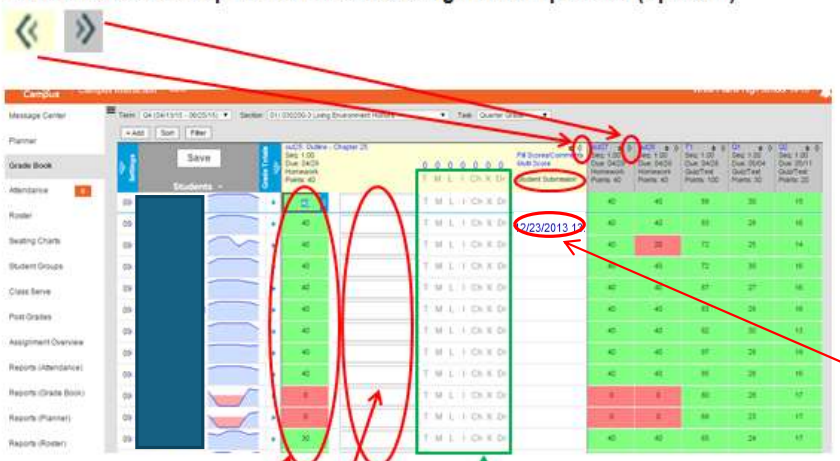
Optional items that can be added to the assignment.

Add assignment to other course sections if needed.

For more information:
https://kb.infinitecampus.com/help/assignments-resources

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 submission on the assignment, 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.****

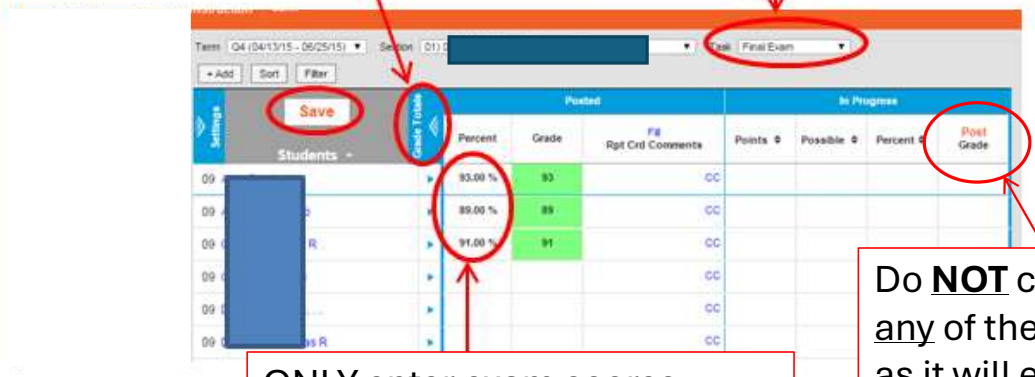
Entering MidYear, Final Exams, LOTE or Secondary Language Proficiency (SLP) exam scores

(Required - if applicable to your course)

This can **not** be done in the Schoology Gradebook

Click Grade Tools to open and close this section.

Under Task – select the exam



Note: Regents exam scores do not need to be entered, those scores will be uploaded into your gradebook for you. Regents exam scores do not count towards the FinalAvg calculation.

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 - Required

This can **not** be done in the Schoology Gradebook.

Click Grade Tools to open and close this section.

Under Task, click Quarter Grade or FinalAvg



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



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

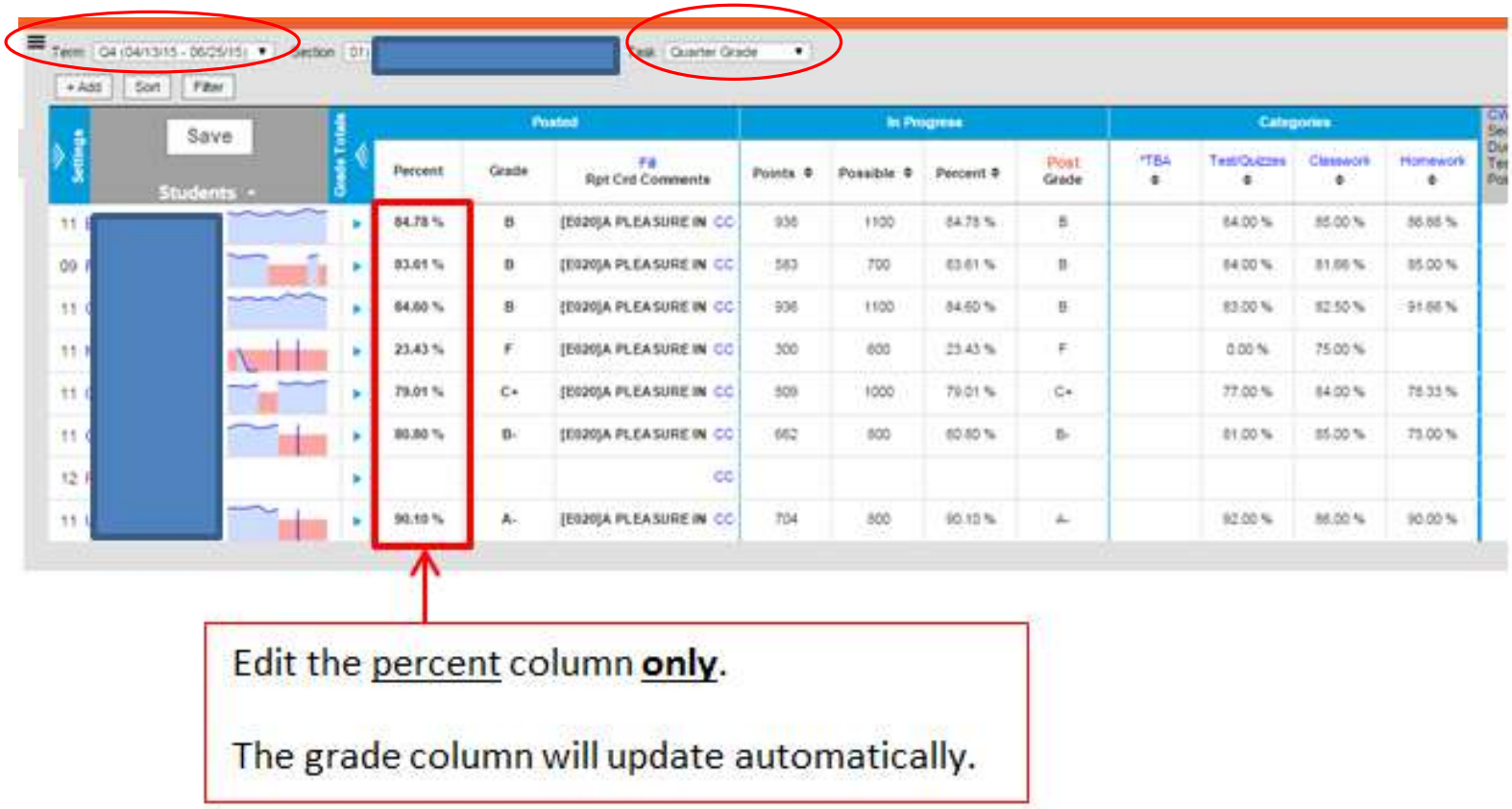


Posted grades will appear under the posted grades columns on the left. See next page on how to edit.

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

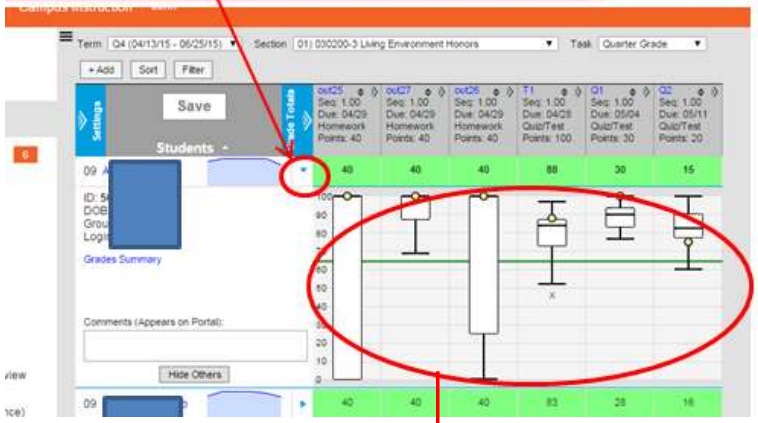
CLICK SAVE WHEN DONE

Editing a Posted Quarter or FinalAvg grade

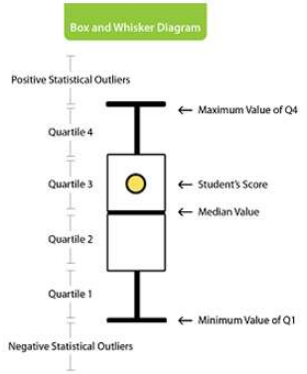


Additional Gradebook functionality and navigation

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



Box & Whisker Diagrams



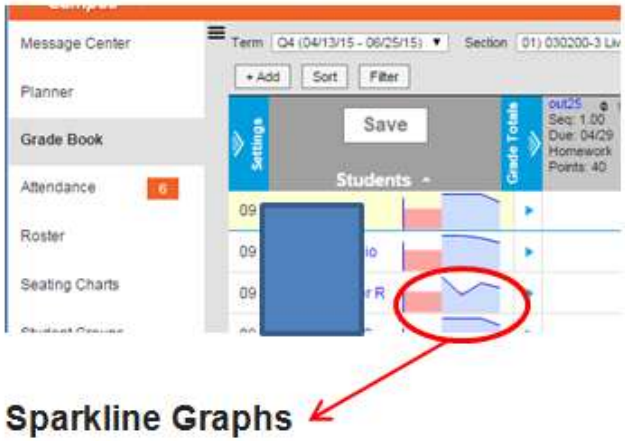
Box & Whisker diagrams allow you to easily visualize a student's performance in relation to the rest of the section. The center black line of the box is the median score. 50% of the students did equal to or better than this score and 50% did worse. The top of the box Q3 represents the top score of Quartile 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



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.

Progress Reports

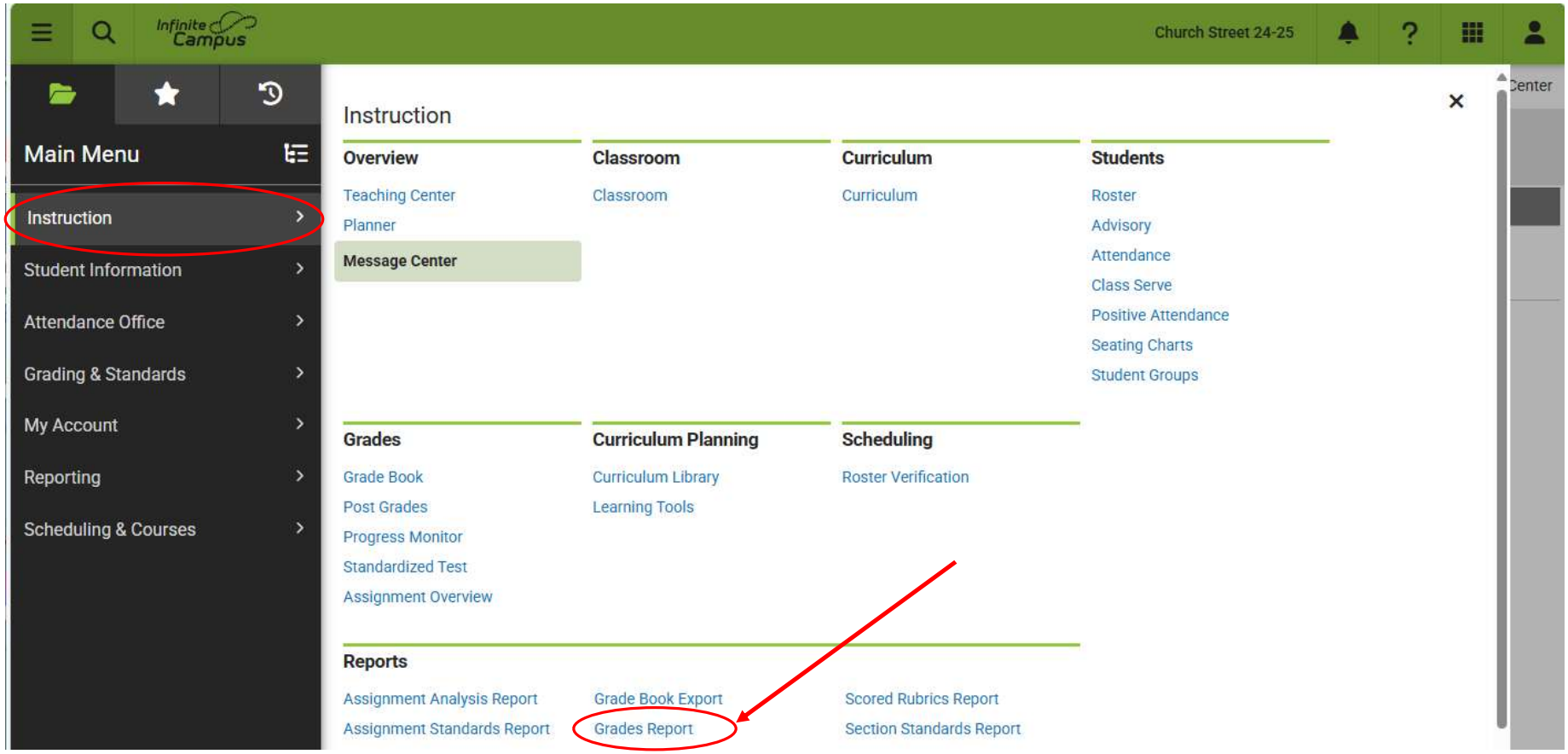
Progress Reports will automatically be generated by the main office only for students in danger of failing (<=70%) or currently failing (<65%) in any course(s) for a marking period, based upon their in-progress grades from the Infinite Campus gradebook.

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

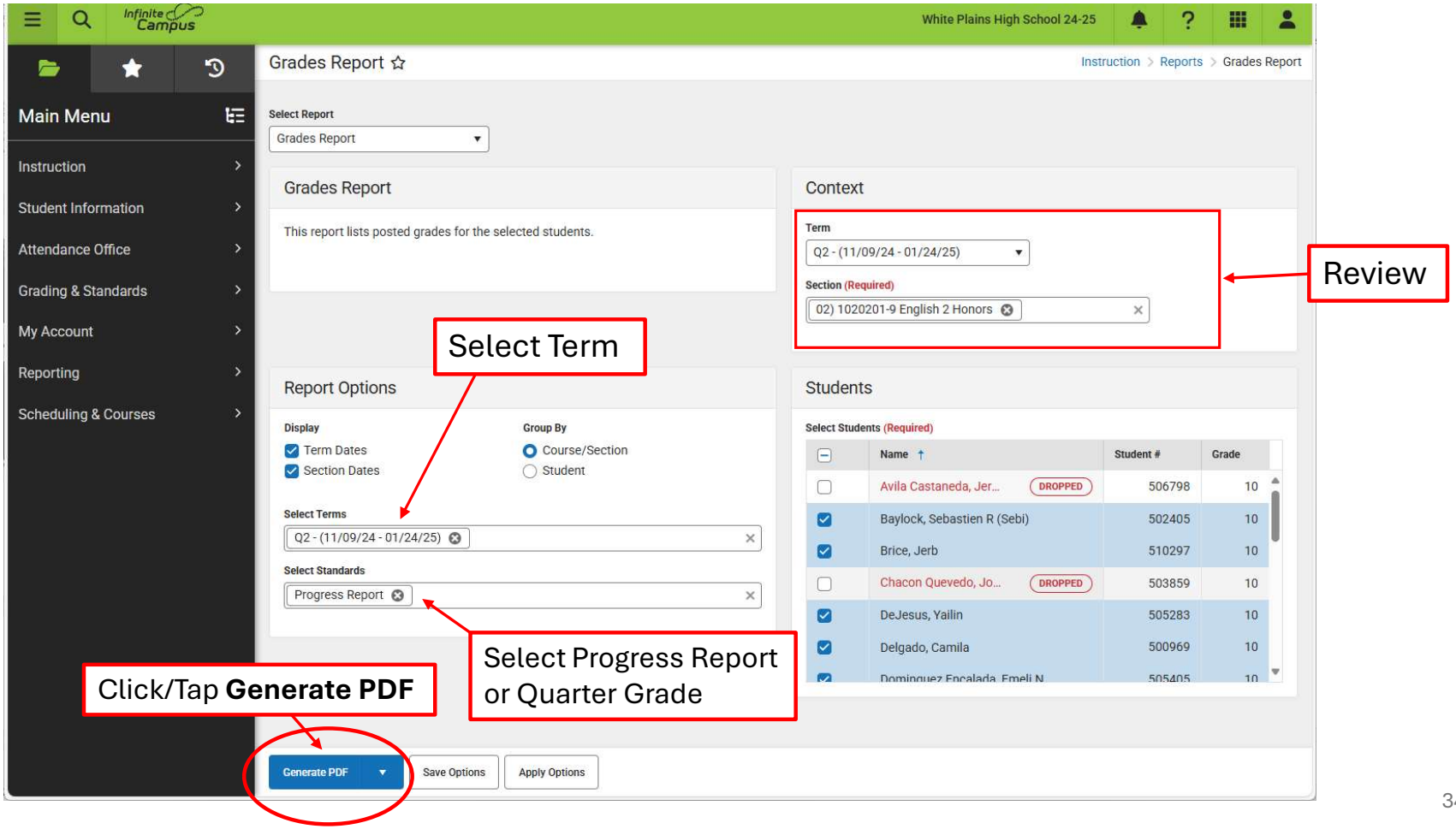
Your school will email out the progress report schedule.

Grades Report Verification

On the left side menu, Click/Tap **Instruction** → **Grades Report**



Grades Report



Grades Report

- 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 Infinite Campus gradebook are used for the progress reports grade calculations.

Need Help with IC?

Rostering

- Schedulers in your Building
  - Eastview: Leroy Dixon
  - Highlands: Jessica Maracallo
  - High School: Gaetano Vitiello
  - Rochambeau: Khali Murrell

How do I…?

- Website: https://www.whiteplainspublicschools.org/district-offices/technology-offices/mis/software-help-information/infinite-campus-information
- Ask a colleague!

Something is not working correctly

- Place a Helpdesk Call: https://www.whiteplainspublicschools.org/district-offices/technology-offices/helpdesk