Teacher Attendance / Gradebook Setup

By the SIS Department
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”.

![Image showing Infinite Campus interface]
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.
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.
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.

- **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

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”

**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.
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
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
Thank you!

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