Teacher Attendance / Gradebook Setup

By the SIS Department

Preliminary

- 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".
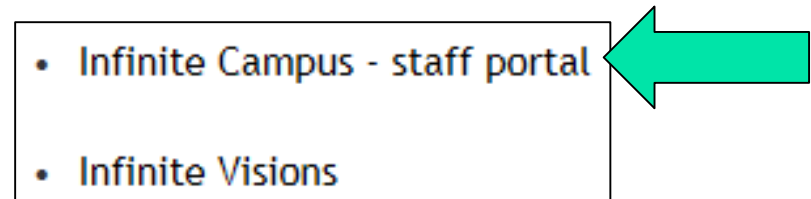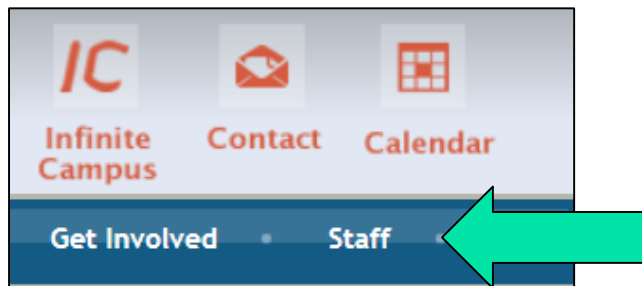
Changing Year / School

- 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.
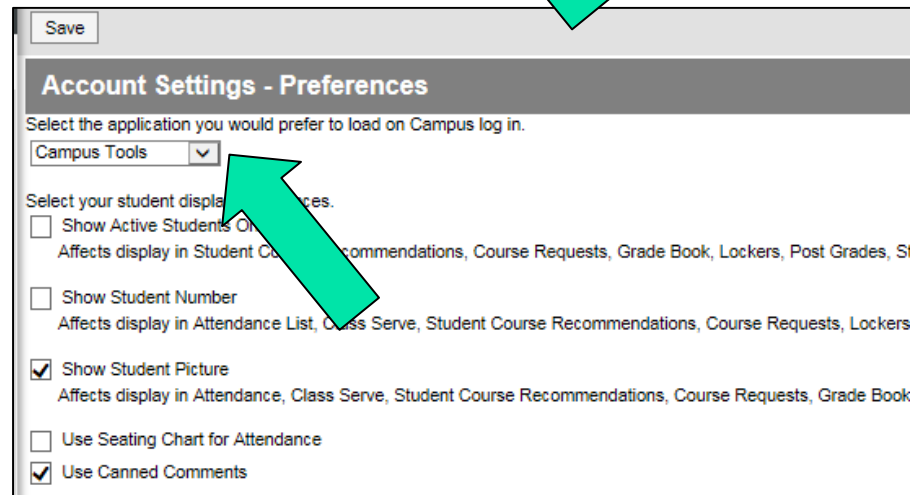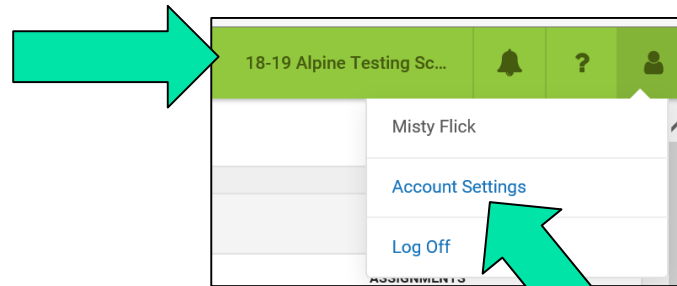
1) LAN060S-1 LANGUAGE ARTS 6 | 18-19 Alpine Testing School ⌄ 🔔 ⊞ ❓ ⤷ Log Off

🎓 Instruction 👥 Community

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.
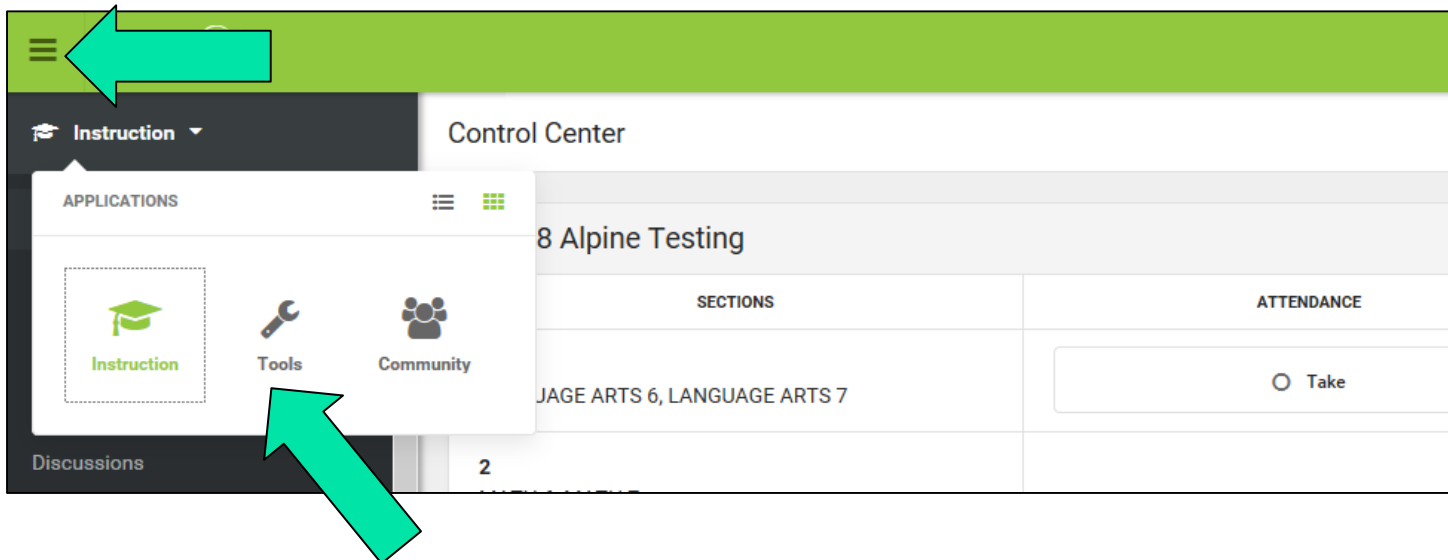
Account Settings

- 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!

18-19 Alpine Testing Sc...

Misty Flick

Account Settings

Log Off

Save

Account Settings - Preferences

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

Campus Tools

Select your student displa...   ...ces.

☐ Show Active Students O...

Affects display in Student C... ...commendations, Course Requests, Grade Book, Lockers, Post Grades, S...

☐ Show Student Number

Affects display in Attendance List, Class Serve, Student Course Recommendations, Course Requests, Lockers...

☑ Show Student Picture

Affects display in Attendance, Class Serve, Student Course Recommendations, Course Requests, Grade Book...

☐ Use Seating Chart for Attendance

☑ Use Canned Comments

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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.

Attendance

- 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.
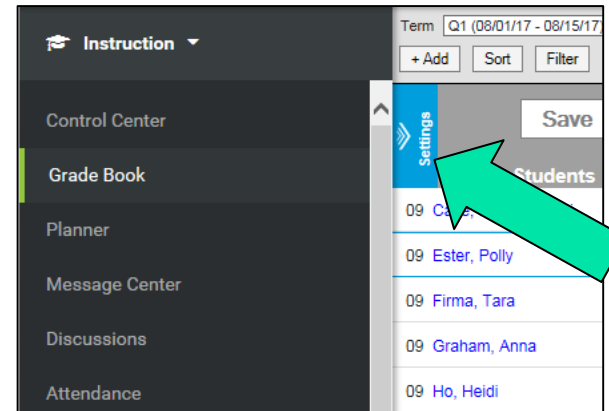
Secondary Grading

- To use the gradebook for tracking assignments and scores, two pieces must be setup first.
- **<u>Category</u>** (can have more than one): Each class (section) must have at least one category before assignments can be created / saved.
- **<u>Grading Scale</u>**: Each class (section) must set a grading scale on a grading task (like Final, Quarter, etc) before grades can be posted. **<u>Enhancement: a new set of grading scales, named **D6 Standard** or **D6 Weighted** have been pre-added to all D6 courses</u>**.
- 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

<u>Categories</u>

- 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.
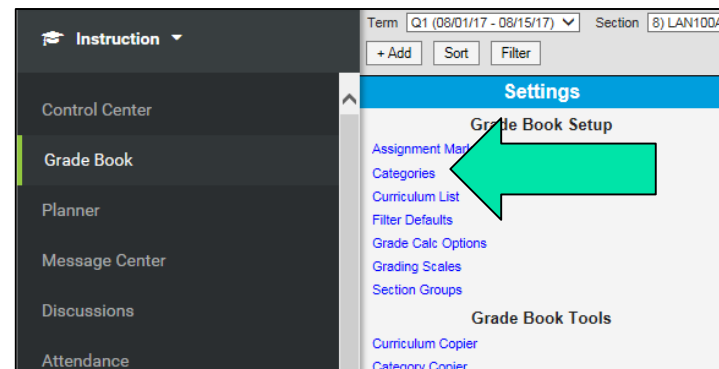
Secondary Grading

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!
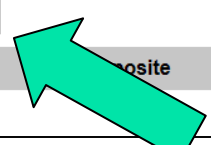
Secondary Grading

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
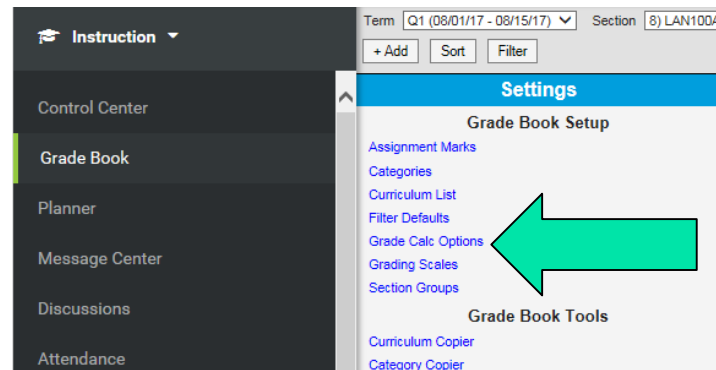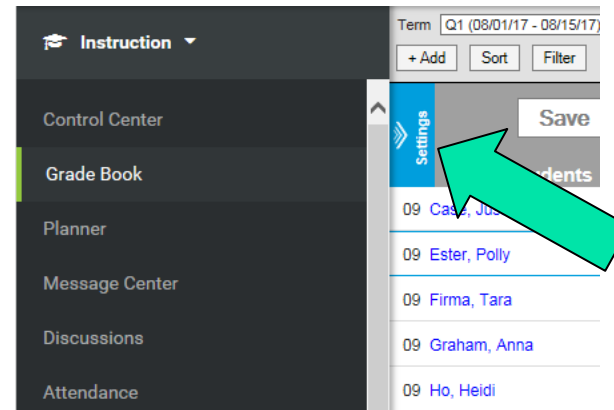
Secondary Grading

Grade Calc Options

- Set Calculation Type to "In Progress"
- **<u>New Enhancement</u>**: for D6 courses, the Grading Scale should already be set to **D6 Standard** or **D6 Weighted**.
- **<u>New Enhancement</u>**: 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.

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Secondary Grading

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

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
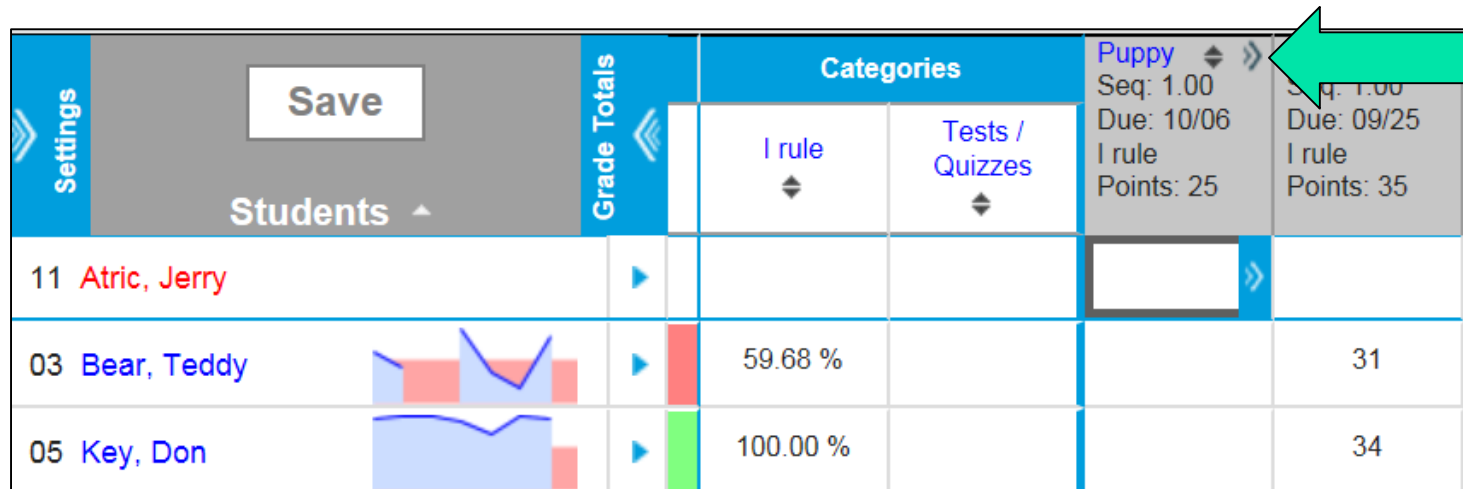- Choose which category (if multiple exist) and a scoring type of "Points".
- Save

Assignment Detail

*Assignment Name
Chapter 1 Test

*Abbreviation
C1T

▼ Scheduling/Grading Alig

Section	Portal	*Assigned	*Due	*GB Seq	Student Group
✕ 8) LAN100A-1 ENGLISH 9 Terms: Q1, Q2, Q3, Q	☑	08/27/2018	08/27/2018	1.00	No Groups

Add/Remove

*Category
Daily

Include in Grade Calculation
☑

*Standard/Grading Task	Scoring Type	*Total Points	*Multiplier
✕ Final	Points	100	1

Add

Delete Copy New Assignment Score Save

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.
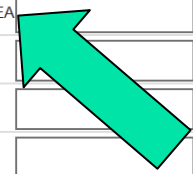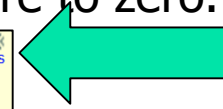
Secondary Grading

- 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.

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.
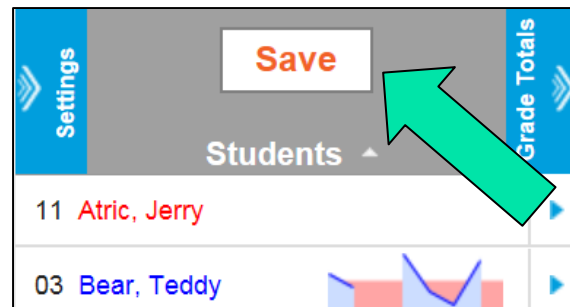
Posting Grades

(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	ests / uizzes ⇕	
188	315	59.68 %	F (59%)	59.68 %	

Post Grades

Post In Progress Grade(s)
In Progress/Proficiency Estimate from:
Term: Q1
Task: SM1
Post to:
Term:
Q1 ⌄
Task:
SM1 ⌄

OK   Cancel

Save

Settings

Grade

Students ▲

11 Atric, Jerry ▶

03 Bear, Teddy ▶

Thank you!

Please contact the SIS department at x6065 with any questions or email
SISHelpDesk@greeleyschools.org