



# Teacher Attendance / Gradebook Setup

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By the SIS Department



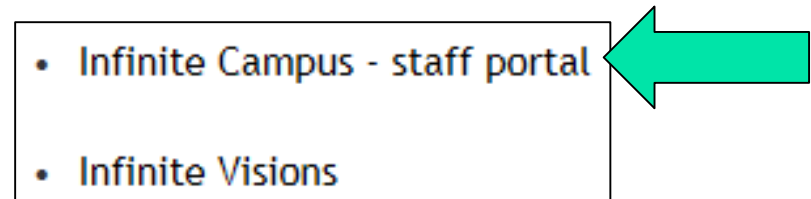
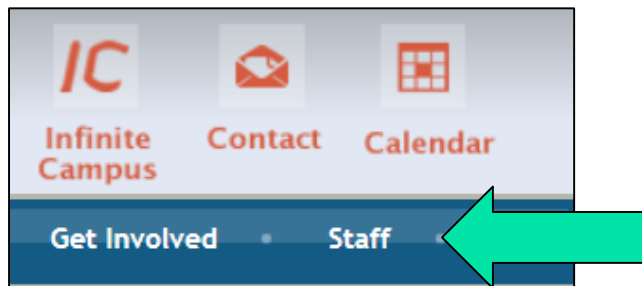
# Preliminary

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- This PowerPoint is intended for new teachers, and will go over how to view rosters, take attendance, and basic gradebook setup.
- To access Infinite Campus, you must first have a login, which is linked to district email (not for charters). Please contact OIT at x6565 to find your initial login info (charters contact your office).
- Once you have logged in, if you do not see your classes, contact your office to be linked to each class you are teaching.
- You can access Infinite Campus as long as you have an internet connection and are able to access the URL.

# Accessing Infinite Campus

- The direct link to Infinite Campus is <https://si.greeleyschools.org/campus/greeley.jsp>
- OR go to the district homepage (greeleyschools.org), then click the “Staff” icon in the top left. Note: do not click the generic IC button in orange – this is for parents and students, and won’t give you the menu options you need. Then click “Infinite Campus – Staff Portal” under “I”.



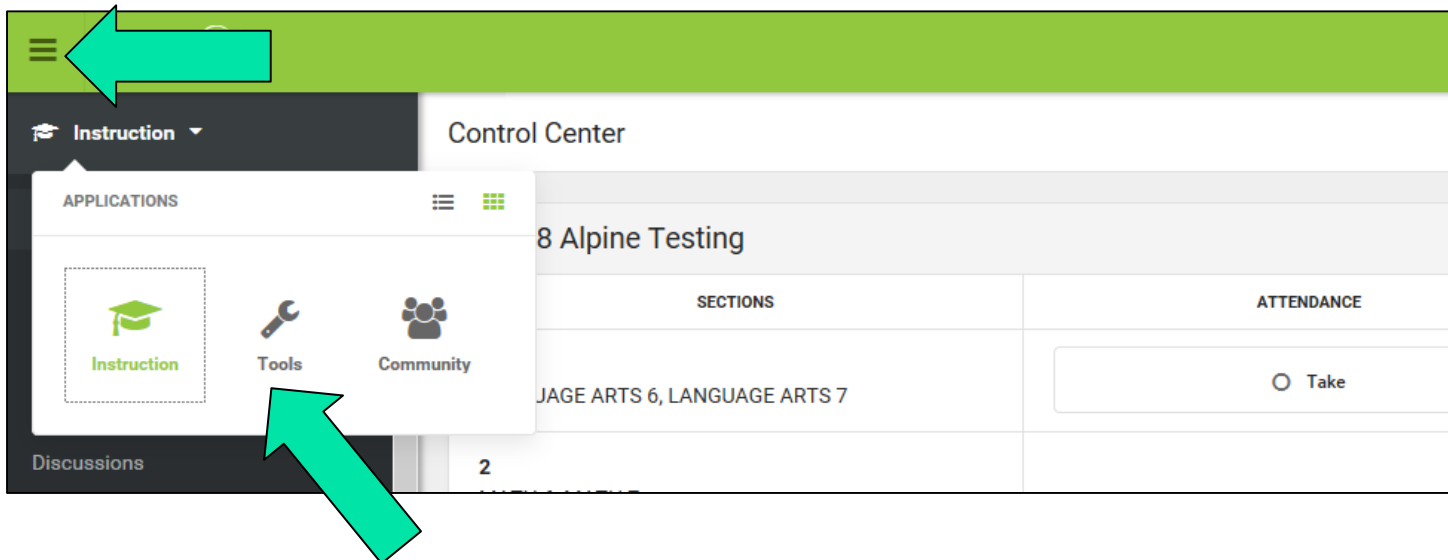
# Changing Year / School

- Your IC username and password matches what you use to log into the computer.
- After logging in, you will see the year and school in the top right corner. Click the year and school name to switch year and/or school if needed.



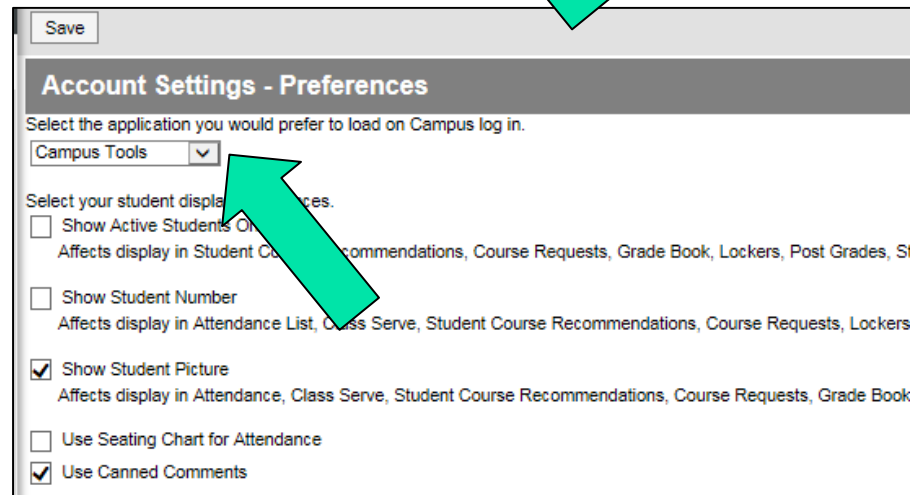
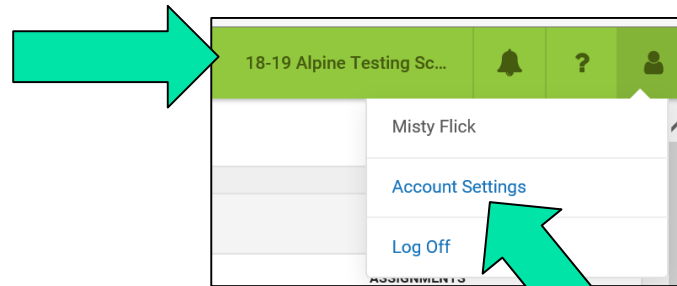
# Campus Instruction

- Teacher accounts should default to Campus Instruction. If the screen defaults to a “control center”, then you are in Campus Instruction. If it starts with your name, then also has “Student Information”, you are in Campus Tools.
- To toggle back and forth, as well as get the menu, click the 3 lines in the top left in the green bar.



# Account Settings

- Account Settings has moved to a new icon in the top right (a little person outline)
- You can set your homepage to Campus Tools or Campus Instruction (see previous slide)
- Choose if you want to see only active students, show student pictures (helpful at the beginning of the year especially), or set if you want to use a seating chart for attendance.
- Make sure to Save!



# Roster

- Click the Roster link on the left Index.
- Note: if you selected to show student pictures (see previous slide) those will display. Note also the Flags and Health icons. Hover over them to view information.
- To print, use the Report Options button, then choose which info to display.

18-19 Alpine Testing Sc...

Term Q1 (08/20/18 - 10/13/18) Section 8) LAN100A-1 ENGLISH 9

All Active Incoming Dropped Report Options

Active Students (10)

Males: 7  
Females: 3  
Grade 09: 5  
Grade 10: 5

Name	Gender	Grade	DOB	Start Date	End Date	Flags	Health	IEP	PLP	RTI
Cade, Barry ("Barricade") #101528	M	10	01/01/2004							
Crow, Vai ("Velcro") #101529	F	09	01/01/2004							
Down, Neil ("Kneel down") #101500	M	10	01/01/2000							
Einstein, Frank #107544	M	10	01/01/1999							



# Attendance

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- Students are assumed to be present unless marked absent.
- If the office has already entered attendance (out sick for the day) it will show the absence, as well as a comment (if entered).
- Even if all students are present, you **MUST** Save the attendance!
- Note: teachers cannot excuse absences / tardies. Any absence or tardy will display as an “unknown” yellow absence until the office re-codes it.
- Attendance can only be taken same day. Eg, if I forgot to take attendance yesterday, teachers cannot go back and enter that information.
- You may use a seating chart to take attendance. Note: comments don't show, and any new student to your class must be added to the seating chart before attendance can be taken.



# Attendance

- P is Present, A is Absent, and T is Tardy
- If teaching multiple classes, you can change the attendance period along the top of the attendance screen.

Instruction ▾

Control Center

Grade Book

Planner

Message Center

Discussions

**Attendance**

Positive Attendance

Roster

Roster Verification

Seating Charts

Student Groups

Class Serve

Post Grades

Assignment Overview

Period 1 Period 8

Save Seating Chart

LAN100A-1 ENGLISH 9

Students: 11 ▲ 8 2 1 Excuse Comments

	09 Case, Justin ("Just in case")	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A	<input type="checkbox"/> T	
	09 Ester, Polly	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A	<input type="checkbox"/> T	
	09 Fima, Tara	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A	<input type="checkbox"/> T	
	09 Graham, Anna	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A	<input type="checkbox"/> T	
	09 Ho, Heidi	<input type="checkbox"/> P	<input checked="" type="checkbox"/> A	<input type="checkbox"/> T	
	09 Kuehl, Molly	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A	<input type="checkbox"/> T	
	09 Monella, Sal	<input type="checkbox"/> P	<input type="checkbox"/> A	<input checked="" type="checkbox"/> T	In at 8:40, was in restroom
	09 O'Naire, Billy	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A	<input type="checkbox"/> T	
	09 Pohl, Tad	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A	<input type="checkbox"/> T	
	09 Stration, Reggie	<input checked="" type="checkbox"/> P	<input type="checkbox"/> A	<input type="checkbox"/> T	



# Secondary Grading

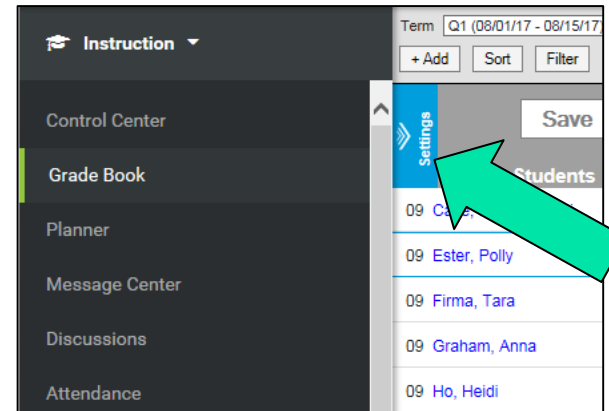
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- To use the gradebook for tracking assignments and scores, two pieces must be setup first.
- **Category** (can have more than one): Each class (section) must have at least one category before assignments can be created / saved.
- **Grading Scale**: Each class (section) must set a grading scale on a grading task (like Final, Quarter, etc) before grades can be posted. **Enhancement: a new set of grading scales, named \*\*D6 Standard\*\* or \*\*D6 Weighted\*\* have been pre-added to all D6 courses.**
- Note: a posted grade will show on report cards / transcripts.
- At this time, the office cannot post grades for you – please make sure when you update assignments / scores, also repost at the same time. Note: certain schools may have auto-posting setup; check with your office if you are not certain.

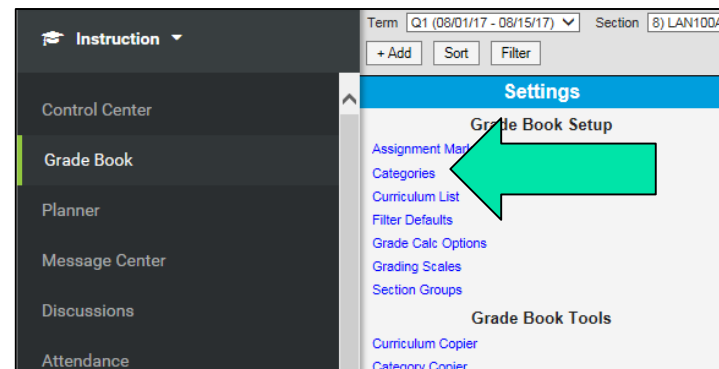
# Secondary Grading

## Categories

- To setup a category, go to Gradebook, then click the Settings tab in blue on the left.



- Click Categories
- Click the "Add" button at the bottom right to create a new category.





# Secondary Grading

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## Categories

- Fields in \*Red are required
- Fill in the \*Name (all, daily, participation, tests, etc)
- Fill in the \*Weight (up to 100%)
  - Note: If you plan to have multiple categories (eg, Homework, Tests/Quizzes, and Participation), the weights for the three groups should add up to 100% total.
- If you would like IC to drop the lowest score automatically, you can check that checkbox as well.
- Check the Section(s) with which to associate the category
- Choose the grading task(s)
  - Note: Generally will be Quarter or Final.
- Save the category. If you would like more categories, click "Add" and repeat.

# Secondary Grading

- Remember: if there is no category attached to the section, you cannot save an assignment!

Category Detail

\*Name  
Homework

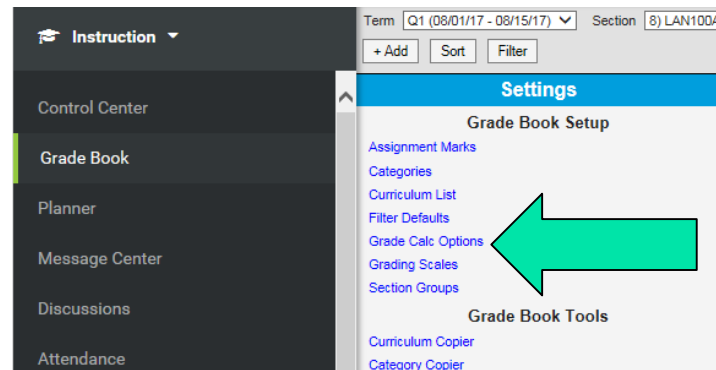
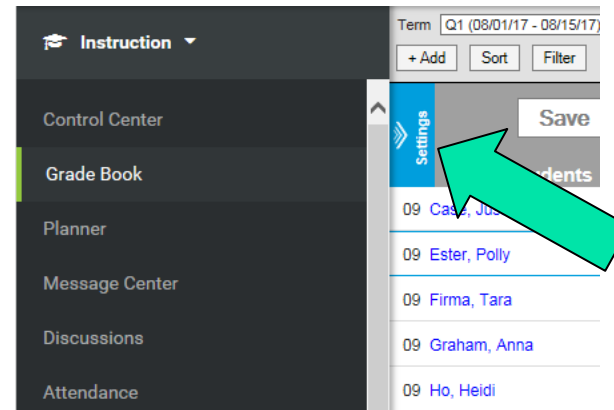
Section	*Weight	Sequence	Exclude from Calculation	Drop Lowest Score (%)
<input type="checkbox"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> 8) LAN100A-1 ENGLISH 9	<input type="text" value="50.0"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> 1) LAN060S-1 LANGUAGE ARTS 6	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> 1) LAN070S-1 LANGUAGE ARTS 7	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> 2) MAT060S-2 MATH 6	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> 2) MAT070S-2 MATH 7	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> 3) SCI060S-3 SCIENCE 6	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> 3) SCI070S-3 SCIENCE 7	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> 5) SCI070NGSS-5 SCIENCE 7 NGSS	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> 4) SOC060S-4 SOCIAL STUDIES 6	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> 4) SOC070SCAS-4 SOCIAL STUDIES 7 CAS	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save Delete Close

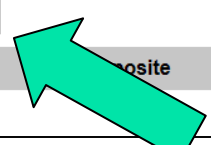
# Secondary Grading

## Grade Calc Options

- To assign a grading scale, go to Gradebook, then click the Settings tab in blue on the left.
- Click Grade Calc Options
- Note: you may need to click on "Show All" to see the grading tasks



Grading Tasks	
Term/Grading Tasks: <input type="button" value="Show All"/>	
Term	Grading Task
All	All



# Secondary Grading

## Grade Calc Options

- Set Calculation Type to "In Progress"
- **New Enhancement**: for D6 courses, the Grading Scale should already be set to **\*\*D6 Standard\*\*** or **\*\*D6 Weighted\*\***.
- **New Enhancement**: for D6 courses, the "Weight Categories" box should already be checked.
- Note: "Use Score's % Value" should NOT be checked.
  - From IC: **Use score's % value** - Marking this checkbox will calculate scores based on the percentage of points earned for each assignment rather than the raw point value. For example, two assignments are scored as 8/10 and 100/100. The point value calculated for these two assignments would be 108/110, or 98%. The percent value calculated would be 80% and 100%, or 90% for the Category.

**Grade Calculation**

Filter: Type  Term  Task

Term	Standard/Grading Task	Composite	Rollup	Calculation
Q1	Final	<input type="checkbox"/>	<input type="checkbox"/>	Type <input type="text" value="In Progress Grade"/> <b>*Grading Scale*</b> <input type="text" value="** D6 Standard **"/> <input checked="" type="checkbox"/> Weight Categories <input type="checkbox"/> Use Score's % Value <input type="checkbox"/> Limit Assignments to Last <input type="text"/> <input type="checkbox"/> Cumulative Grading Starting In <input type="text"/>

# Secondary Grading

- Adding Assignments
- You may add assignments by using the "+ Add" OR Curriculum List option under Settings.

Term: Q1 (08/20/18 - 10/13/18) | Section: 8) LAN100A-1 ENGLISH 9 | Task: P

+ Add

### Settings

#### Grade Book Setup

- Assignment Defaults
- Assignment Marks
- Categories
- Curriculum List
- Filter Defaults
- Grade Calc Options
- Grading Scales
- Section Groups

#### Grade Book Tools

- Curriculum Copier
- Category Copier
- Multi-Post Grades

Save

#### Students

10	Cade, Barry ("Barric...")
09	Crow, Val ("Velcro")
10	Down, Neil ("Kneel ...")
10	Enstein, Frank
10	Flay, Sue M
09	Free, Scott



# Secondary Grading

- Fields in \*Red are required
- Fill in the \*Name
- Fill in the \*Abbreviation
- Choose the section(s) to link the assignment to
- Set the \*Assigned and \*Due date(s)
- Choose the Grading Task to link the assignment to
- Choose which category (if multiple exist) and a scoring type of "Points".
- Save

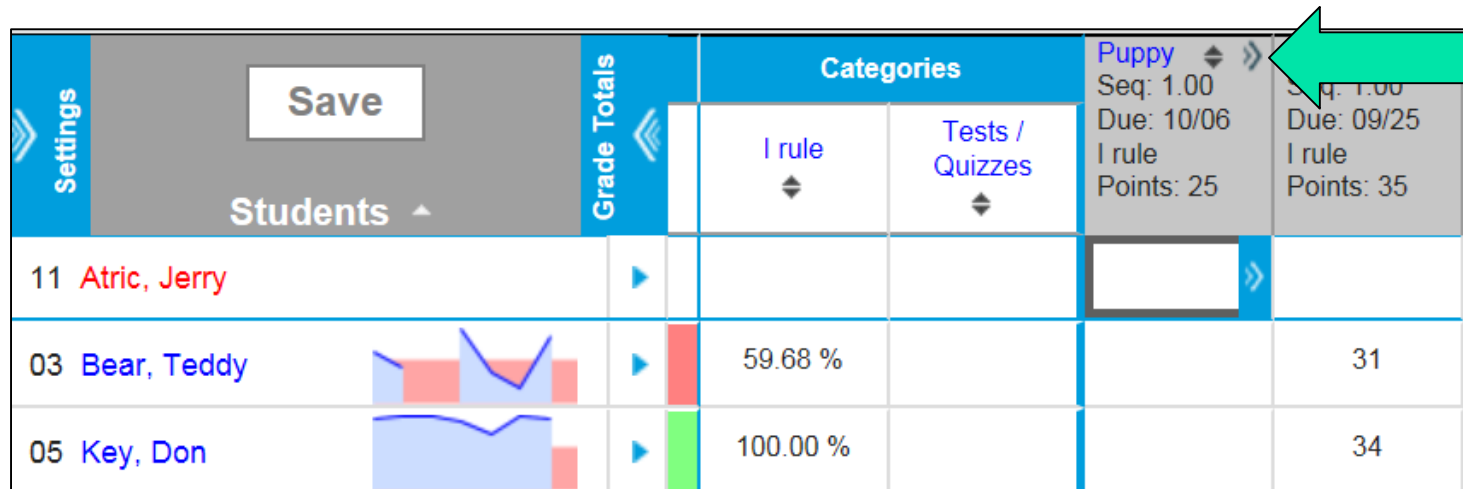
The screenshot shows the 'Assignment Detail' form with the following fields and values:



- \*Assignment Name:** Chapter 1 Test
- \*Abbreviation:** C1T
- Scheduling/Grading Alignment:** A table with columns for Section, Portal, \*Assigned, \*Due, \*GB Seq, and Student Group. One row is selected for '8) LAN100A-1 ENGLISH 9' with assigned and due dates of 08/27/2018 and a GB Seq of 1.00.
- \*Category:** Daily
- \*Standard/Grading Task:** Final
- Scoring Type:** Points
- \*Total Points:** 100
- \*Multiplier:** 1

Green arrows point to the \*Assignment Name, \*Abbreviation, \*Assigned and \*Due date fields, and the \*Total Points field.

# Secondary Grading

- Entering individual scores
- You may enter scores manually, or use the arrow to the right of the name of the assignment to get more options.

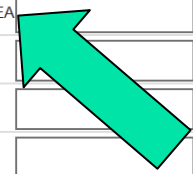
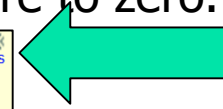


Settings	Save	Grade Totals	Categories		Puppy	
Students			I rule	Tests / Quizzes	Seq: 1.00 Due: 10/06 I rule Points: 25	Seq: 1.00 Due: 09/25 I rule Points: 35
11 Atric, Jerry						
03 Bear, Teddy			59.68 %			31
05 Key, Don			100.00 %			34

# Secondary Grading

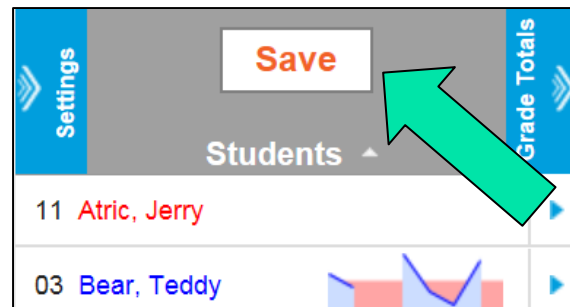
- The expanded view will show students who were absent on that day, and if it's excused / unexcused.
- There is also the option to fill scores / comments.
- Hover over the codes (T, M, L, I, Ch, X, Dr) to see what they mean.
- Note: anything flagged as Missing or Cheated will drop the score to zero.

Settings	Save	Grade Totals	t1 Seq: 1.00 Due: 09/25 Points: 200	P & R Seq: 1.00 Due: 09/20 Points: 100	Chris Seq: 1.00 Due: 09/10 Points: 30	j: Joan Jett's impact on the WORLD Seq: 1.00 Due: 09/02 Points: 20	0 0 0 0 0 0 1	Fill Scores/Comments Multi Score
Students							T M L I Ch X Dr	Student Submission
11 Atric, Jerry							T M L I Ch X Dr	
03 Bear, Teddy		40	42	30		EA	T M L I Ch X Dr	
05 Key, Don		205	75	28	20		T M L I Ch X Dr	
05 Knot, Shirley		446	92	27	18		T M L I Ch X Dr	
05 Legg, Peg		196	88	30	19		T M L I Ch X Dr	
06 Loulah, Halle		32	0	25	20		T M L I Ch X Dr	
05 Made, Taylor		0	0	0	22		T M L I Ch X Dr	
05 Mellow, Marsha		105	78	45	17		T M L I Ch X Dr	
02 Meter, Milly		0	33	25	20		T M L I Ch X Dr	
07 Mobile, Otto		225	97	30	47		T M L I Ch X Dr	



# Posting Grades

- To post grades for students, someone in the front office must open the grading window for the task (Quarter, Final, etc).
- If you cannot post grades, first check that a grading scale has been assigned to the task (see slides 14-15). If a grading scale has been assigned, but you still cannot post, please contact the front office to make sure the grading window has been opened.
- Click Save (in Orange), then go to Post, choose what task to post it to, and Save again.



# Posting Grades

(From previous slide as well, con't)

- If the Post Grades button isn't orange, please contact the office.
- If there are no in-progress grades, you need to set a grading scale (see slides 14-15)
- Choose the term/task combo
- Save again

In Progress				Categories	
Points ↕	Possible ↕	Percent ↕	Post Grade	Tests / Quizzes	
188	315	59.68 %	F (59%)	59.68 %	

Settings | Students | Grade

11 Atric, Jerry

03 Bear, Teddy

Save

**Post Grades**

Post In Progress Grade(s)

In Progress/Proficiency Estimate from:

Term: Q1

Task: SM1

Post to:

Term:

Task:

OK Cancel



# Thank you!

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Please contact the SIS department at  
x6065 with any questions or email  
[SISHelpDesk@greeleyschools.org](mailto:SISHelpDesk@greeleyschools.org)