Custom Computer Specialists
Right People. Right Results.®

Teacher Manual

Infinite Campus

Prepared by:
Custom Computer Specialists, Inc.
Professional Development Team

Version 1837
This manual created by
Custom Computer Specialists, Inc.
70 Suffolk Court
Hauppauge, NY 11788
www.customonline.com

Copyright © 2018
Custom Computer Specialists, Inc.
All rights reserved

Infinite Campus and Custom Computer Specialists, Inc.

About Infinite Campus

Infinite Campus is a comprehensive, Web-based K-12 student information system (SIS) with real-time access to administration, instruction, communication, curriculum, reporting and analysis, data warehousing functionality and more. For 25 years, Infinite Campus has successfully implemented its solutions for customers of all sizes. Managing 7.8 million students in 45 states, Infinite Campus is the most trusted name in student information. Infinite Campus customers range from school districts with fewer than 100 students to those with more than 600,000, as well as regional consortia, state departments of education and the federal government.

About Custom Computer Specialists, Inc.

Headquartered in Hauppauge, NY, Custom Computer Specialists, Inc., is a leading privately held Long Island based technology solution provider. Custom delivers a wide array of technology services including: project management, on-site staffing, managed services, networking and wireless solutions, desktop installation, and service and support.

Table of Contents

TEACHER MANUAL **5**

ACCOUNT SETTINGS **6**

GRADE BOOK OVERVIEW **7**

GRADING SCALES & ASSIGNMENT MARKS **10**
Setting Up Assignment Marks 10

GRADE BOOK SET-UP **13**
Description 13
Setting Up Student Groups 13
Setting Up Grade Calculation Options – No Calculation Option 15
Setting Up the Grade Calculation Options – In Progress Grade 16
Setting Up the Grade Calculation Options – Rubric Based Grading 18
Methods of Calculating Proficiency Estimates 18
Setup 19
Setting Up Composite Grading 20
Setting Up Cumulative Grading 21
Setting Up Standards Rollup 22
Setting Up Categories 23
Viewing and Editing Categories 25
Copying Categories 26

ASSIGNMENTS **28**
Creating Assignments 28
Viewing and Editing Assignments 31
Copying Curriculum 32
Assignment Default 35
Assignment Overview 37

GRADE BOOK LAYOUT & FEATURES **38**
Layout 38
Customizing the Grade Book Layout 40
Sort 40
Filters 41
Settings 42
Section Groups 42
Other 45
Preferences 45
Scoring Assignments 46
Manually Scoring in the Grade Book 47
Using the Score Editor to Score En Masse 47

 © 2018 Custom Computer Specialists, Inc. All Rights Reserved

Adding Comments for Assignment Scores 49
Score Copier....51
Which Students Display....52
Student Summary....52
Copy Scores 52
Posting Grades/Proficiency Levels 54
Posting 'In-Progress' Grades for Points/Marks based Grading 54
Posting 'Proficiency Estimates' for Rubric Based Grading....55
Posting Grades to Other Tasks....56
Multi-Post Grades Option 56
Posting Grades En Masse:....57
Rollup Calculation in Post Grades 58
Editing Posted Grades 59
Posting Final Grades for a Course 60

POST GRADES: GRADING MANUALLY 61
Entering Grades by Standard/Task 61
Entering Grades by Student 64
Note on Composite Grading and the Grade Book 66
Additional Note if using Auto Grade with Composite Grading 66

GRADEBOOK FREQUENTLY ASKED QUESTIONS 67

CONTROL CENTER 69
Context Switcher....69
Notifications....69
Help....70
User Menu....70
Attendance in the Control Center 71
Grading Assignments in the Control Center....72
To score an assignment from the Control Center....72
Student Information in the Control Center 72

MESSAGE CENTER 75
Communicating with Parents and Students 75

ATTENDANCE 82
Taking Attendance....82

ROSTER 86

SEATING CHART 88
Creating a Seating Chart 88
Printing Options....92

STUDENT GROUPS 93

© 2018 Custom Computer Specialists, Inc. All Rights Reserved

ASSIGNMENT OVERVIEW **95**

STANDARDIZED TESTS **96**

COURSE REQUESTS **97**

ADDITIONAL TOOLS **98**

CAMPUS LEARNING **99**

PLANNER **99**
My Curriculum....99
Other Curriculum....103
Comparing Curriculum Between Teachers....103
Searching and Adding Curriculum from the Library....105
My Schedule....108
Other Schedules....110

DISCUSSIONS **112**
Create a Discussion....112
Step 1 - General Information....112
Step 2 - Participants....113
Step 3 - Settings....114
Settings....115
View Discussions & Threads....117
Discussion-Level Moderator Actions....118
Thread Filter Options....119
Create Threads & Posts....121
Create a Thread....121
Create a Post....122
View Discussion Posts....123
Thread-Level Moderator Actions....124
Post Options....124
Post Filter Options....128

GRADEBOOK OPTIONS **129**
Units and Lesson Plans....133
Creating a Unit....133
Creating a Lesson Plan....135
Viewing and Editing Units and Lesson Plans....137
Score Analysis....138

PROGRESS MONITOR **140**
Understanding the Progress Monitor....141
Filtering....142
Settings....143

 © 2018 Custom Computer Specialists, Inc. All Rights Reserved

Tools 143
Display Preferences 144
Navigating the Progress Monitor 146
Grid Square 147
Portfolio 147
Portfolio Filters 148
Standards & Grades 148
Assignment Scores & Grades 149
Assignments 149
Individualized Assignments 150

REPORTS **152**

© 2018 Custom Computer Specialists, Inc. All Rights Reserved

TEACHER MANUAL

Target Audience
This manual is intended for Teachers who are using Campus Instruction.

Objective
The purpose of this manual is to assist Teachers in setting up and maintaining the Campus Instruction Grade Book as well as utilize the various tools and reports of Campus Instruction.

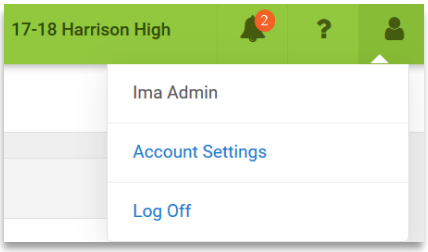
 © 2018 Custom Computer Specialists, Inc. All Rights Reserved

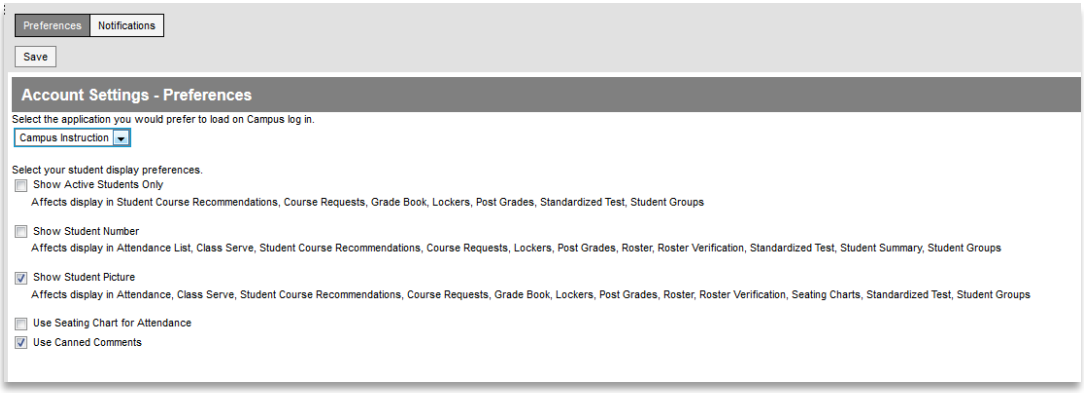
ACCOUNT SETTINGS

Description

The Account Settings tool allows a teacher to establish basic parameters for how Campus Instruction works.

1. Navigate to the little person in the upper right corner. It is known as the *User Menu.* Select *Account Settings.*





2. Select the default application that loads when signing into Infinite Campus. Dropdown options are either Campus Instruction, where Gradebook, Attendance, and other Teacher tools are available or Campus Tools, where General Student Information is housed.

3. Click on the checkboxes for all items needed:

   Show Active Students Only – this option will hide dropped (i.e., red) students from the Grade Book, Course Requests, Standardized Tests, and Student Groups screens.

   Show Student Numbers – this option will display the student number on the Attendance, Course Requests, Post Grades, Roster, Student Summary, and Student Groups screens.

   Show Student Pictures – this option will display the student picture on the Attendance, Grade Book, Course Requests, Roster, Seating Charts, Student Summary and Student Groups screens.

© 2018 Custom Computer Specialists, Inc. All Rights Reserved

Use Seating Chart for Attendance – this option will display the seating chart on the Attendance screens. For this to function, seating charts must be set up. See the Seating Charts section of this manual for instructions.

Use Canned Comments – This option will enable the canned grading comments to be selected by the teacher in the Grade Book and Post Grades tools. The canned comments are created by the school/district.

GRADE BOOK OVERVIEW

Special Note:

Campus Instruction will pull district grading setup when the teacher accesses the Campus Instruction. Grading setup will be pulled for all of a teacher's sections in all calendars where the teacher has calendar rights and is listed as a primary teacher or teacher.

Note to Admins: When a guest accesses a section's grade book, district grading setup will be pulled for that section and any other sections in the same course taught by the same teacher team.

This means if any further changes are made at the course level to grading set up, the **changes will not be pushed to the teachers who have accessed Campus Instruction prior to the changes.** Those teachers will have to manually change the grading set up (or have an admin push the changes from the Course/Course Master level).

When the Gradebook is first accessed, an “Initializing Sections” message appears.

Description

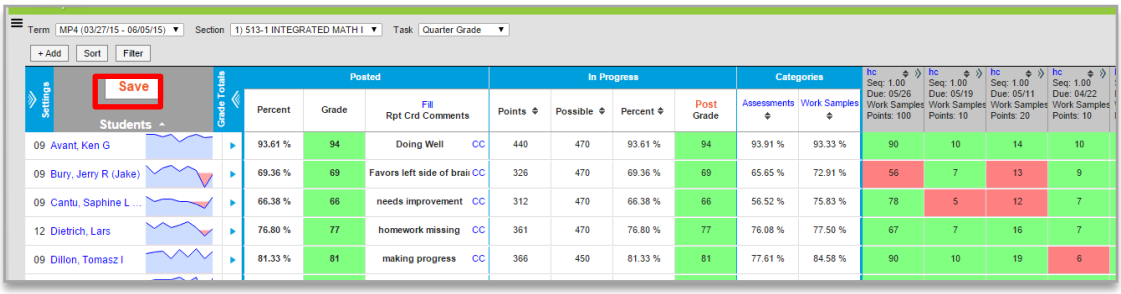
The *Grade Book* is the tool teachers use to collect and track grades for student work. It is used to create and score assignments, communicate with parents and students about progress, analyze individual and class performance, and display a running calculation of student grades that will eventually be posted to a section’s standards/grading tasks.

Prior to using the Grade Book, teachers must define each section’s calculation options for in-progress grades and create assignment categories. Composite grade calculation options and categories may be created and locked at the course level. Whether or not to do this is a district preference.

All information entered in the Grade Book can be viewed by School Staff (depending on user rights) through the student’s Schedule or Grades tab.

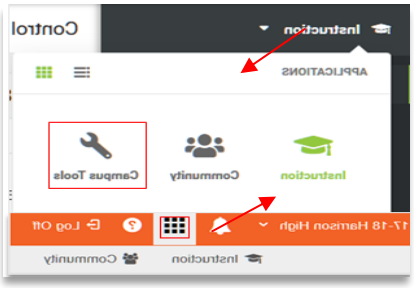
When making changes to the Grade Book, it is recommended to Save often.

 © 2018 Custom Computer Specialists, Inc. All Rights Reserved



Special Note:

When working with any of the tasks in this manual, teachers need to be in Campus Instruction. Use the App Switcher to switch back and forth between Campus Tools and Campus Instruction.



Vocabulary

Include in Grade Calculation – This check box, if unchecked, allows activities to be entered in the Planner as 'non-graded' events. Use this option to manage unscored classroom activities that are part of the curriculum. If the user plans to score the assignment, leave the checkbox marked.

Assignment– Assignments are a way to track the students' work products. They are the areas in the Grade Book where the teacher will enter individual scores (i.e., American Revolution essay, Civil War test, Final Project). If needed, individual assignments can be set up to count at different point weights toward the in-progress grade.

Assignment Marks – Assignment Marks are used to convert a score entry to a percent-earned for a graded Assignment.

Category – Categories are folders that are used to organize assignments within the Grade Book (e.g., Tests, Quizzes, Projects). Categories can be weighted differently if needed (i.e., Tests = 50%, Quizzes = 30%, Projects = 20%).

Cumulative Grading – Cumulative grading establishes a starting term for calculating grades across multiple terms. Cumulative grading is established in Grade Calc Options.

Composite Grading – Calculates the Final grade based on Grading Tasks selected and their % value (i.e., Q1 Grade – 23%, Q2 Grade – 23%, Q3 Grade – 23%, Q4 Grade – 23%, Final Exam – 8%). This can be set up by either the District or the teacher. If the district enters it on the courses, they usually remove rights from teachers to make it view only so all of the classes are consistent.

© 2018 Custom Computer Specialists, Inc. All Rights Reserved

Grading Scale – The Grading Scale is used to convert an actual number in a student's in-progress Grade Book section (e.g. 95) to a score (e.g. A) for a grading task or standard. For example, an in-progress calculation 87.63 might convert to 88 on a numeric scale or B+ on an alpha scale. Many districts set up the Grading Scale on a school or district level and do not allow teachers to create their own.

Multiplier – This is the method of giving an assignment more value than another assignment while maintaining the same overall grading method. Example: If my quizzes and tests use the same scale (10 points) I could designate the Test Assignment to be worth 10 times the value of the Quiz Assignment. While still graded on a 10 point scale, a 9 on the test would be worth 90 points. Other teachers choose to create separate Categories for tests and quizzes and Weight the Category accordingly.

Posting Grades – The process by which grades are entered in Campus to appear on students' report cards.

Weights or Weighting – Infinite Campus allows teachers to decide the relative values of Categories. The Weight of that Category determines the percentage all assignments within the category will contribute to the overall score for that marking period. It can also be used to give individual assignments more value than other assignments without separate Categories. See *Multiplier* above.

Special Note:

As of July 1, 2018, some features within Campus Instruction and Gradebook are packaged with **Campus Learning. Throughout the manual, the items included with Campus Learning will be indicated with an asterisk*.** Please refer to the separate Campus Learning section for how to use the features.

 © 2018 Custom Computer Specialists, Inc. All Rights Reserved

GRADING SCALES & ASSIGNMENT MARKS

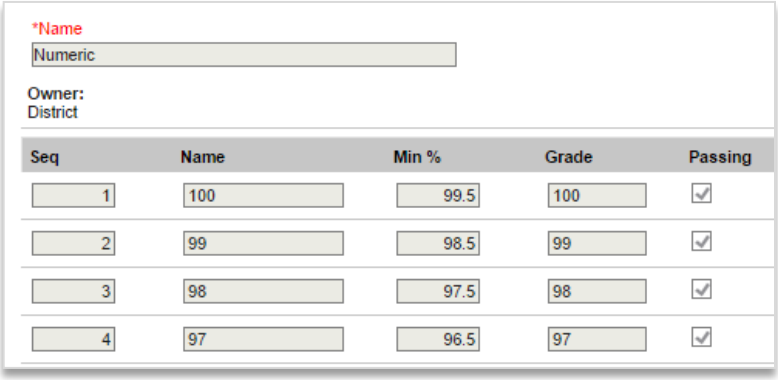
Description

Teachers using calculation options in the Grade Book tool must have a Grading Scale established first. Assignment Marks, though not required, may also be set up. *Teachers using the 'No Calculation' option in the Grade Book tool can skip these steps.*

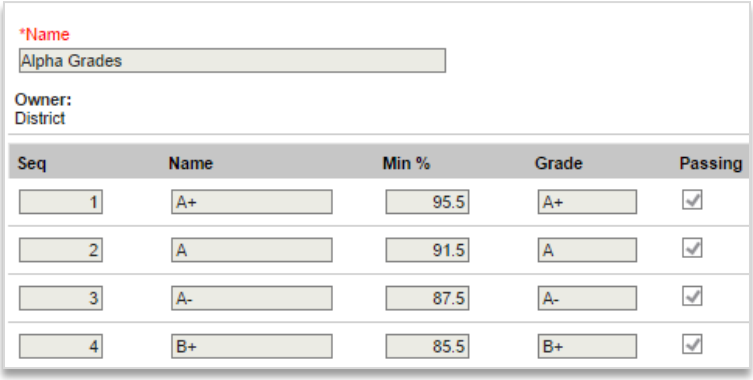
The Grading Scale is used to convert an actual number in a student's in-progress Grade Book section (e.g. 95) to a score (e.g. A) for a grading task or standard. The Grading Scale can be set up as Alpha, Numeric, Rubric, or Pass/Fail. For example, an in-progress calculation 87.63 might convert to 88 on a numeric scale or B+ on an alpha scale. **Many districts set up the Grading Scale on a school or district level and do not allow teachers to create their own.**

Assignment Marks are used to convert a score entry to a percent-earned for an *assignment* (e.g., State Capitals HW). Assignment Marks can be set up in various ways, based on a teacher's individual preference. For example, scores for a 22-point homework assignment might be entered with marks A, H, or N to attribute 100% (All), 50% (Half) or 0% (None) of the assignment's total points, respectively. Assignment Marks may be set up on an individual teacher-basis or at district level and tied to assignments as needed.

Example of a Numeric Grading Scale



Example of an Alpha Grading Scale



If a grading scale item needs to be removed, click on the delete button (✕) to the left of the sequence number, and it will be deleted when the changes are saved.

Setting Up Assignment Marks

1. Navigate to *Grade Book* > *Settings* > *Assignment Marks*. All Assignment Marks previously set up by the teacher will display in the editor.

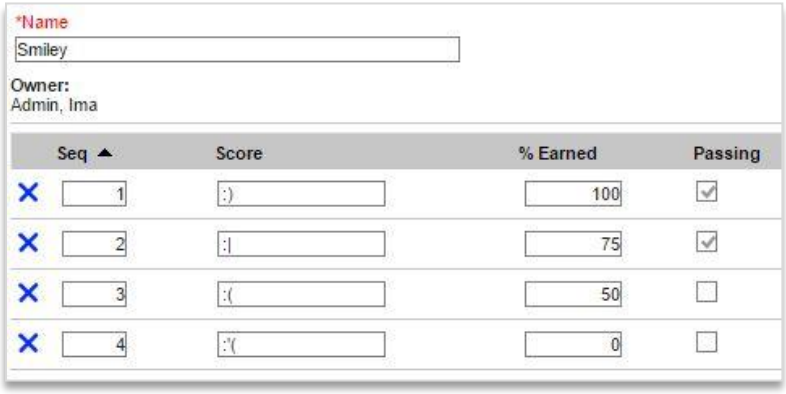
   Note: If two or more teachers are assigned to the same section, they will have read-only access to any Assignment Marks created by the other teacher(s). These will only display when the shared section is selected in the header toolbar.

2. Click on the <Add> button.

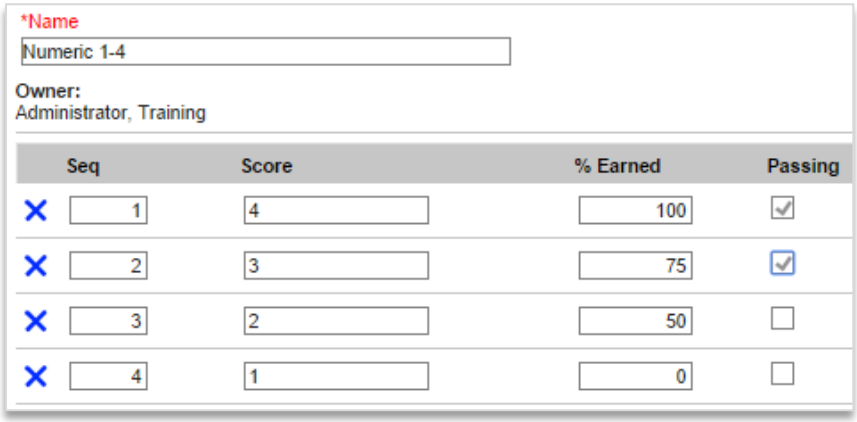
© 2018 Custom Computer Specialists, Inc. All Rights Reserved

3. Type the *Name* of the Assignment Mark. It is recommended to use names that define the types of marks being assigned (i.e., Pass/Fail, Completion, Alpha, etc.).
4. Click on the <Add Row> button.
5. The *Sequence* number will determine the order in which the score appears in a dropdown list.
6. Type the *Score* – this is a mark a teacher could enter when scoring an assignment in the Grade Book or Assignments tool. Alpha or numeric characters are typically used; however, symbols may be used (+, -, *). The following characters are already associated with score values in Campus and should be avoided: T, L, X, M, I, Ch, Dr.
7. Type the *% Earned* – this is the percentage of points a student will earn when an assignment is scored with the associated mark. This is what will be used in the Gradebook to calculate the grade.
8. Check the *Passing* checkbox for all scores that are considered passing scores.
9. Click on the <Add Row> button to add another assignment mark item.
10. When finished, click on the <Save> button.

Example of Symbol Assignment Marks

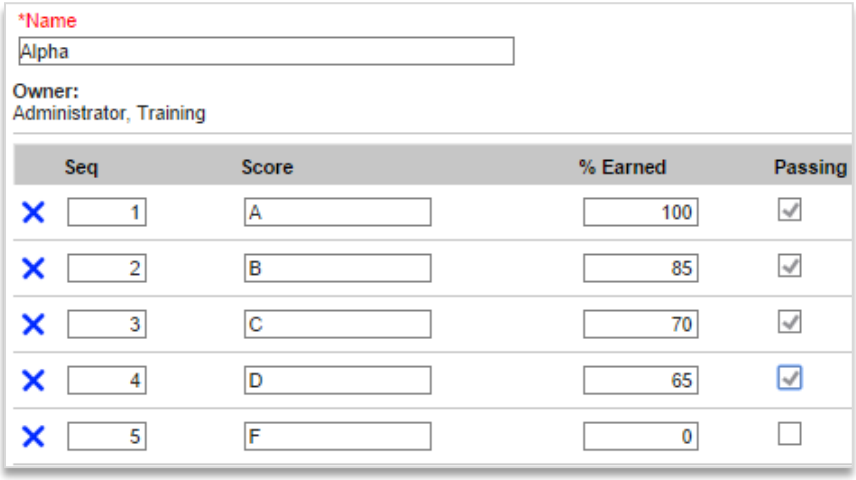


Example of Numeric Assignment Marks



 © 2018 Custom Computer Specialists, Inc. All Rights Reserved

Example of Alpha Assignment Marks



If a score needs to be removed, click on the delete button (✕) to the left of the *Sequence number* and it will be deleted when the changes are saved.

© 2018 Custom Computer Specialists, Inc. All Rights Reserved

GRADE BOOK SET-UP

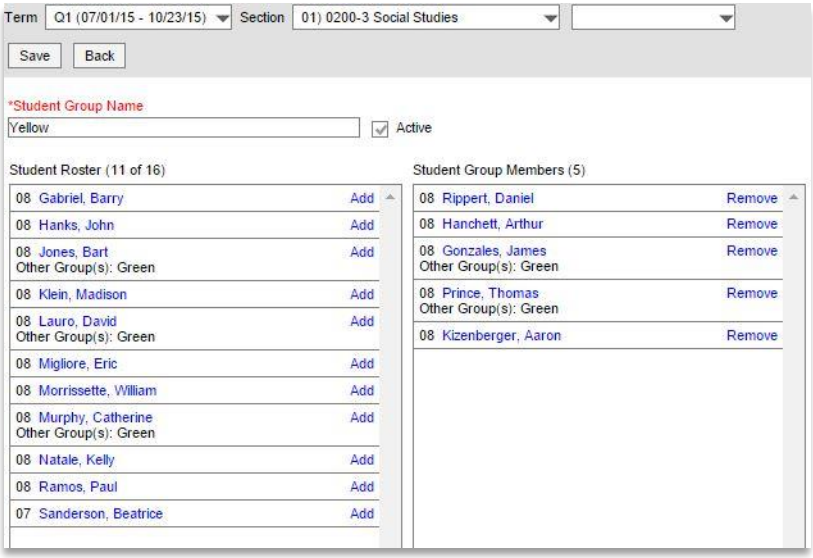
Description

When setting-up a Grade Book, teachers decide how to organize and score assignments. Teachers may set calculation options, including different weighting options on assignment categories, if desired and allowed by the district. For example, a teacher may want to organize assignments into three different categories, each with different weight calculations – Daily Assignments (40%), Notebook (10%), Tests and Quizzes (50%). When assignments are added to these categories and scores are given, the overall percentage is calculated based on these category weights.

In addition, teachers can set up Student Groups, or teams, and create different assignments for each group. This allows teachers to differentiate instruction and graded work for a group of students in the same class.

Setting Up Student Groups

1. Navigate to *Student Groups* in the Index on the left.
2. Select the Desired Section from the Drop Down
3. Click on the <New> button.
4. Type the Student Group Name of this new group to create. The names will print out on reports.
5. The Active checkbox is marked by default. This can be unchecked later if the group is no longer needed for future assignments.



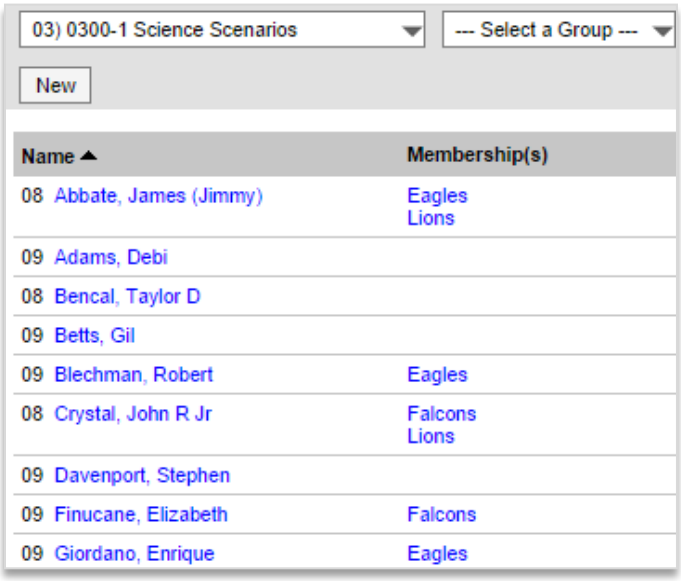
6. Click the <Add> button to the right of a student's name from the *Roster* column to place him/her on the *Student Group Members* column. Repeat for all students needed. Click the <Remove> button name to remove a student from the group.

© 2018 Custom Computer Specialists, Inc. All Rights Reserved

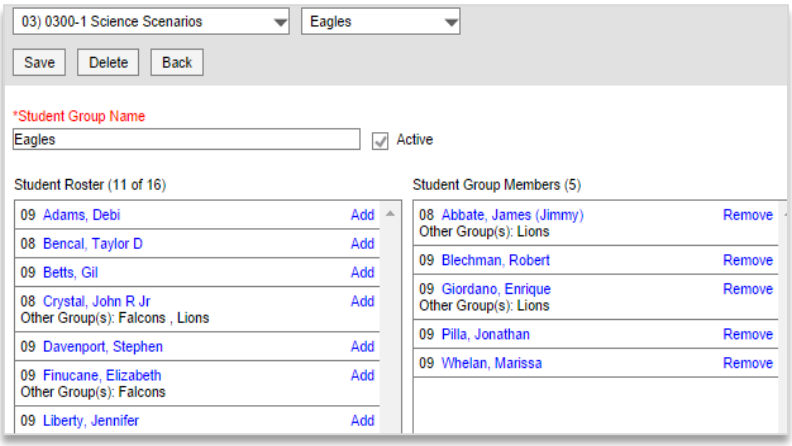
Note: Students may be added to multiple groups. Any other group(s) to which a student belongs will display below his/her name.

> **Special Note:**
>
> Best Practice for naming Student Groups is to not use identifying descriptors. For example, if the students who are grouped together are struggling learners, naming the group Struggling Learners is not a good idea. These names may print out on certain reports.

7. Click on the <Save> button.
8. Students and their active group memberships will display for each Section.



9. If a group needs to be modified or removed, select the group from the dropdown menu. Then remove student names accordingly or click on the delete button.

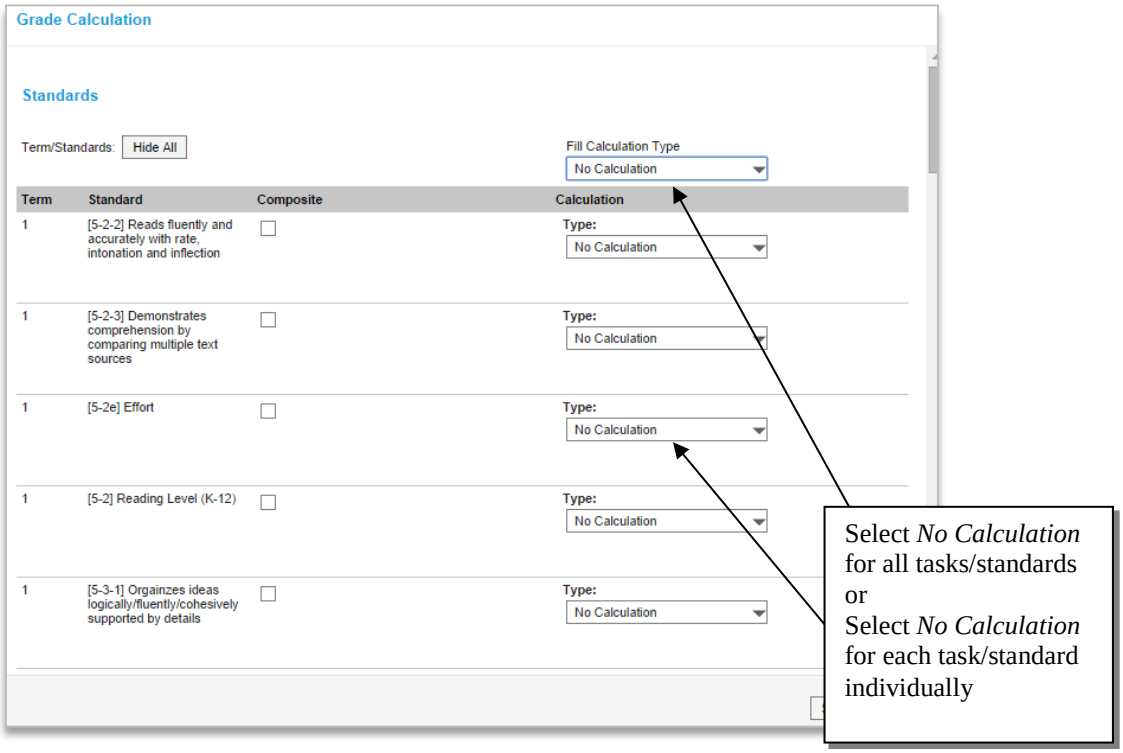


© 2018 Custom Computer Specialists, Inc. All Rights Reserved

Setting Up Grade Calculation Options – No Calculation Option

1. Navigate to *Grade Book* > *Settings* > *Grade Calc. Options*. The section's terms and associated standards/grading tasks will appear.
2. Select the <No Calculation> dropdown for any standards/grading tasks that will not use the Grade Book to track in-progress grade calculations/proficiency estimates. Select <No Calculation> in the *Fill Calculation Type* box if this applies to all standards/grading tasks listed.
3. **Repeat** for all sections.

Example of 'No Calculation' Selected for all Terms/Standards

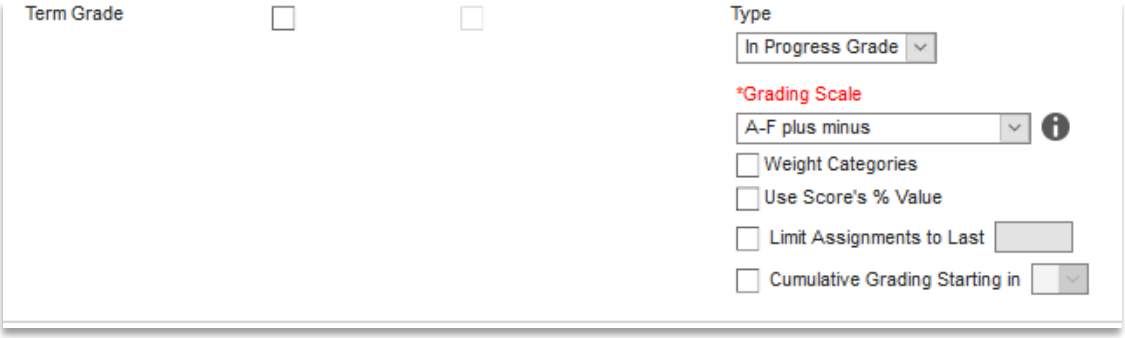


Special Note:

The *No Calculation* option under *Grade Book* > *Settings* > *Grade Calc Options* is most often used with standards that are assessed with rubrics. It removes the In Progress columns from the Grade Book. This option is applied to **individual** tasks/standards in a section.

© 2018 Custom Computer Specialists, Inc. All Rights Reserved

Setting Up the Grade Calculation Options – In Progress Grade



1. Navigate to *Grade Book* > *Settings* > *Grade Calc. Options*. The section's terms and associated standards/grading tasks will appear.
2. For Calculation Type, select <In Progress Grade> from the dropdown for any standards/grading tasks that will use the Grade Book to track in-progress grade calculations. Then make the appropriate selections for each term/grading task or standard:
   a. *Grading Scale* – select from the dropdown list. The list will include all the District-created Grading Scales. A Grading Scale **must** be selected for the Grade Book to work properly. If composite grading has been used, choose the Final Grade Grading Task and apply the Grading Scale to that as well as the Term Grades. This will allow the instructor to view the most current calculated 'Final' Grade for the students across terms.
   b. *Weight Categories* – check this box if assignment categories are weighted relative to each other (e.g., Tests – 50%, Classwork – 25%, Homework – 25%). Weight values are entered in the category editor.
   c. *Use score's % value* – check this box if assignment scores should be converted to percentages when considered in calculations. Leave this box unchecked if grades are based on total-points accumulation. Use this option only if all assignments are out of the same amount of points (e.g. tests are out of 100 points, quizzes are out of 100 points, and homework assignments are all out of 100 points). Otherwise, the scoring can be skewed.

Example of how a student's grade might differ when using percentages rather than points

Percentages:	***Points:***
60% + 70% + 80% = 210/3 = 70%	6/10 + 7/10 + 16/20 = 29/40 = 72.5%
Percentages divided by number of grades	*Total points earned divided by total points possible*

© 2018 Custom Computer Specialists, Inc. All Rights Reserved

d. *Limit Assignments to Last* – check this box if In Progress Grade should only be calculated for the last (x) amount of assignments.

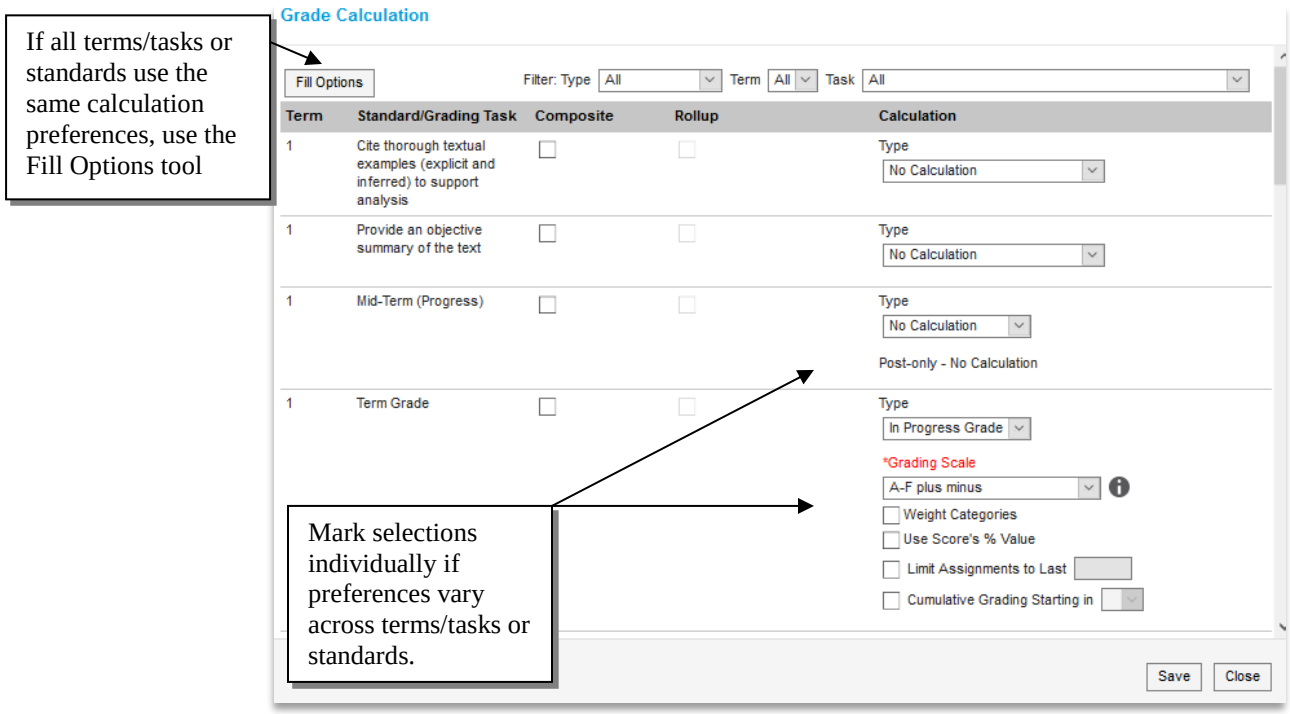
e. *Cumulative Grading* – check this box if grading should be established in a specific starting term for calculating grades across multiple terms.

If the same options (a-c) are needed in all terms/grading tasks or standards, enter them in the top of the <Fill Calculation Type> editor.

3. Repeat for all sections.

> **Special Note:**
>
> Grading Scales must match the Score Group assigned to the associated Grading Task. If the two do not match, Grades will not post for that Grading Task. For example, if the teacher selects a numeric Grading Scale but the Score Group assigned to the Grading Task is alpha, the grade will not post.

Example of Calculation Options for Terms/Grading Tasks



© 2018 Custom Computer Specialists, Inc. All Rights Reserved

Setting Up the Grade Calculation Options – Rubric Based Grading

Standards are scored using Rubrics, which measure proficiency rather than assigning a numeric score to the student's performance.

Calculating grades based on these proficiency scores is determined by the options selected for the standard in the Grade Calculation Options, which must be established for In Progress proficiency estimate to calculate.

Methods of Calculating Proficiency Estimates

Proficiency Estimate Calculation	Description
Highest Score	Indicates the highest proficiency level the student has achieved. Sequence must be entered for items on the *Rubric* for this option to calculate correctly.
Mode of 3	Indicates the most common score for the student across the most recent **three** scores.
Mode of 5	Indicates the most common score for the student across the most recent **five** scores.
Power Law	Power Law is a mathematical calculation that converts proficiency levels into numeric values and determines a trend based on the student's scores, locating the student between introduction and full mastery. See the *Posting Grades* section for information about using Power Law.
Most Recent	This indicates the most recent proficiency level the student has achieved.
Decaying Average	Calculates the grade as the average of all scores entered, but with more recent scores weighted more heavily.

When using Power Law/Decaying Average:

A Trend estimate calculates in the In Progress section based on the trend calculations for each Category. This trend value represents the student's progress as a numerical value on a scale where each "point" aligns to a rubric score. For example, on a four value rubric, a trend value of 2 would align to a proficiency level of P, and a 4 would align to E.

When using Highest Score, Mode of 3 or Mode of 5:

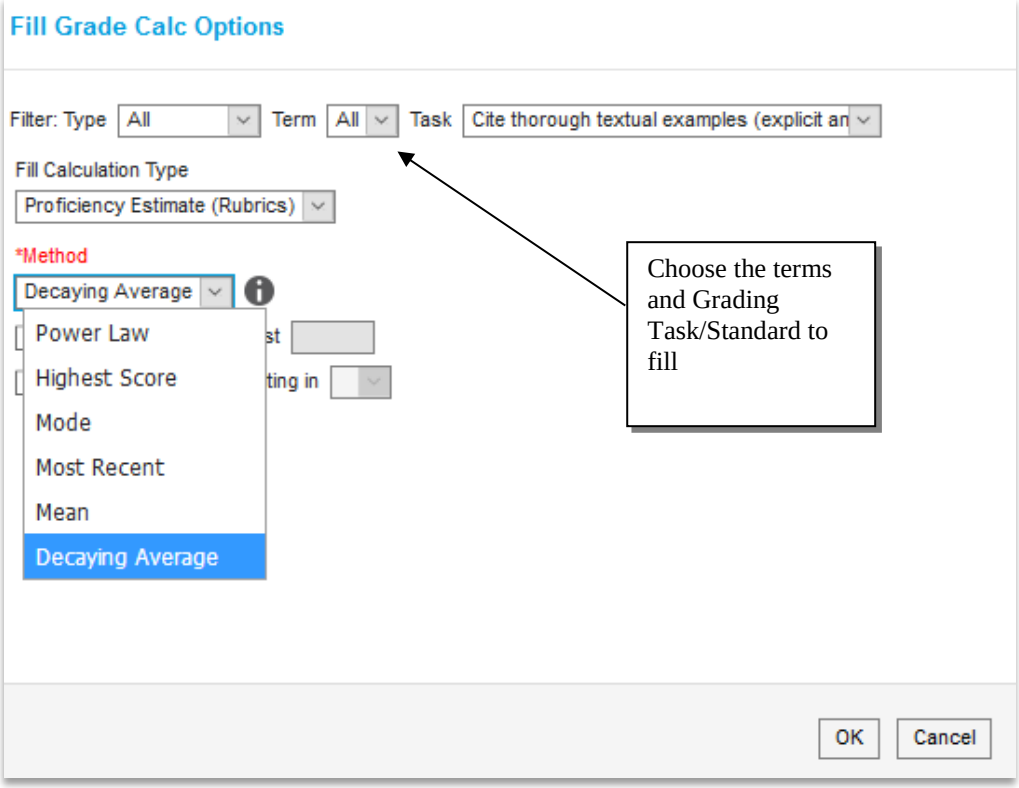
The Proficiency Estimate calculates based on the grade calculation option selected for the standard.

© 2018 Custom Computer Specialists, Inc. All Rights Reserved

Setup

1. Navigate to *Grade Book* > *Settings* > *Grade Calc. Options*. The section's terms and associated standards/grading tasks will appear.
2. Select the < Proficiency Estimate> dropdown for any standards that will use the Grade Book to track *Proficiency Estimates*. Then make the appropriate selection for each term/standard. (See chart on previous page)
3. Repeat for all sections.

Example of Calculation Options for Terms/Rubric Based Grading



Special Note:

When using Rubric-based scoring, the Points columns remain blank. Teachers can click the <Post> button to move the *In Progress Proficiency Estimate* to the Posted Column in the Grade Book.

Depending on the version of Infinite Campus, Teachers may need to manually input 'Posted' Grades if using *Power Law*.

Composite Grading cannot be set up for rubric-based scoring. *Roll up* grading would be the equivalent for rubric-based scoring.

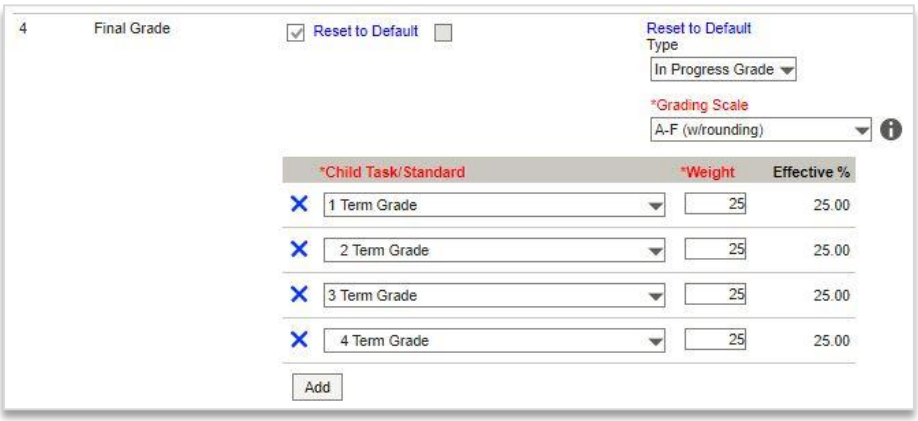
© 2018 Custom Computer Specialists, Inc. All Rights Reserved

Setting Up Composite Grading

The Composite Grading feature can be used to calculate the final grade based on the term (and, if needed, exam) grading tasks (i.e., Q1 Grade – 23%, Q2 Grade – 23%, Q3 Grade – 23%, Q4 Grade – 23%, Final Exam – 8%). **Many districts set up the Composite Grading by course, lock it to ensure consistency, and do not allow teachers to create their own composite grading.** If the district does not set up and/or lock Composite Grading continue with the following steps. Otherwise, skip to Setting Up Categories on page 23.

1. Navigate to *Grade Book* > *Settings* > *Grade Calc. Options*.
2. Scroll to the <Final Grade> task/standard. Click the <Composite> check box.

3. The *Child Task/Standard* will display. Click <Add> to select each task needed for the final grade calculation. Type the weight (%) to be used in the calculation for each task. The total % should equal 100% (or close to 100). If the weighting does not divide evenly into 100, input the closest number (i.e., 6 tasks, 16.66 for each = 99.96 – the system will multiply each task evenly).

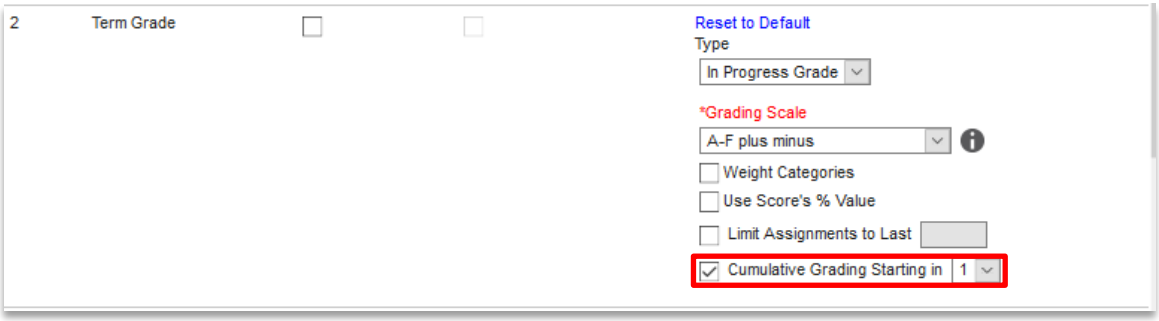


4. Click on the <Save> button.

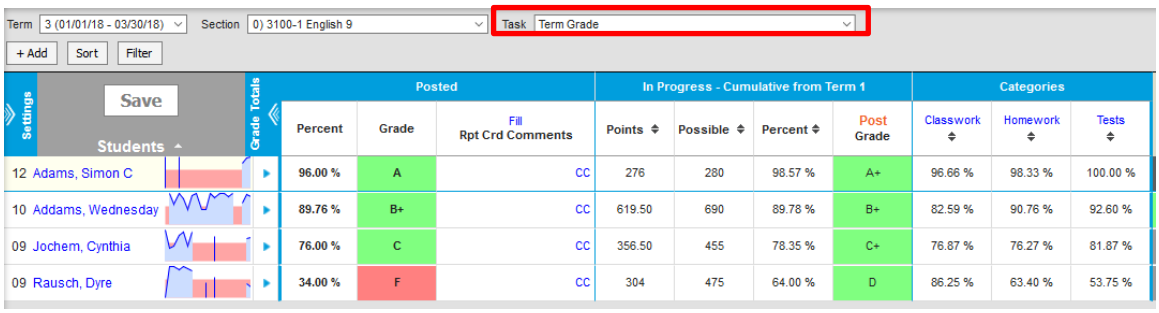
© 2018 Custom Computer Specialists, Inc. All Rights Reserved

Setting Up Cumulative Grading

Setting up cumulative grading allows teachers to set a starting term for calculating grades across multiple terms.



The *In Progress Grade* will continue to calculate for students from the *Starting In* Term, and will be reflected on the *In Progress Grade* section of the Gradebook.



Posted Grades will still be based on In Progress Grades, and will not change unless teacher/admin posts again to overwrite. In Progress Grade will continue to calculate as defined in the Grade Calc Options as defined by the teacher and/or school/district.

Special Note:

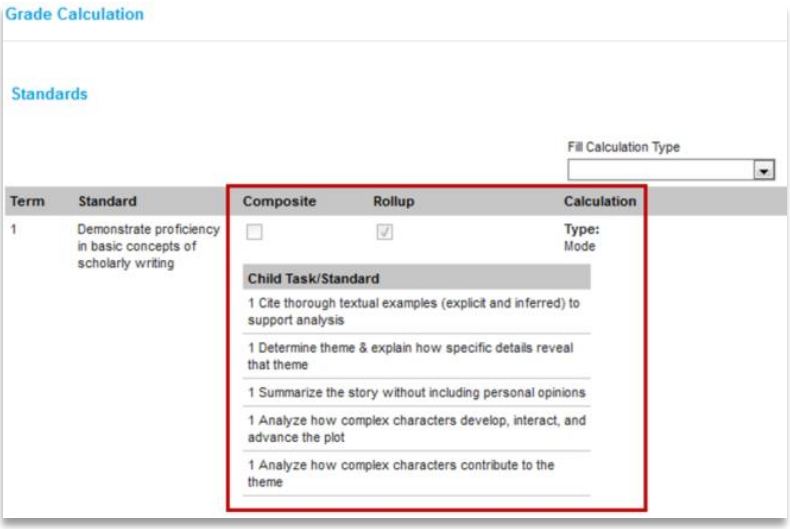
When Cumulative Grading is used, the Gradebook does not "reset". The cumulative grade will always display in the "In Progress" column of the Gradebook and on the Portal. To avoid confusion, it is encouraged to communicate with the parents and students regarding cumulative grading.

© 2018 Custom Computer Specialists, Inc. All Rights Reserved

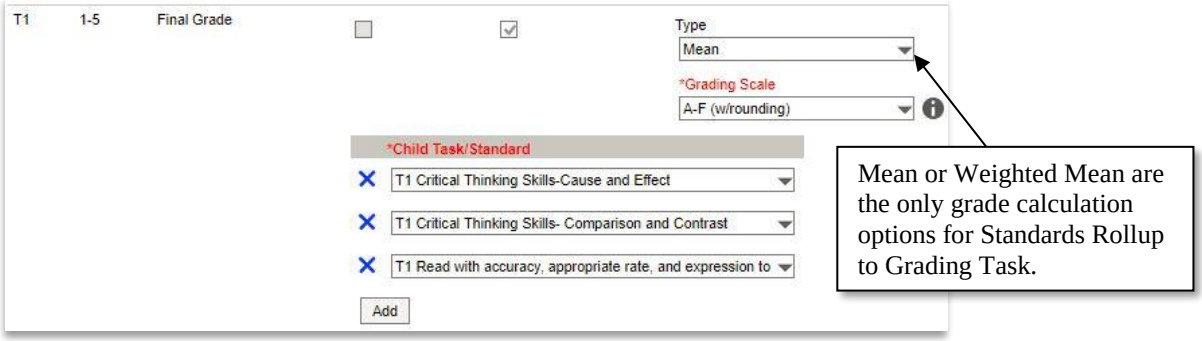
Setting Up Standards Rollup

Rollup calculations allow users to grade a parent standard or grading task based on the scores a student has received for child standards, rather than having to manually estimate the grade. These calculations display in the Grade Book and Post Grades tool.

Standards Rollup to Standards

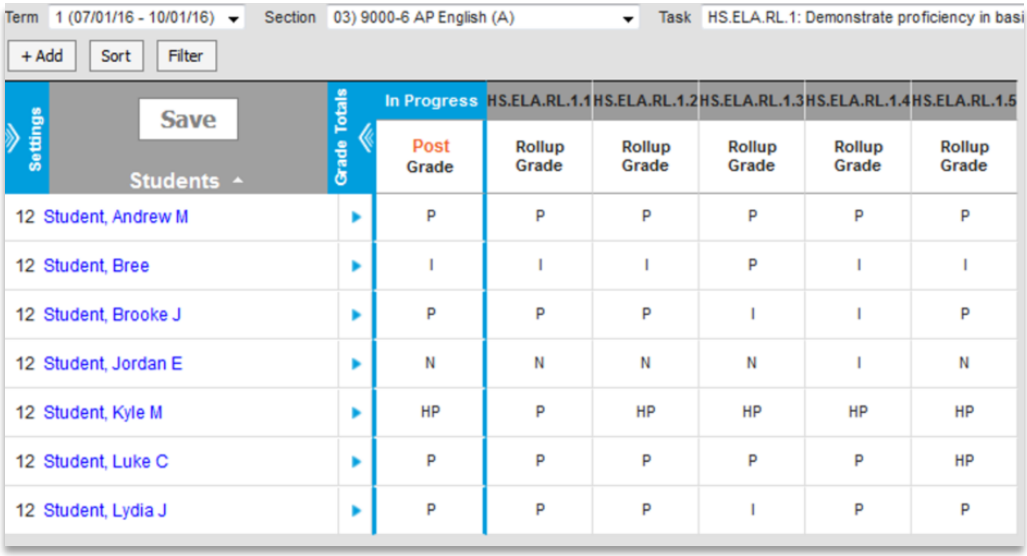


Standards Rollup to Grading Task



1. The Parent Standard or Grading Task must be marked as **Rollup** in the Grade Calc Options tab for the Course or Course Master.
2. If a Calculation Type of Mean or Weighted Mean is selected, **Rollup % Values** and **Minimum %** must be entered for each score in the Rubric selected for the Standard.
3. In the Grade Book, rollup calculations display similarly to composite grading. The gray columns at the right display the posted (or in progress if not posted) grade for each of the child standards that contribute to the grade of the parent. The In Progress grade calculates based on the Calculation Type selected in the Course or Course Master Grade Calc Options.

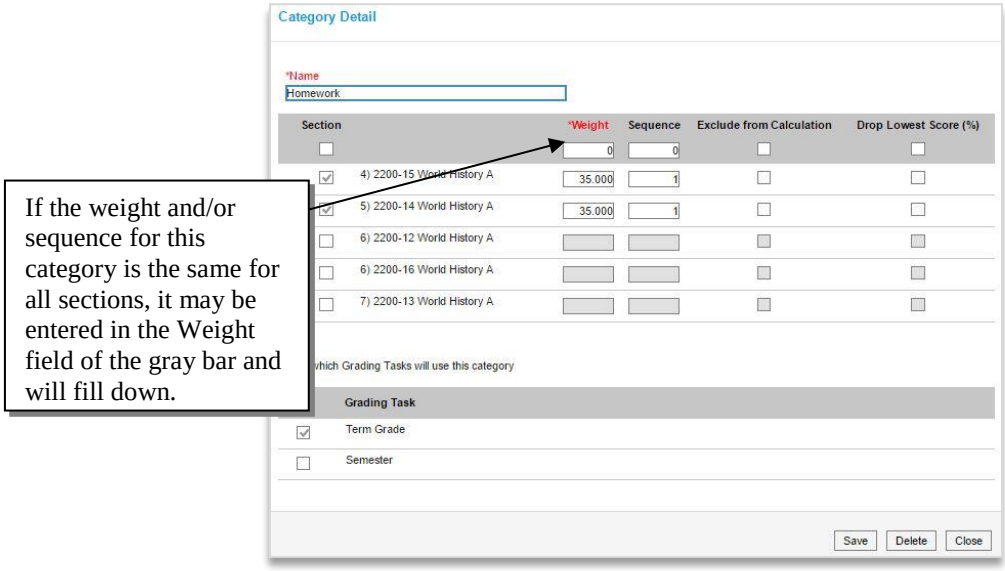
© 2018 Custom Computer Specialists, Inc. All Rights Reserved



Setting Up Categories

Categories are locations or folders by which assignments are grouped. They are required to create assignments. There is no limit to the number of categories a teacher can have; however, at least one category must exist to create an assignment. If more than one category is used, each name must be unique. The district may create categories on the course level and may limit a teachers' tool rights to allow for consistency. If the district does not set up and/or limit the teachers' tool rights for creating categories, continue with the following steps. Otherwise, skip to Viewing and Editing Categories on p. 19.

1. Navigate to *Grade Book* > *Settings* > *Categories.*
2. Click on the <Add> button. The *Category Detail* will display.



© 2018 Custom Computer Specialists, Inc. All Rights Reserved

3. *Name* – Enter the name of the category (e.g., Tests, Quizzes, Projects). This must be unlike other existing category names.
4. *Weight* – If using weighting, enter the weight for this group. Weights account for how much value scores in the category receive in the overall tallying of grades. If a category was weighted at 20%, the weight would be entered as 20. The total % should equal 100%, but this is a ratio value comparing categories and does not have to equal 100.
5. *Sequence* – Enter a sequence number, if needed. The sequence number determines the order that the categories display in the Category List and Grade Book. Otherwise, the groups will display in alphabetical order.
6. *Exclude this category from calculation* – Check this box to exclude the assignments in the group from contributing to the Task grade.
7. *Drop Lowest Score (by %)* – Check this box to have the system automatically drop the lowest score.

> STOP A grade entered with a flag of 'Cheated' or 'Missing' **could** utilize a zero in the Grade Book calculation. If the *Drop lowest score* checkbox is checked, the 'zero' will be dropped by default and not count toward the grade. If a user anticipates using these flags, do **not** use this feature.
> In addition, if the box is checked before entering any grades, the first grade entered for the category will be included in calculations (i.e., it will not be dropped). As soon as the second and any subsequent grades for the category are entered, the system will update accordingly.

8. *Sections* – Click to place a checkmark in all of the course sections that will use this category.
9. *Grading Tasks* – The list of grading tasks will display if the course is set up for conventional grading and a section is selected (step 8). Click to place a checkmark in all of the grading tasks that will use this category. A Term Grade is the most common one chosen.

© 2018 Custom Computer Specialists, Inc. All Rights Reserved

When a category is created and aligned to a particular grading task, it will be available for use in **all** terms for which that task is placed on the course. For example, a *Test* category aligned to the *Quarter Grade* grading task in a year-long section of Algebra will be available in all four terms (e.g., Q1 – Q4).

A category is treated as one record in the Campus database; therefore, details like *Name*, *Weight*, *Sequence*, etc. will be the same across all terms. Changes to categories will apply to **all sections and terms** to which the category is aligned.

If teachers need to assign different weights to a category during particular terms, it is best to create separate categories for that purpose. Use descriptive names indicating when the category should be used.

Example: A teacher weighs *Tests* at 25% of the quarter grade all year **except** in term Q4 when *Tests* are weighted at 50% of the quarter grade.

- She creates one category named *Tests Q1-Q3* with a weight of 25 aligned to the task *Quarter Grade*.
- She creates another category named *Tests Q4* with a weight of 50 aligned to the task *Quarter Grade*.

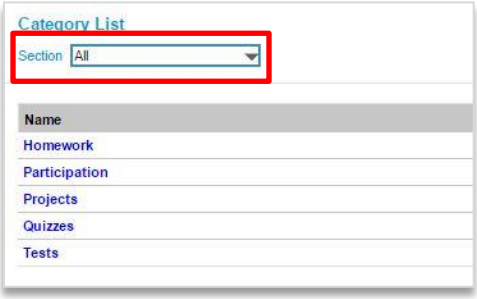
While both *Test* categories will be available in **all** terms, only the category containing scored assignments will be considered in calculations.

10. *Standard* – The list of standards will display if the course is setup with standards for grading and a section is selected (step 8). Click to place a checkmark in all the standards that will use this category. Often all standards are selected.
11. Click <Save> when finished.
12. Repeat all steps for all categories needed.

Viewing and Editing Categories

1. Navigate to *Grade Book* > *Settings* > *Categories*.
2. Category names will appear as links in the *Category List.*
3. To view categories assigned to a particular section and/or edit a particular one, select the section from the drop down list. Other details saved on each category will appear and can be edited from this screen.

© 2018 Custom Computer Specialists, Inc. All Rights Reserved



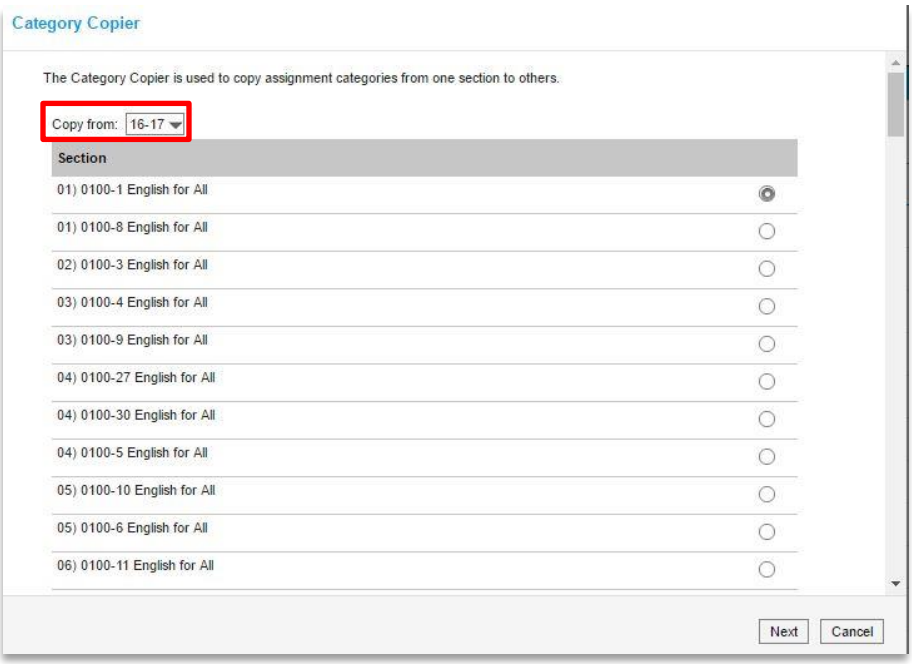
4. To edit a category, click on its name. The *Category Detail* will open.
    a. Update details as needed and save the changes (refer to the previous section).
    b. Changes saved in the Category Detail will apply to all sections for which the category is aligned.
5. To delete a category, click on its name. The *Category Detail* will open.
    a. Click on the <Delete> button. The category will be removed from all sections.
    b. **A category may not be deleted if it contains assignments in any section**.

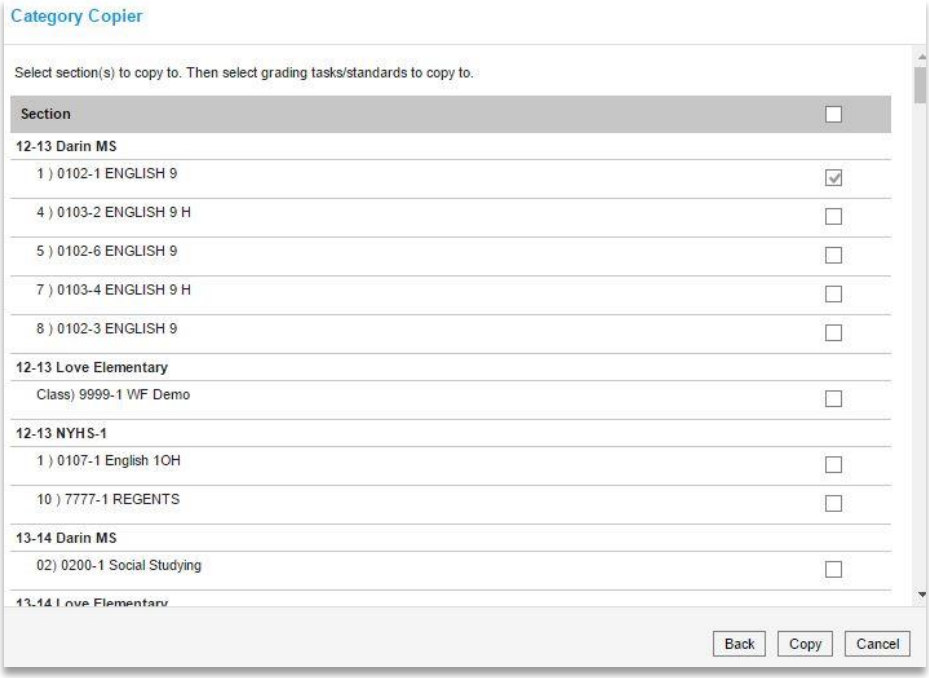
Copying Categories

Use the Category Copier to copy existing categories to other sections. Categories may be copied from any section the teacher teaches, including past and future sections.

1. Navigate to *Grade Book > Settings > Category Copier*.
2. Select the Source Section from which to copy categories in the *Copy From* list.
3. Select the Categories to copy.
4. Click <Next>.
5. Select the Destination Section(s) in the *Copy To* list.
6. Select into which Standard(s)/Grading Task(s) to copy the categories.

© 2018 Custom Computer Specialists, Inc. All Rights Reserved





7. Click <Copy>. The Categories will be copied to the selected section(s).

© 2018 Custom Computer Specialists, Inc. All Rights Reserved

ASSIGNMENTS

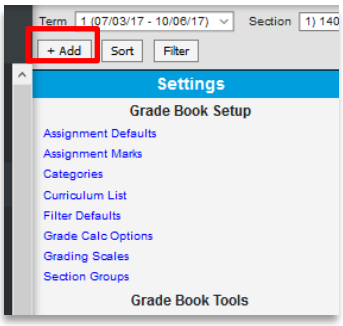
Once categories are created, assignments can be added under each category. Mandatory fields will display in red. Although all fields are not mandatory, many fields add value when the Campus Portal is used.

Assignments may be created in the Grade Book, the Assignment Overview tool or the Planner*.

*Part of Campus Learning

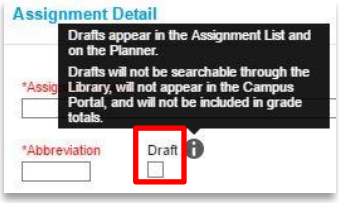
Creating Assignments

1. Navigate to any one of the choices:
   a. *Grade Book* > *+Add*
   b. *Grade Book > Settings > Curriculum List > Add Assignments*
   c. *Grade Book > Existing Assignment > New Assignment*
   d. *Assignment Overview > Click on an Assignment > New Assignment*
   e. *Planner > Click on a Date > Click on the New drop down menu > Assignment*



All paths will bring the user to the screen to add an assignment.

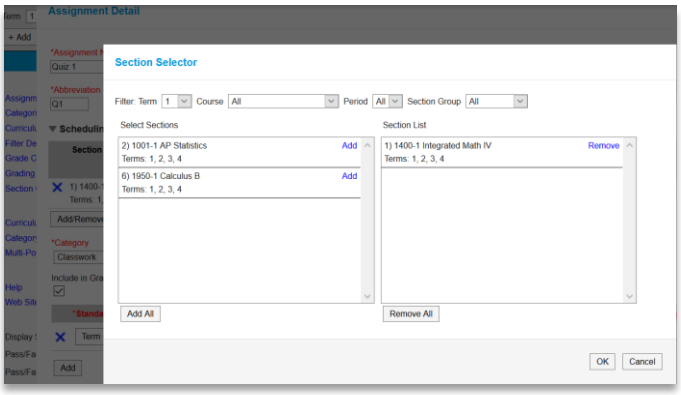
2. *Assignment Name* – Enter the name of the assignment (i.e., Test 1, Civil War quiz, Final Project). This field has a maximum of 50 characters. This will be seen by the teacher in the Grade Book and on the Portal.
3. *Abbreviation* – Enter the abbreviation for the assignment. This will display in the Grade Book as the column heading. This field has a maximum of 5 characters.



4. *Section Placement* –The section selected in the header toolbar will appear by default. Other sections taught by the same teacher (not just same course) can be

© 2018 Custom Computer Specialists, Inc. All Rights Reserved

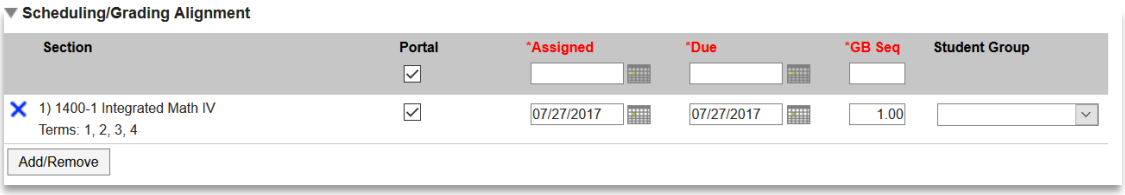
added with the *Add/Remove* button. The user may also copy the assignment later (refer to the *Copying Curriculum* part of this manual).



5. *Portal* – Uncheck this box if the assignment should not be seen in the Campus Portal. This selection will not be relevant for parents/students until the Portal is turned on for the District.
6. *Assigned* – This field defaults to the current date. Enter the date the assignment was given to the student. This date will display on the teacher's Planner, the Portal and reports.
7. *Due* – This field defaults to the current date. Enter the due date of the assignment. This date will display on the teacher's Gradebook, Planner*, the Portal, and reports.

IMPORTANT: *The due date will determine which term an assignment appears within!*

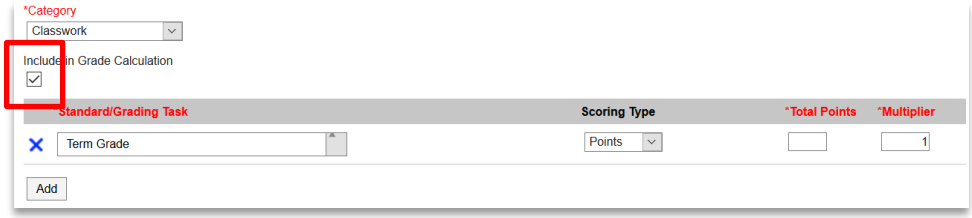
NOTE: If assignment defaults are created and one is selected, the assigned and due dates will both change accordingly. See the section on Assignment Defaults.



8. *Grade Book Seq (GB Seq)* – This field determines the order in which assignments appear in the Grade Book if the Grade Book preference is set to sort by sequence number. It auto populates with 1.0 and 7 digits: XXXXX.XX are allowed.
9. *Student Group* – Choose the student group, if needed (e.g., this assignment is only given to the Advanced Students). A list will be available in the drop down if Student Groups were created previously in *Campus Instruction* > *Student Groups*.
10. *Category* – Pick the category this assignment aligns to in dropdown.

© 2018 Custom Computer Specialists, Inc. All Rights Reserved

11. *Include in Grade Calculation* – Uncheck this box if the assignment should not be considered in the Grade Book calculation.



12. *Standard/Grading Task* – Choose the Standard or Grading Task this assignments score should align to. To add more than one Standard or Grading Task, select the *Add* button.

13. *Scoring Type* – Choose Points or Marks

    a. *Points* – Select this option if the assignment will be scored numerically.

    b. *Marks* –Select this option if the assignment will be scored with district or teacher-defined marks and scoring thresholds (refer to the Set Up Assignment Marks part of this manual).

    c. *Rubrics* – This scoring type appears once a Standard has been selected. Choose this option if the assignment will be scored using a district-defined rubric associated with the standard.

14. *Total Points* – Enter the total number of points the assignment is worth. This field must be populated if using Marks or Points for the Assignment Score. If using a Rubric, points are not required.

15. *Multiplier* – This field determines the weighting of the points on this assignment within the Category. This field defaults to '1'. Enter a different number if this assignment is worth more or less than other assignments within the Category while showing the same point scale.

    Example: All the assignments are graded on a 100 scale, but tests are worth 10 times as much as a quiz, and quizzes are twice as much as a daily participation grade, *and all are in the same Category (folder).* In this example, all Daily Participation assignments would be marked with a '1' multiplier, all Quizzes with a '2', and all Tests with a '20.' *The Multiplier field is not available when using Scoring Type – Rubric.*

16. Choose a save option:

    a. *Delete* or *Print*—these options will not save the assignment.

    b. *Copy* – Click on this button to save as a copy of the assignment; a copy of the Original Assignment Detail will open and be renamed beginning with "Copy of."

    c. *New Assignment* – Click on this button to save the assignment; a blank Assignment Detail will open.

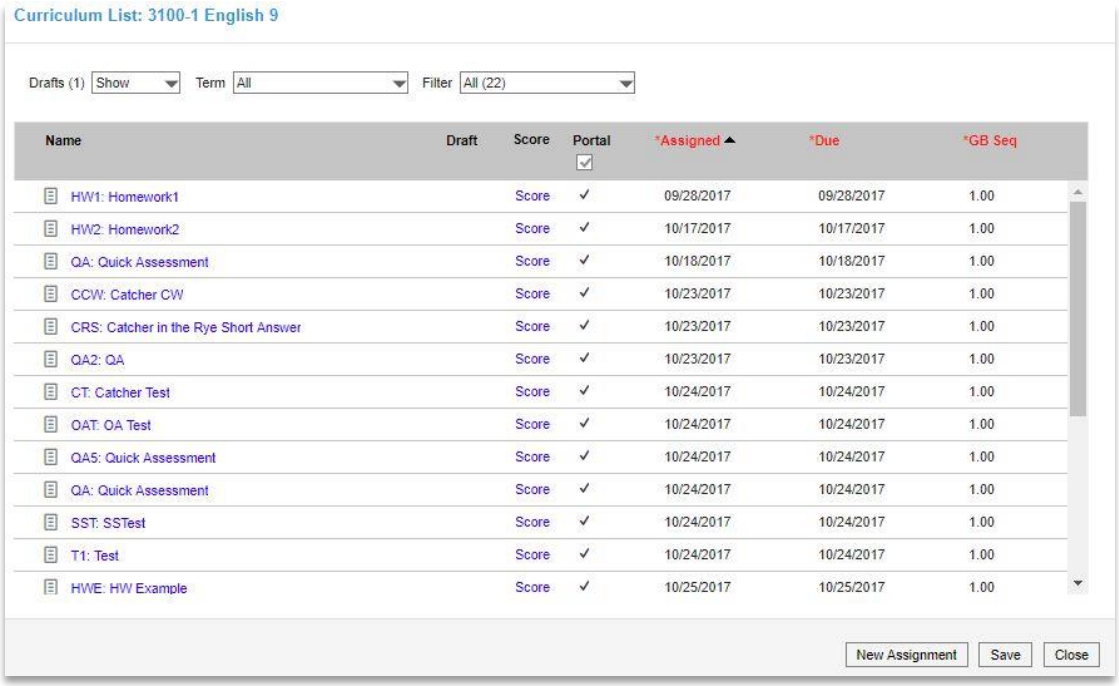
© 2018 Custom Computer Specialists, Inc. All Rights Reserved

d. *Score* – Score this current assignment for the chosen section.
e. *Save* – Click on this button to save the assignment; the Assignment Detail will remain open.
f. *Close* – To close the saved assignment.

Viewing and Editing Assignments

1. Navigate to *Grade Book* > *Assignment List* or *Curriculum List**. The section's assignments will appear as links in the Assignment List. Assignments can also be viewed and edited through the Assignment Overview tool.

   *Part of Campus Learning



Name	Draft	Score	Portal	*Assigned	*Due	*GB Seq
HW1: Homework1		Score	✓	09/28/2017	09/28/2017	1.00
HW2: Homework2		Score	✓	10/17/2017	10/17/2017	1.00
QA: Quick Assessment		Score	✓	10/18/2017	10/18/2017	1.00
CCW: Catcher CW		Score	✓	10/23/2017	10/23/2017	1.00
CRS: Catcher in the Rye Short Answer		Score	✓	10/23/2017	10/23/2017	1.00
QA2: QA		Score	✓	10/23/2017	10/23/2017	1.00
CT: Catcher Test		Score	✓	10/24/2017	10/24/2017	1.00
OAT: OA Test		Score	✓	10/24/2017	10/24/2017	1.00
QA5: Quick Assessment		Score	✓	10/24/2017	10/24/2017	1.00
QA: Quick Assessment		Score	✓	10/24/2017	10/24/2017	1.00
SST: SSTest		Score	✓	10/24/2017	10/24/2017	1.00
T1: Test		Score	✓	10/24/2017	10/24/2017	1.00
HWE: HW Example		Score	✓	10/25/2017	10/25/2017	1.00

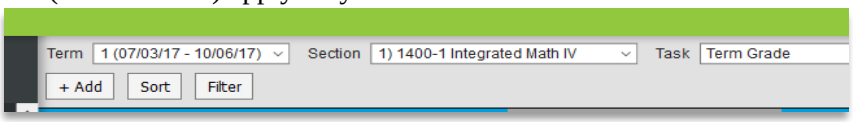
2. Click on a column header (e.g., Assigned Date) to re-sort the list, as needed. The default is by Due Date then by Assignment Name.
3. *Assignment Name* – This column contains a link to the Assignment Detail**.**
4. *Score* – Click this link to score all students in the Score Editor.
5. *Portal* – Checked items are seen in the Portal.
   a. Click the box within a row to check/uncheck an individual assignment.
   b. Click the box from the gray column header to check/uncheck all assignments being displayed.
   c. The checkmarks can be changed by clicking on it.
6. *Assigned* – The date the assignment was given to the students. This field can be edited from this screen by clicking on it.

© 2018 Custom Computer Specialists, Inc. All Rights Reserved

7. *Due* – This date will determine an assignment's term alignment. This field can be edited from this screen by clicking on it.

Special Note:

Changes made to *Portal*, *Assigned Date*, or *Due Date* from the **Assignment/Curriculum List** (shown above) apply only to the section selected in the Grade Book toolbar.



8. To edit an assignment, click on its name. The Assignment Detail will open.
    a. Update any fields as needed and save the changes.
    b. **Changes saved in the Assignment Detail will apply to all sections for which the assignment is aligned.**
9. To delete an assignment, click on its name. The Assignment Detail will open.
    a. Click on the <Delete Assignment> button. The **assignment and scores will be removed** from all sections to which it was aligned.
    b. To remove an assignment from a single section, do not delete the assignment. Instead, clear the checkbox next to the section in the Section Field and click on the <Save> button.

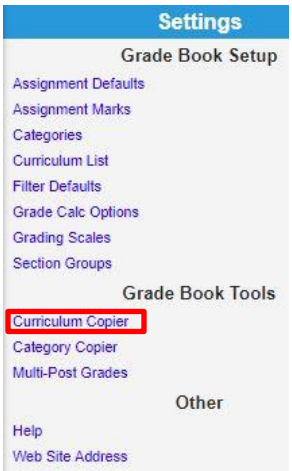
Copying Curriculum

The Curriculum Copier may be used to copy a single assignment, a group of assignments, lesson plans, and/or unit plans from section-to-section within a calendar or across calendars.

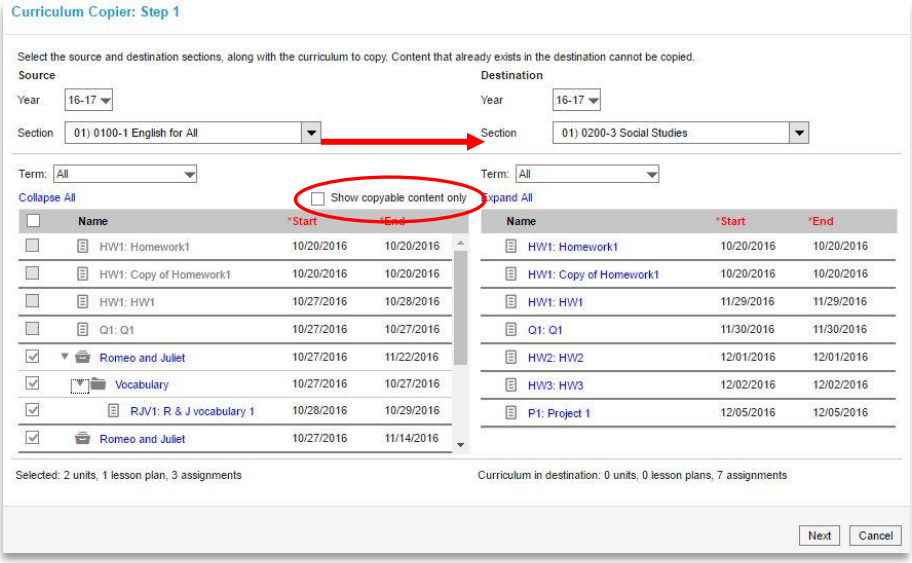
If the due dates from the source section are not valid in the destination section, the system will apply default dates that will copy forward. Teachers can change these dates as needed.

© 2018 Custom Computer Specialists, Inc. All Rights Reserved

1. Navigate to *Campus Instruction* > *Gradebook* > *Settings* > *Curriculum Copier.*



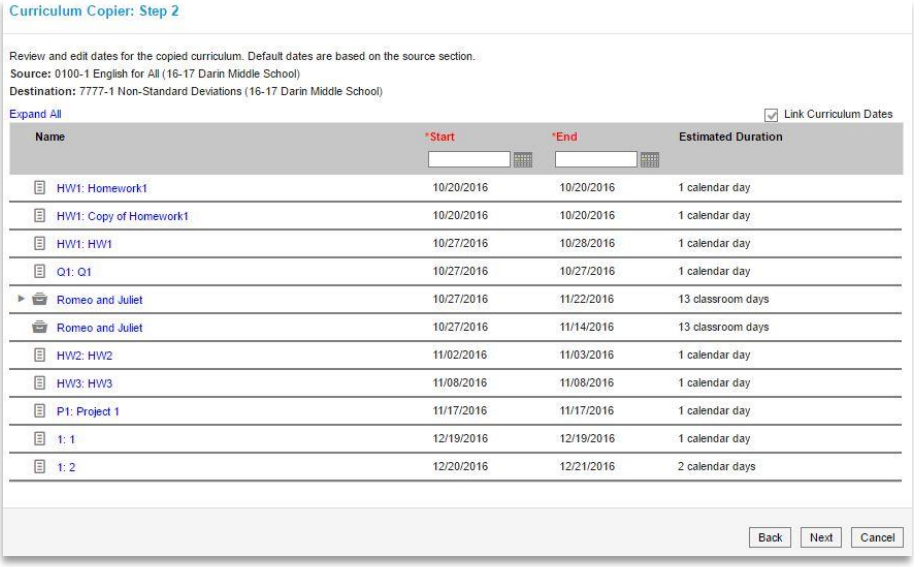
2. Select the source section in the Copy From list and use the Term dropdown list to indicate from which term to copy assignments (the default is All). Items that already exist on the Curriculum List of the destination course, will not be able to be selected for copying. To view only items able to be copied, mark the Show copyable content only checkbox.



3. Mark the checkboxes of the assignments in the source section to copy to the destination section.
4. Click <Next> to proceed.
5. The next screen allows the user to choose the dates of the copied versions of the assignments. To change the start and end dates for curriculum en masse, enter the desired dates in the Start and End fields above the list of curriculum. Individual dates may be entered by clicking the date of the curriculum item that needs to be changed. This will display the item's start and end date fields. Dates for linked

© 2018 Custom Computer Specialists, Inc. All Rights Reserved

parent and child curriculum items (ex. lesson plans and assignments) will be adjusted accordingly if the Link Curriculum Dates checkbox is marked. It will be marked by default.



Name	*Start	*End	Estimated Duration
HW1: Homework1	10/20/2016	10/20/2016	1 calendar day
HW1: Copy of Homework1	10/20/2016	10/20/2016	1 calendar day
HW1: HW1	10/27/2016	10/28/2016	1 calendar day
Q1: Q1	10/27/2016	10/27/2016	1 calendar day
Romeo and Juliet	10/27/2016	11/22/2016	13 classroom days
Romeo and Juliet	10/27/2016	11/14/2016	13 classroom days
HW2: HW2	11/02/2016	11/03/2016	1 calendar day
HW3: HW3	11/08/2016	11/08/2016	1 calendar day
P1: Project 1	11/17/2016	11/17/2016	1 calendar day
1: 1	12/19/2016	12/19/2016	1 calendar day
1: 2	12/20/2016	12/21/2016	2 calendar days

Special Note:

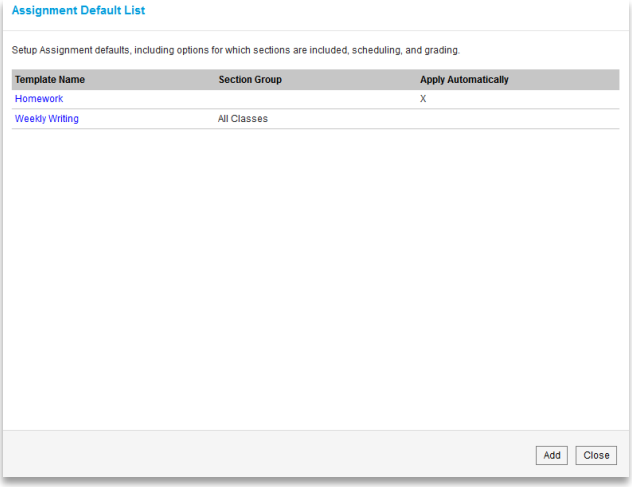
A red dot will appear on far right side of an item visually indicating that changes were made and have not been saved.

6. Click <Next> to adjust the grading options of the selected assignments.
7. Once all grading options have been adjusted, click <Save>.
8. The Progress of the Curriculum being copied will appear. Once complete, a message indicating the success of the copy will display.

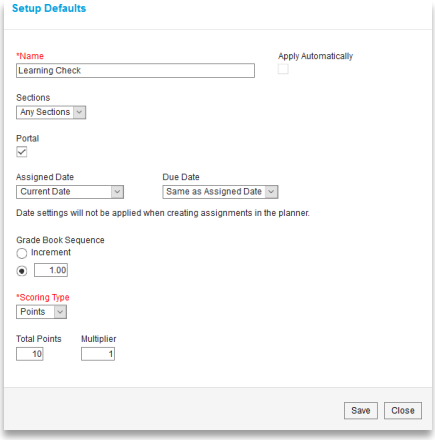
© 2018 Custom Computer Specialists, Inc. All Rights Reserved

Assignment Default

Assignment Defaults allow teachers to create templates for assignments, with options for Section Groups, Date, Grading Setup, and other assignment elements. Defaults may help teachers save time when creating assignments they use often.



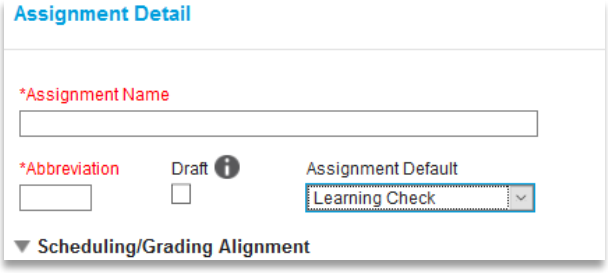
Multiple defaults may be created, and one may be set to apply automatically whenever assignments are created.



1. *Name* – Identifies the default in the list
2. *Apply Automatically* – When this option is marked for default, the options selected are applied automatically when a new assignment is created. This option can only be marked for one default at a time.
3. *Sections* – Indicates which sections should have this default available.
4. *Portal* – Determines whether this assignment will display in Portal and Campus Student
5. *Assigned Date* – Options are the Current Date when the assignment is created or a date up to 5 days before or after the current date

© 2018 Custom Computer Specialists, Inc. All Rights Reserved

6. *Due Date* – Options are the same as the Assigned Date or up to 5 days after the Assigned Date
7. *Grade Book Sequence* – options are to increment the sequence value by populating the next whole number after the highest current sequence number or to populate the entered sequence value.
8. *Scoring Type* – Options are Rubrics, Marks, or Points.
9. *Total Points* – If Marks or Points are selected for the scoring type, enter the total number of points possible for this assignment.
10. *Multiplier* – Multiplies the assignments score by the value entered.

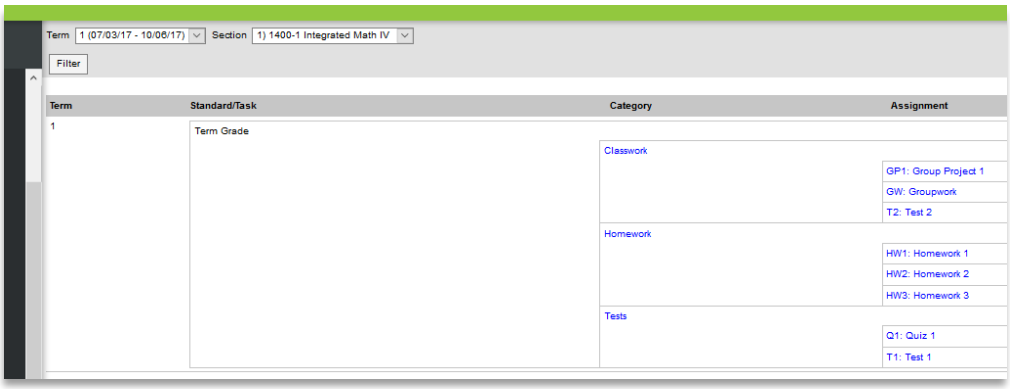


When adding a new assignment, choose the desired template in the Assignment Default dropdown. Selecting a default will overwrite currently selected options. Options populated by the default can be modified after a default is selected.

© 2018 Custom Computer Specialists, Inc. All Rights Reserved

Assignment Overview

The Assignment Overview provides a list of all assignments in a section, grouped by Standard/Task and Category. Once Assignments and Categories have been created, they can be edited here. The screen, shows the Terms, Standards/Tasks, Categories, and Assignments. Select the Term and section to view from the top drop down list.



1. If changes need to be made to a category, click the link to open the *Category Detail* (refer to the *View and Edit the Categories* part of this manual).
2. If changes need to be made on an assignment, click the link to open the *Assignment Detail* (refer to the *View and Edit the Assignments* part of this manual).

© 2018 Custom Computer Specialists, Inc. All Rights Reserved

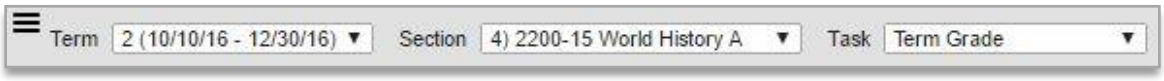
GRADE BOOK LAYOUT & FEATURES

Description

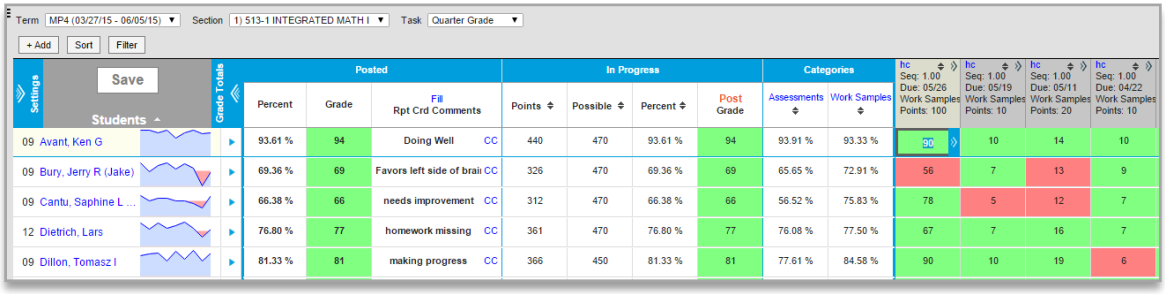
Grade Book tools allow teachers to view assignment scores for multiple assignments. Teachers may enter grades for individual students (i.e., manually) or in batch (i.e., using tools). Teachers may score an assignment to multiple tasks/standards using tools. In addition, there are several features to display the content differently, or change the calculation.

Layout

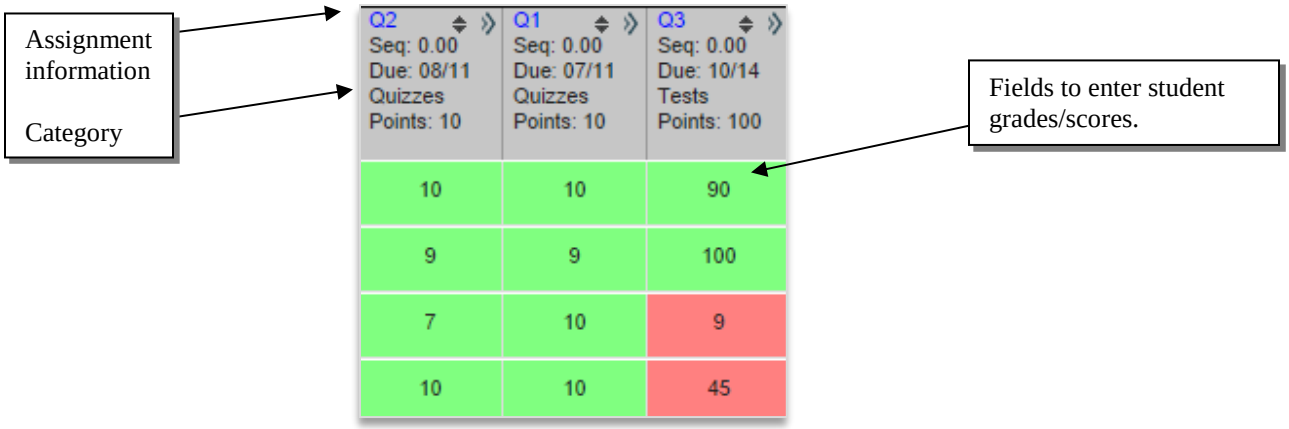
1. Navigate to *Grade Book*.
2. Use the Dropdown lists to select the Term, Section, and Task/Standard to display.



The layout of the Grade Book is arranged in five sections: Students Names, Posted, In Progress, Categories, and Assignments.



The right side of the Grade Book displays a list of all assignments. Assignment scores can be entered/viewed from this screen.

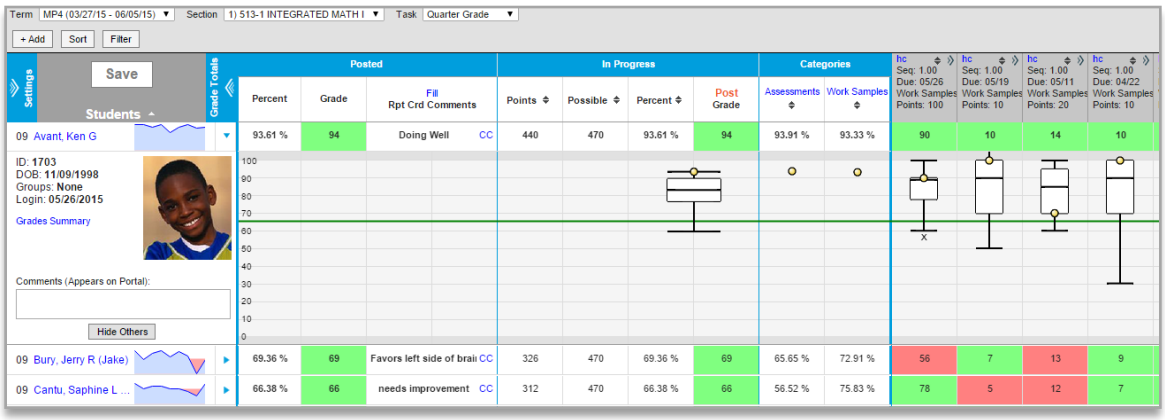


© 2018 Custom Computer Specialists, Inc. All Rights Reserved

The first row displays the 'Abbreviation' name of the assignment as a link. If changes need to be made to an assignment, click on the blue linked abbreviation. The Category the Assignment was created in also displays, as well as total Assignment Points.

Under each Assignment are fields for each student where grade scores are entered. Color coding can be turned on to display passing scores (green) and failing scores (red). Assignments can be sorted by Category, Due Date, or Seq. Number.

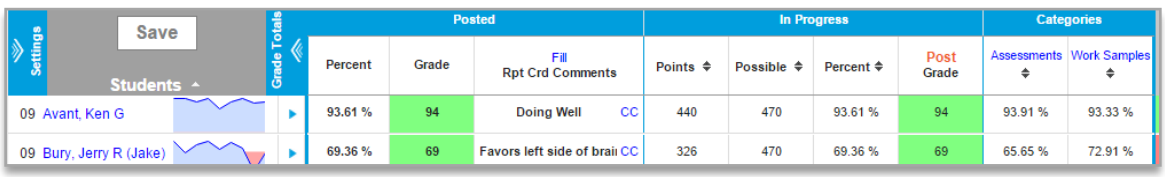
The extreme left column of the Grade Book displays the names, in alphabetical order, of the students in the section. The student whose grades are being entered displays in pale yellow. Clicking on the arrow next to the student's name will expand more detail about his/her performance.



Directly above the student names are blue buttons called 'Settings' and 'Grade Totals'. Clicking <Settings> will expand the settings area, where filters can be selected, the grade book is setup, and teacher preferences are selected. Clicking the <Grade Totals> button will collapse or expand the Posted, In-Progress, and Category totals for the section.

The center of the Grade Book contains grade calculations. The *In Progress* section displays a running points total, percent calculation, and grade. The *Categories* section displays a running percent calculation for each Category the teacher created.

When all assignment grades have been entered (and the Grading Window is opened), the grade totals under the 'In-Progress' section can be posted to the Grading Task, by clicking the orange 'Post' button. Grades will then be displayed under the *Posted* section.



 © 2018 Custom Computer Specialists, Inc. All Rights Reserved

Customizing the Grade Book Layout

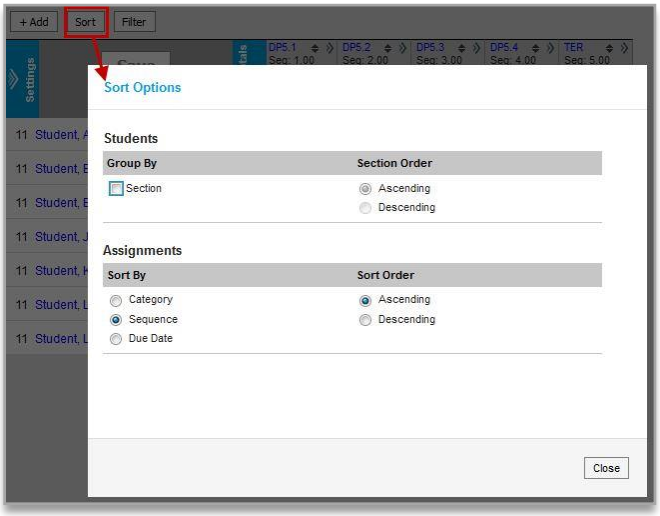
There are several ways to customize the items that are displayed in the Grade Book. As mentioned before, the blue 'Grade Totals' button above the student names functions to hide or show the Grade calculation sections. Additionally, Teachers can use the 'Sort 'button, the 'Filter' button, or expand the 'Settings' for more options.

Sort

The option to sort Students by Section applies to Section Groups. If a group is selected, unmarking Section sorts students alphabetically without grouping them by section. The Section Group may be sorted in Ascending or Descending order.

Teachers have the ability to sort their assignments the following ways:

1. *Sort By* – This option determines how assignments are grouped in the Grade Book. Three options are available: by Category, Sequence, or Due Date.
2. *Sort Order* – This option determines the order of assignments:
    a. Category: If categories are sequenced, assignments are sorted by category sequence, then assignment sequence, then due date, then assignment name. If categories are not sequenced, assignments are sorted alphabetically by category name, then assignment sequence, then assignment name, then due date. Ascending sorts categories alphabetically beginning with A or numerically by sequence beginning with the lowest number. Descending sorts categories reverse alphabetically or numerically by sequence beginning with the highest number.
    b. Sequence: Ascending sorts lowest sequence to highest. Descending sorts highest sequence to lowest.
    c. Date: Ascending sorts earliest due date to latest. Descending sorts latest due date to earliest.



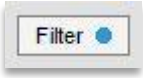
Note: Past the midway point of the term, it may be useful to reverse the order in which assignments appear.

© 2018 Custom Computer Specialists, Inc. All Rights Reserved

Filters

The Filter window to filter the Sections, Students, and Assignments that display in the Grade Book. With the exception of the *Settings* > *Filter Defaults*, these options are reset each time the user reopens or reloads the Grade Book.

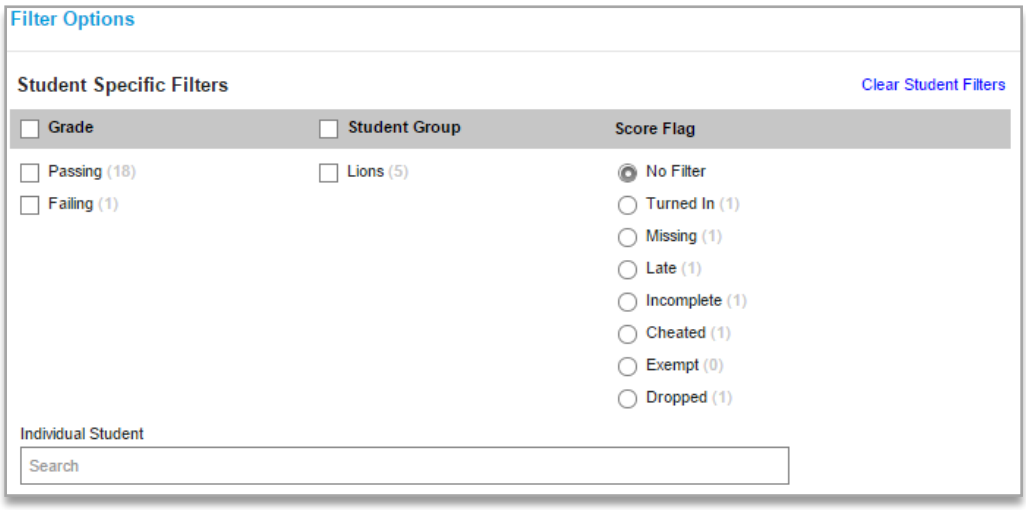
When filters are set, a blue dot appears in the Filter button. In the filter window, counts display next to each option. These counts are dynamic based on the options selected.



The filtering options control which students and/or assignments display in the Grade Book. Student and Assignments filters can be combined. For example, choosing *Missing Flag* for both filters limits the Grade Book to view only students and assignments with at least one missing flag.

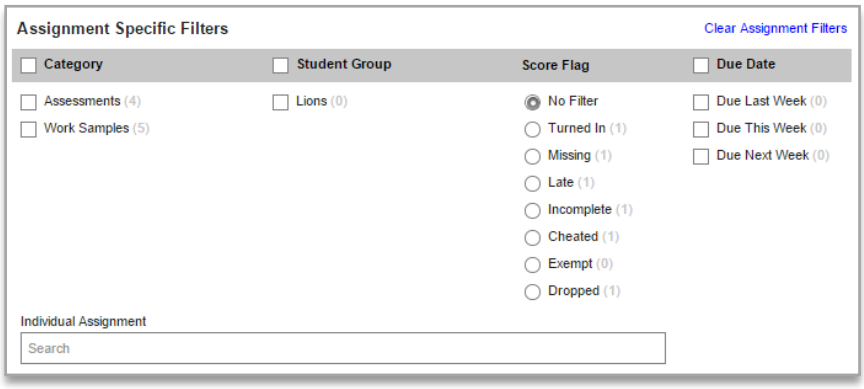
1. *Section Specific Filters* – this applies to *Section Groups*. If a group is selected, unmarking section sorts students alphabetically without grouping them by section.

2. *Student Specific Filters* – the Grade Book can display grades for all students, a group of students (refer to the Student Group Set-Up section of this manual), an individual student (this is best used when conferencing with parents/guardians), by grades, and/or by flags.



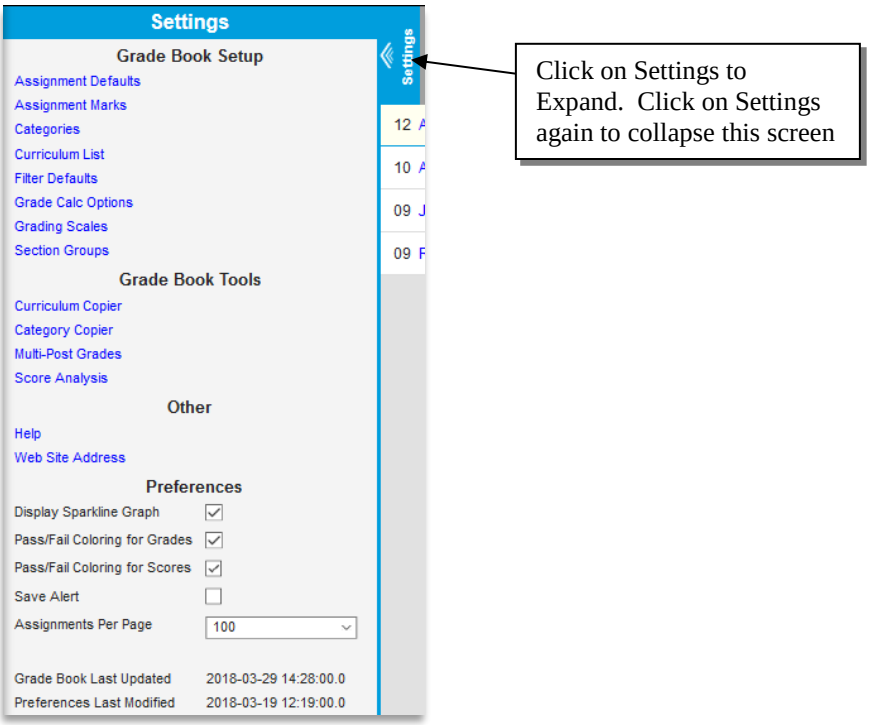
 © 2018 Custom Computer Specialists, Inc. All Rights Reserved

3. *Assignment Specific Filters* – the Grade Book can display all assignments, assignments for a particular category, assignments for a particular group, flagged assignments and/or assignments by due date, and assignments for an individual student.



Settings

Click the 'Settings' button to expand for additional options.



Section Groups

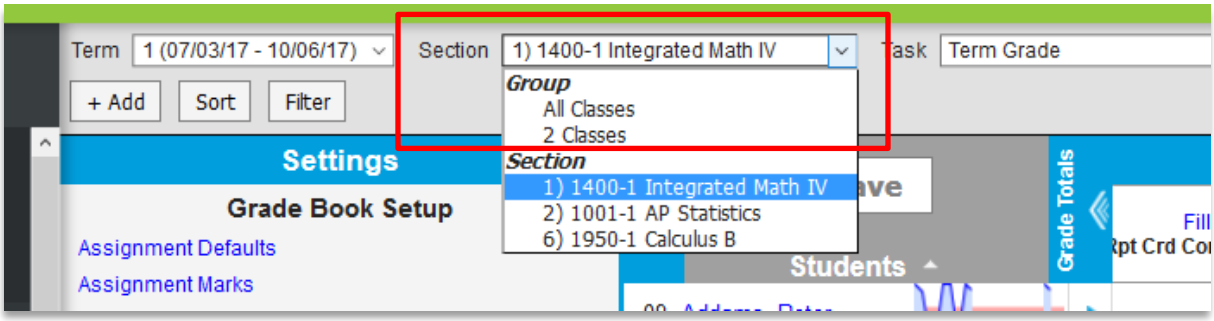
Section Groups allow a teacher to group similar sections together in a single Grade Book view. Groups make scoring assignments easier by combining matching assignments into shared columns in the Grade Book.

© 2018 Custom Computer Specialists, Inc. All Rights Reserved

1. Navigate to *Settings* > *Section Groups.*
2. Click <Add> to create a new group.
3. Enter a Name for the group.
4. Enter a Seq(uence) for the group.
5. Select a Sort option to sort the section list by Active sections (those marked to be included in the group), by Period, or alphabetically by Course Name.
6. Mark the Active checkbox next to sections to include in the group. The Terms in which each section meets are provided.
7. Select a Color for each section, which displays as a small bar next to each student's name.

8. Enter a Seq(uence) to order the sections in the Grade Book.
9. Click <Save> to create the group.

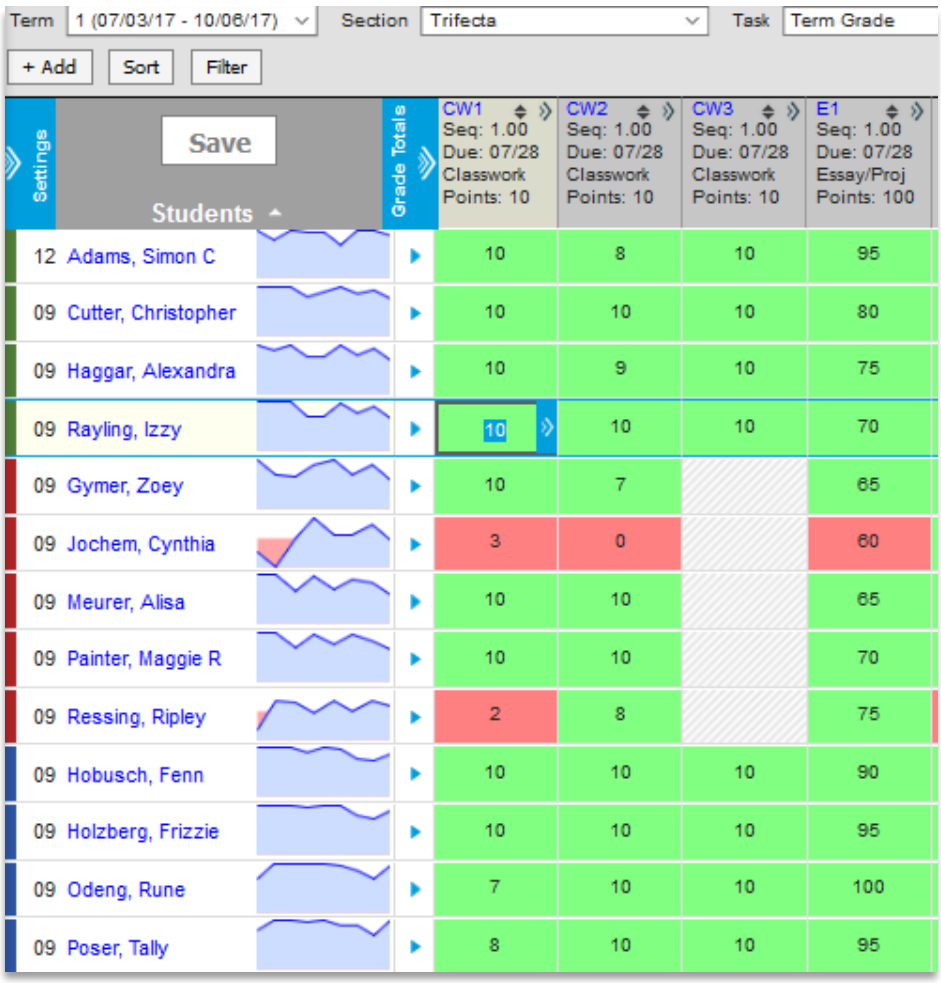
To view and score Section Groups, select the group in the Section dropdown at the top of the Grade Book.



Students are listed based on the sequence of each section within the group and whether Section is marked in the Sort options. Unmarking Section in the Sort options sorts students alphabetically without grouping them by section. Other filtering and sorting options are also available.

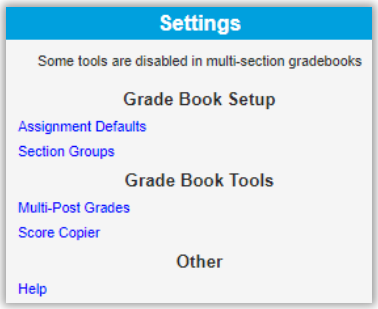
 © 2018 Custom Computer Specialists, Inc. All Rights Reserved

Columns for assignments that don't match across sections show with shaded cells for sections that do not include the assignment. Note that assignments are combined only in this grade book view; the individual assignment records for each section still exist.



Special Note:

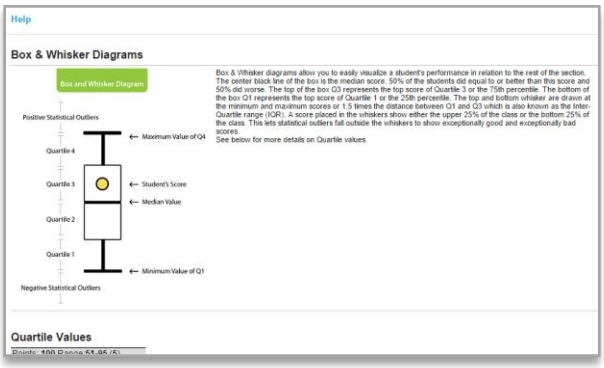
When viewing the Grade Book for a section group, some options are not available, such as editing assignments and modifying many settings.



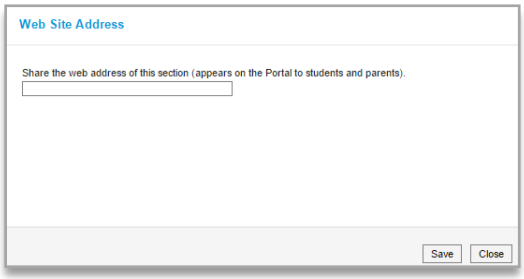
© 2018 Custom Computer Specialists, Inc. All Rights Reserved

Other

1. *Help*: If needed, a teacher can click the help button to get a quick reference of the different graphs, data analysis breakdown, color coding, and keyboard shortcuts for the Grade Book



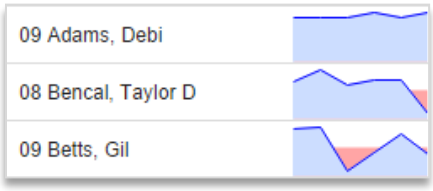
2. *Web Site Address*: If teachers have a website, they can insert the web site address and it will display in the portal for students and parents.



Preferences

1. *Display Sparkline Graph* – Check this button to display a 'Sparkline graph' next to each student's name. This condenses all scores into a graph that shows the patterns of the student's overall performance over time. For Points/Marks based grading, the graph displays as a line. For Rubric-based grade, the graph displays as colored proficiency bars (green for passing, red for failing).

Points Based Graph

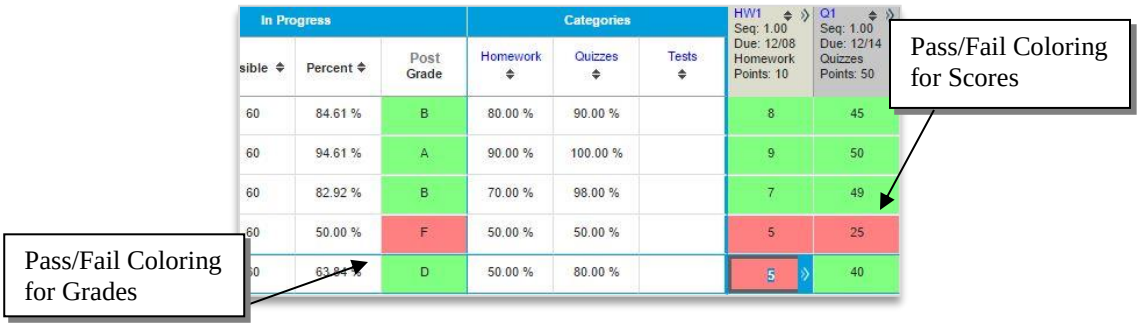


Rubric Based Graph

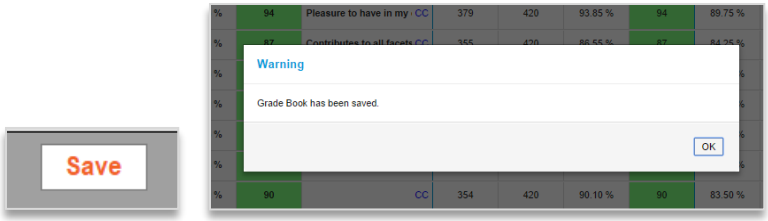
2. *Pass/Fail Coloring for Grades* – Check this button to display color coding for In-Progress Grades/Proficiency Estimates and Posted Grades. *Green* represents a passing score and *Red* represents a failing score.

 © 2018 Custom Computer Specialists, Inc. All Rights Reserved

3. *Pass/Fail Coloring for Scores* – Check this button to display color coding for individual assignment scores. *Green* represents a passing score and *Red* represents a failing score.



4. *Mute Pass/Fail Coloring* – Check this button to view the pass/fail colors in muted red and green tones and not the bold red and green ones.
5. *Save Alert* – Check this button to receive a notification after clicking the <Save> button stating "The Grade Book has been saved".



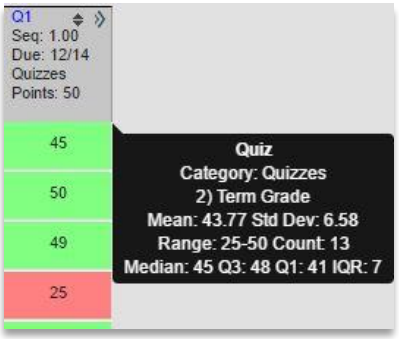
6. *Assignments Per Page* – This allows a teacher to set the number of assignments that display on each page of the Grade Book. The default is set to 100.

Scoring Assignments

Assignments can be scored directly in the score fields, within the Grade Book or using the Score Editor located in the Curriculum List (*Grade Book* > *Settings* > *Curriculum List* > *Score*).

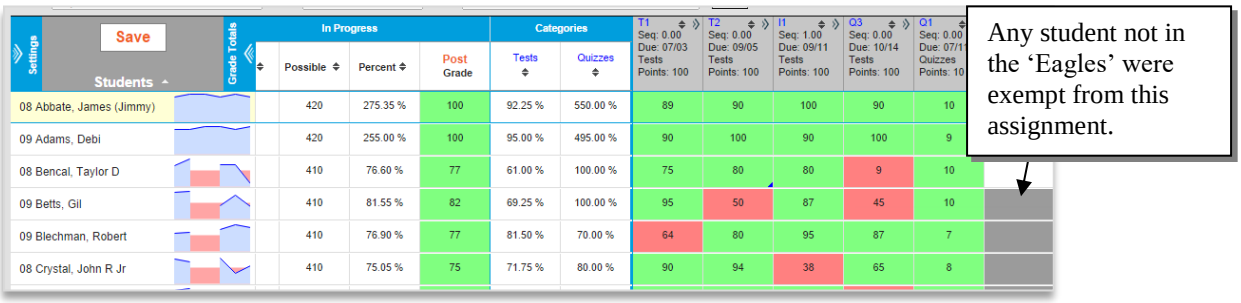
The gray box above the score fields provides the following information about the assignment: Abbreviation Name, Sequence Number, Due Date, the Category the assignment was placed in, and Total Points (Total Points will not display for Rubric based scoring). Hover over the Assignment Box to display the Full Assignment Name and student performance statistics.

© 2018 Custom Computer Specialists, Inc. All Rights Reserved



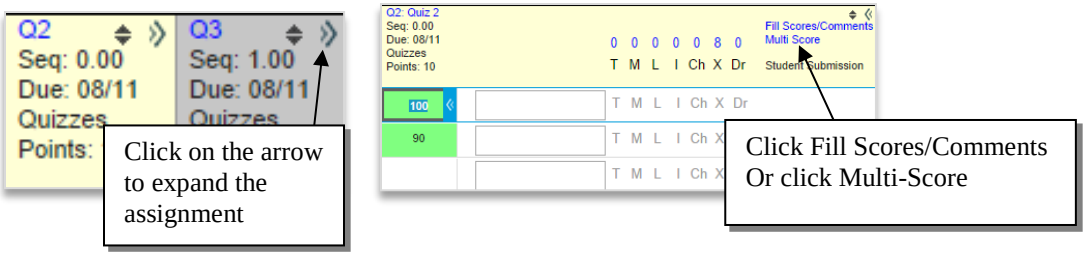
Manually Scoring in the Grade Book

1. At the top of the Grade Book screen, ensure the correct Term, Section and Task/Standard are selected from the dropdown boxes.
2. Click on the first student's score field (box) for the assignment needed.
3. Enter the points achieved/proficiency level and press the <Enter>. The system will automatically move down to the next student for the same assignment. The arrow keys can also be used to move through the score fields.
4. If Student Groups were used, the assignment for the group will only be applied to students in that group. All other students will be exempt and have the field grayed out.



Using the Score Editor to Score En Masse

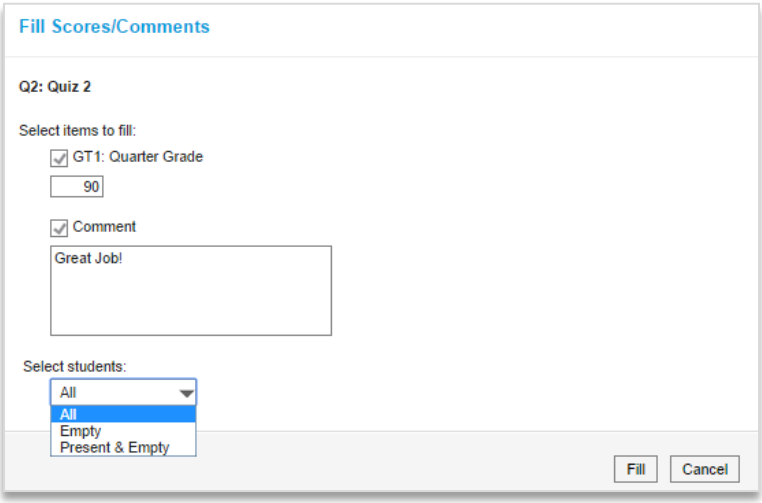
There are tools in the system for entering/updating scores or proficiency levels. They are accessed by expanding an assignment.



 © 2018 Custom Computer Specialists, Inc. All Rights Reserved

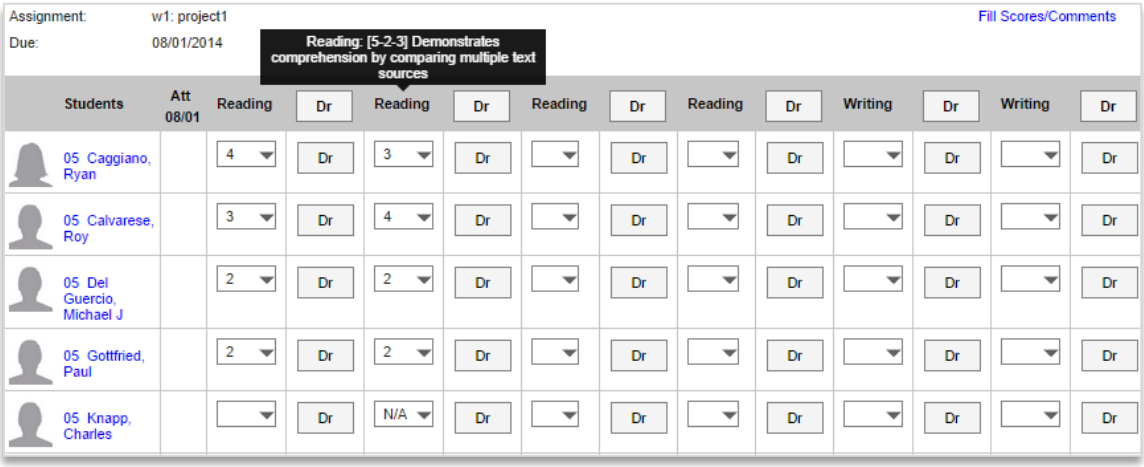
Fill Scores/Comment – This will allow the teacher to enter a specific score/proficiency level for multiple students for the assignment chosen. This is typically used when all students or a large number of the students receive the same score/proficiency level (this should not be used when entering scores for a 'student group' since it is not used for all students).

1. If needed, enter the scores/proficiency levels for the students receiving 'different' scores/levels (i.e., the quiz has 10 points, most students scored a '9', enter the score for the students who did not earn a '9').
2. Click the arrow to expand on the assignment. Choose 'Fill Scores/Comments'. This will open the *Score Editor*.
3. Use the check boxes to determine if scores/proficiency levels, comments, or both will be filled.
4. Enter the score/proficiency level and/or comment to add.
5. Select which students should be given the score/proficiency level and/or comment.
    a. All – This will add the score/proficiency level and/or comments to all students for the assignment (and overwrite any existing scores/comments).
    b. Empty – This will add the score/proficiency level and/or comments to all students with empty score fields and/or comment fields.
    c. Present & Empty - This will add the score/proficiency level and/or comments to all students with empty score fields and/or comment fields and who are not marked absent on the assignment due date.
6. Click <Fill> to fill the Scores/Proficiency Levels and/or Comments.



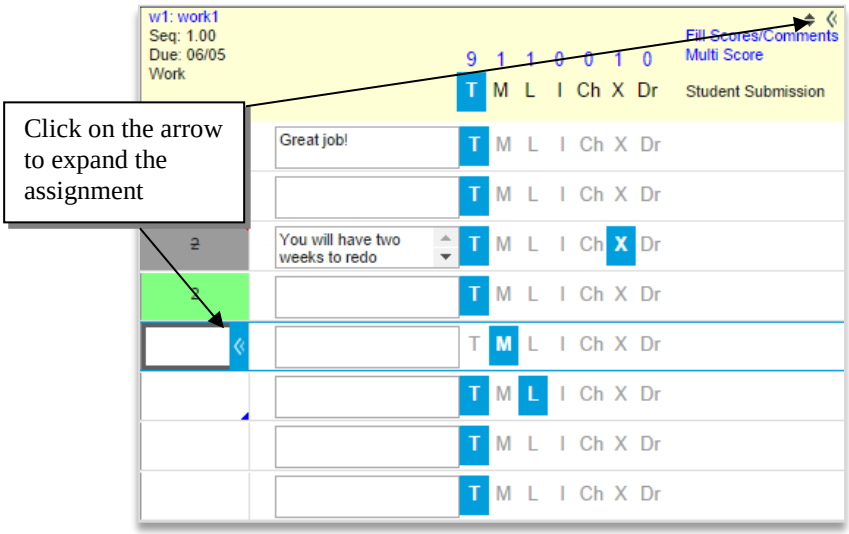
© 2018 Custom Computer Specialists, Inc. All Rights Reserved

Multi Score – This is typically used when an assignment has multiple scoring alignments (i.e. a project is aligned to 4 standards and a grading task). This allows a teacher to see all aligned Standards/Tasks on one screen for easier score input.



Adding Comments for Assignment Scores

Scores can be edited to add Campus comments (i.e., Missing, Dropped, Cheated), or teacher entered comments (i.e., Failed to expand on essay questions, did not show work). These comments can be viewed on the Portal and through the *Student Information* > *General* > *Schedule* or *Grades* tabs by staff with applicable user rights.



Teacher Comments: Click on the arrow to expand on the assignment. A text box and comment options will appear. Type the desired comment into the text box. There is a 250 character limit per assignment comment.

Campus Comments: Click on the arrow to expand on the assignment. A text box and comment options will appear. Click in the Campus comment box to add. Clicking the

 © 2018 Custom Computer Specialists, Inc. All Rights Reserved

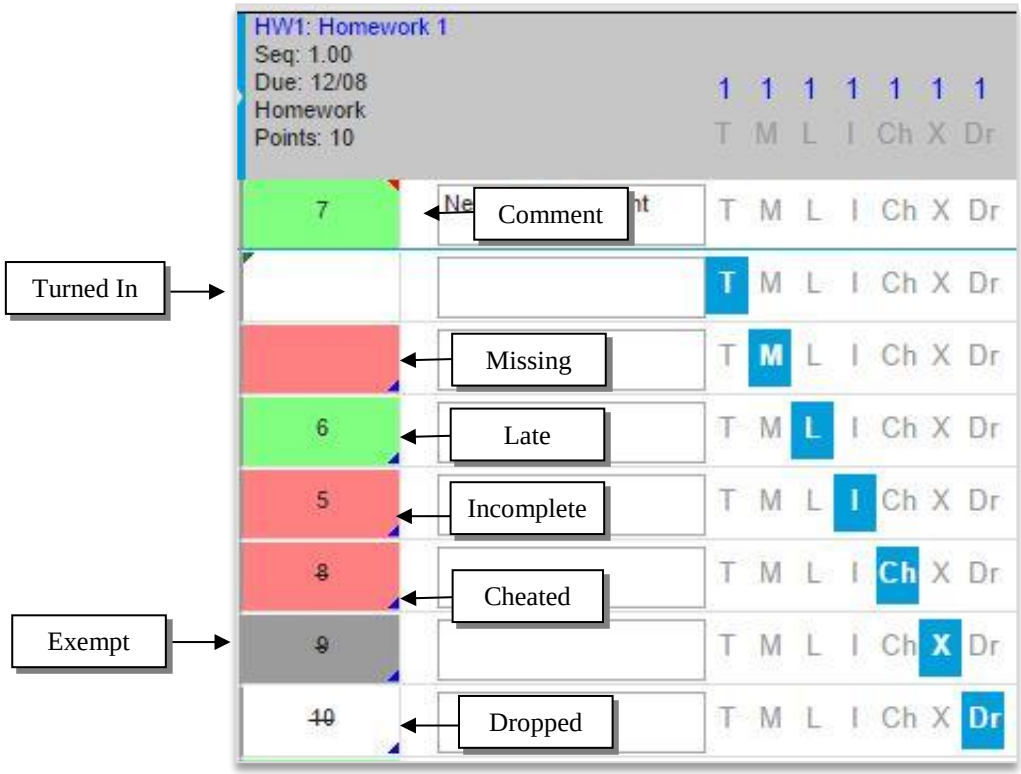
Fill Scores/Comments will act as a <fill all>. Clicking on an individual Campus comment will add the comment to child selected.

Score Flags: The following describes the effect of marking a flag for an assignment

a. *Turned In* – click on the 'T' checkbox if this assignment was submitted by the student. This checkbox does not affect the grade – it is used for informational purposes only.
b. *Missing* – click on the 'M' checkbox to mark the assignment missing for a student. A missing assignment flag can be set by the district to be *only* an indicator flag, or a specific score (such as 0 or 50, depending on the schools missing assignment policy).
c. *Late* – click on the 'L' checkbox to mark the assignment late for a student. This checkbox does not affect the grade – it is used for informational purposes only. A blue triangle will display as a notification.
d. *Incomplete* – click on the 'I' checkbox to mark the assignment incomplete. This checkbox does not affect the grade – whatever score is entered will be used in the calculation. A blue triangle will display as a notification.
e. *Cheated* – click on the 'Ch' checkbox to mark that the student cheated on the assignment. This checkbox will use a 0 (zero) in the calculation, if using points/marks based grading. A 'Ch' can be entered in place of the student's grade in the box. A blue triangle will display as a notification.
f. *Exempt* – click on the 'X' checkbox to mark the assignment exempt for a student. This grade will be excluded from the calculation. The box will display in gray as a notification.
g. *Dropped* – click on the 'Dr' checkbox to mark that this assignment is being dropped for a student. This grade will be excluded from the calculation. A blue triangle will display as a notification.

Special Note:
If an assignment has multiple scoring alignments, such as alignments to multiple standards, if a flag is marked for the assignment it will show up for all alignments.

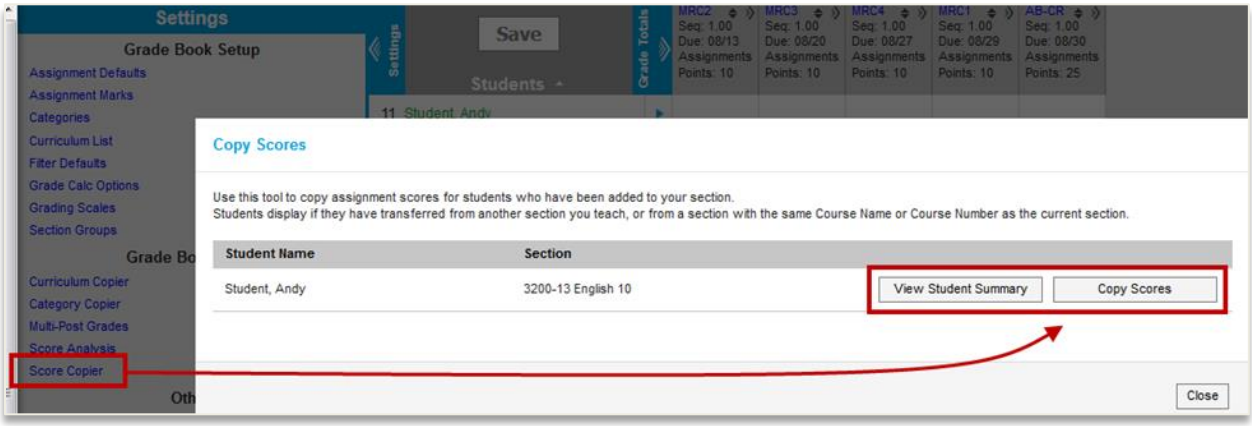
© 2018 Custom Computer Specialists, Inc. All Rights Reserved



Score Copier

The Score Copier allows teachers to receive scores for students who have transferred into one of their sections. Assignment scores that the student received in the previous section can be copied to unscored assignments in the new section.

Teachers can also generate the Student Summary report for the student's previous section to review assignments and scores.



 © 2018 Custom Computer Specialists, Inc. All Rights Reserved

Which Students Display

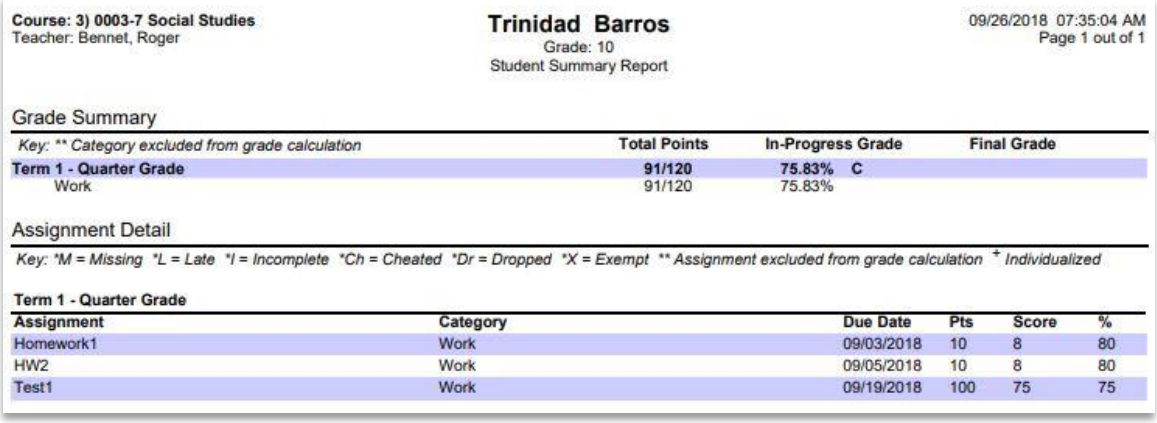
Students who have transferred into the section currently selected in the Grade Book are displayed. Additionally, one of the following conditions must be met:

- Both the previous section and the new section are taught by the same teacher.
- The previous section and new section have the same Course Name or Course Number.

Student Summary

Click <View Student Summary>to view the Student Summary report for the student's previous section.

The report shows any tasks/standards with scored assignments in the Grade Summary and any assignments in the Assignment Detail.



Course: 3) 0003-7 Social Studies
Teacher: Bennet, Roger

Trinidad Barros
Grade: 10
Student Summary Report

09/26/2018 07:35:04 AM
Page 1 out of 1

Grade Summary

*Key: ** Category excluded from grade calculation*	Total Points	In-Progress Grade	Final Grade
Term 1 - Quarter Grade	**91/120**	**75.83% C**	
Work	91/120	75.83%	

Assignment Detail

*Key: *M = Missing *L = Late *I = Incomplete *Ch = Cheated *Dr = Dropped *X = Exempt ** Assignment excluded from grade calculation + Individualized*

Term 1 - Quarter Grade

Assignment	Category	Due Date	Pts	Score	%
Homework1	Work	09/03/2018	10	8	80
HW2	Work	09/05/2018	10	8	80
Test1	Work	09/19/2018	100	75	75

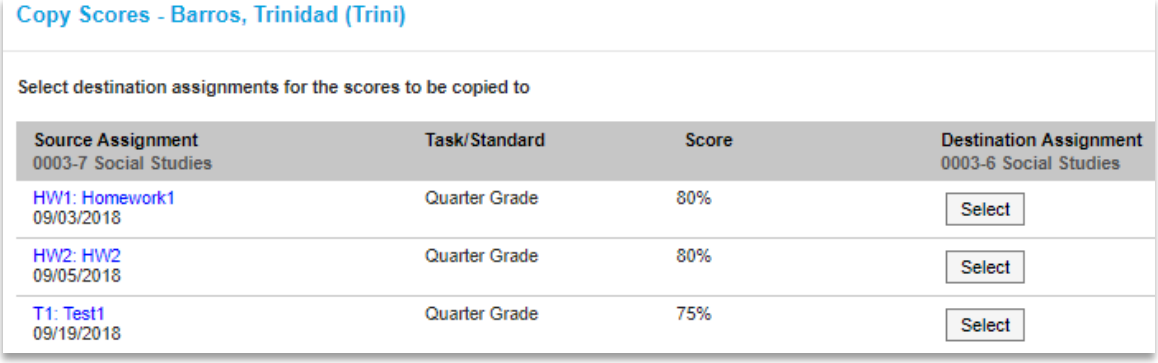
Another use of this report is to view any posted and in-progress grades for the student, to get an idea of how to student was doing in the course overall.

Copy Scores

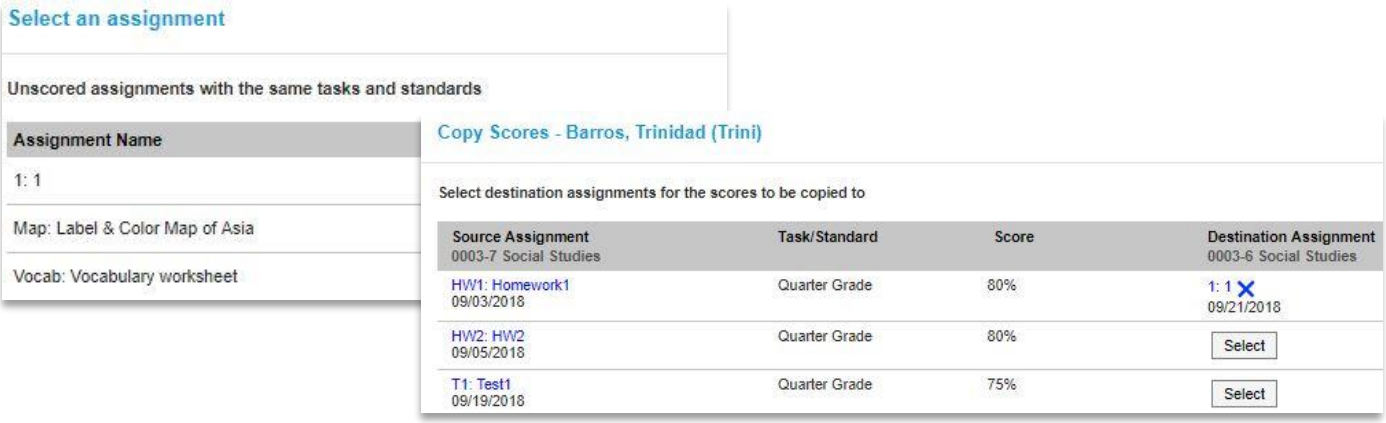
To copy scores from one course/section to another:

1. Click <Copy Scores> to view a list of scored assignments in the previous section (Source).
2. Click an assignment name to view a summary of the assignment, including Teacher Notes, Student Instructions, and Content. The Task/Standard the assignment is aligned to and the student's score as a percentage display. When scores are copied, students receive that percentage of possible points. For example, if a student received 9/10 points on the source assignment and the destination assignment is worth 20 points, the student receives 18 points.

© 2018 Custom Computer Specialists, Inc. All Rights Reserved

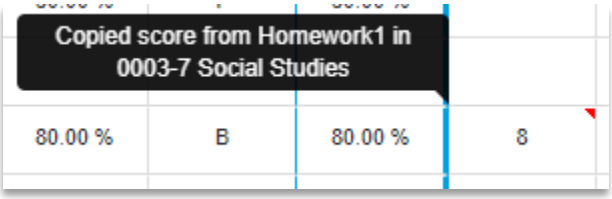


3. The Destination Assignment column shows the assignments that will receive copied assignment scores upon Save.
    a. Assignments that match display in the Destination column automatically. Matching assignments are those that are aligned to both the source and destination sections in the Scheduling Alignment area of the assignment.
    b. Other assignment scores can be copied if the task/standard alignment is the same and if the destination assignment does not have a score. Click <Select> to view a list of destination assignments whose scores can be copied.



4. Click <Save> to copy scores into the grade book. Return to the Score Copier at any point to view assignments and copy scores.

A Comment is added to the destination assignment indicating the assignment and section the score was copied from.



 © 2018 Custom Computer Specialists, Inc. All Rights Reserved

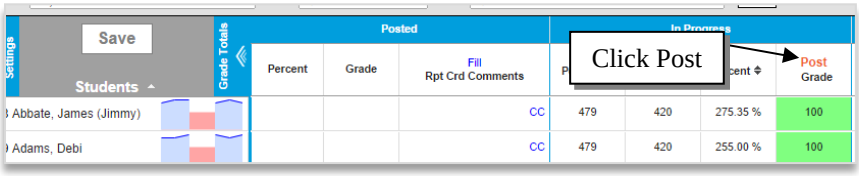
Posting Grades/Proficiency Levels

When all of the assignment scores/proficiency levels for a term have been entered into Campus, the calculated 'In Progress' grade (points based grading) or the proficiency estimate (rubric based grading) need to be posted to the Grading Task/Standard so they will appear on the students' report cards.

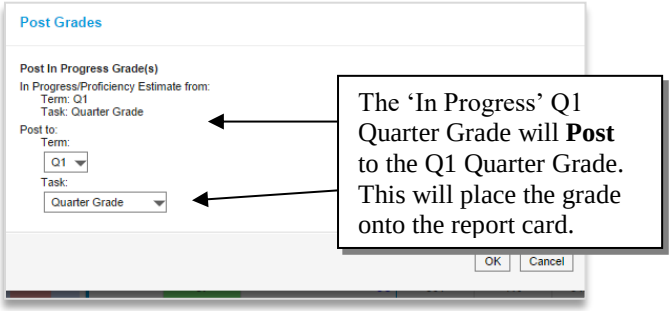
Above, the "In-Progress" Grade, an Orange <Post> button will appear when the grading window is open. Clicking on <Post> produces a pop-up menu in which the *Post Grades* item can be chosen. The teacher can only 'Post Grades' when the grading window has been opened by a Building Administrator. Otherwise, the <Post> button will not appear.

Posting 'In-Progress' Grades for Points/Marks based Grading

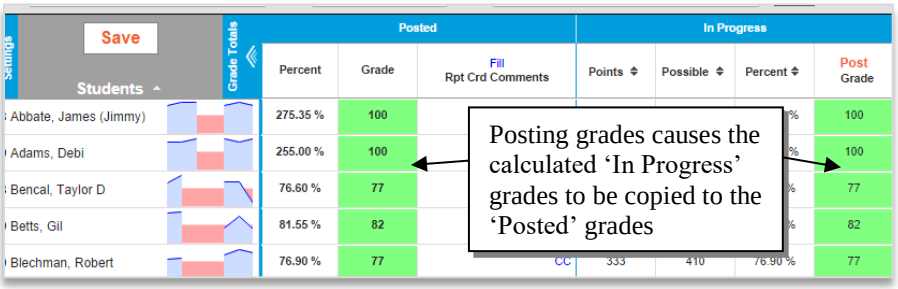
1. When the Grading Window is open, click the <Post> button.



2. A pop-up menu will appear. Select the Grading task/standard to which the 'In-Progress' grade should post. By default the current task/standard will populate. The Grading Window must be open to post a Grade.



3. Click <Ok>. Grades will be posted upon **Save.**



4. Enter any comment in the "Rpt Crd Comments" column (if given proper tool rights) or click the CC (canned comments) link to open the comments window. Click <Save> when finished.

© 2018 Custom Computer Specialists, Inc. All Rights Reserved

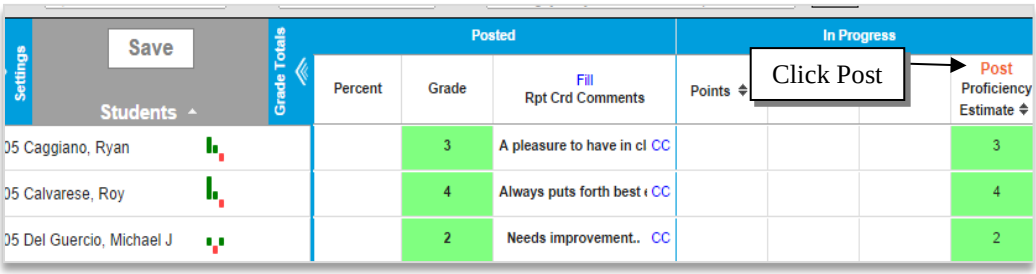
5. Repeat for each Grading Task/Standard.

Posting 'Proficiency Estimates' for Rubric Based Grading

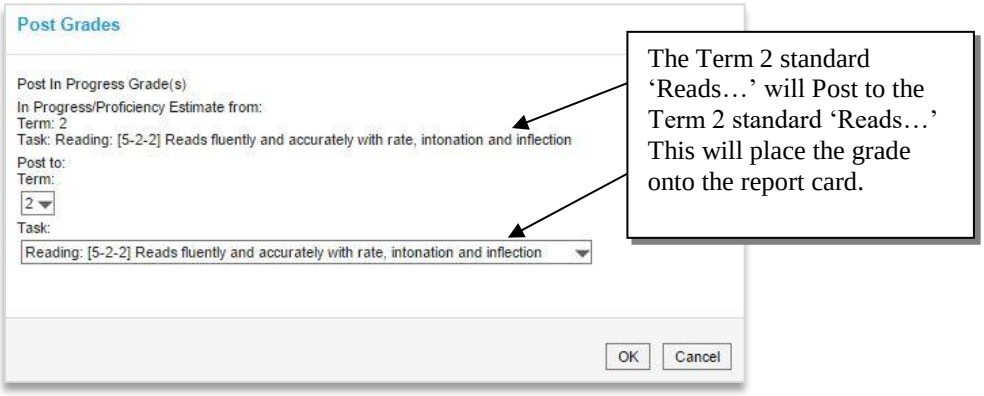
When using Rubric-Based grading, a Proficiency Estimate displays in the Grade book, rather than an 'In Progress' calculation. The Proficiency estimate is based on the preferences selected by the teacher (See Grade Calc. Options Set-Up).

Proficiency Estimates can be 'Posted' or manually entered in the "Posted" column when the grading window is open.

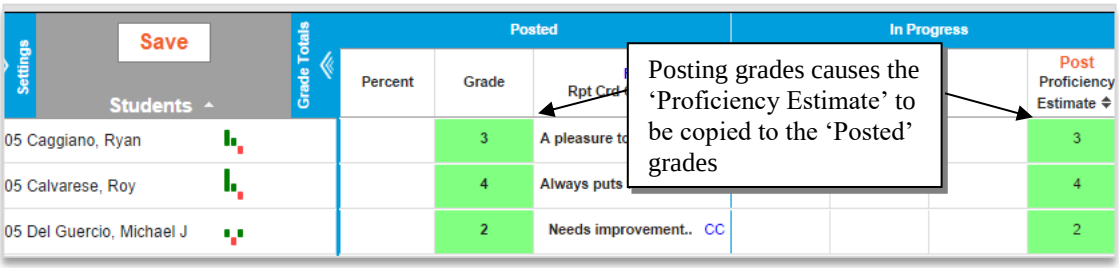
1. When the Grading Window is open, click the <Post> button.



2. A pop-up menu will appear. Select the standard to which the 'Proficiency estimate' level should post. By default the current standard will populate. The Grading Window must be open to post a Proficiency Estimate to the Report Card.



3. Click <Ok>. Grades will be posted upon Save.



 © 2018 Custom Computer Specialists, Inc. All Rights Reserved

4. Enter any comment in the "Rpt Crd Comments" column or click the CC (canned comments) link to open the comments window. Click <Save> when finished.
5. Repeat for each Standard.

NOTE: Using the Post Grades Tool (located in the Index) also allows for posting from the In-Progress score.

Posting Grades to Other Tasks

Calculated 'In-Progress' Grades can be posted to 'other tasks' as well. This is generally used when a school reports 'Progress' (or 'Interim') Report grades in the middle of the Term based on the students' grades in the Grade Book at that time. The following must be in effect to use this function:

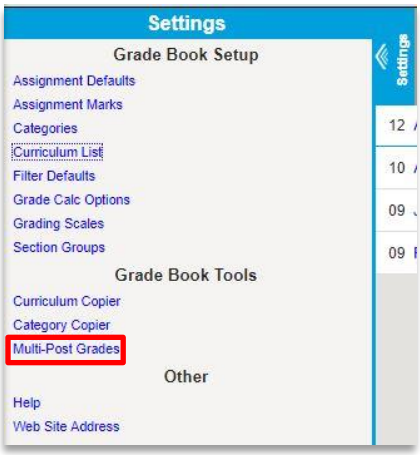
1. The Grading Task must be in the course with the same Score Group as the Term (i.e., If the 'Quarter Grade' Grading Task is on the course with the 'Alpha' Score Group, 'Progress Report' Grading Task must also be attached to the course with the 'Alpha' Score Group)
2. The Grading Scale must be the same for both tasks (i.e., if the 'Quarter Grade' Grading Task has an 'Alpha' Grading Scale, 'Progress Report Grade' Grading Task must also have an 'Alpha' Grading Scale).
3. The Progress (or Interim) Report Grading Task window must be active.

The final result will display in the Progress (or Interim) Grading Task.

Multi-Post Grades Option

The Multi-Post Grades tool allows teachers to post grades for multiple tasks or standards at the same time. Grades are pulled from the In-Progress grades area of the Grade Book.

There are two ways to access the Multi-Post Grades tool: in the Settings menu of the Grade Book or through the Post Grades Tool.

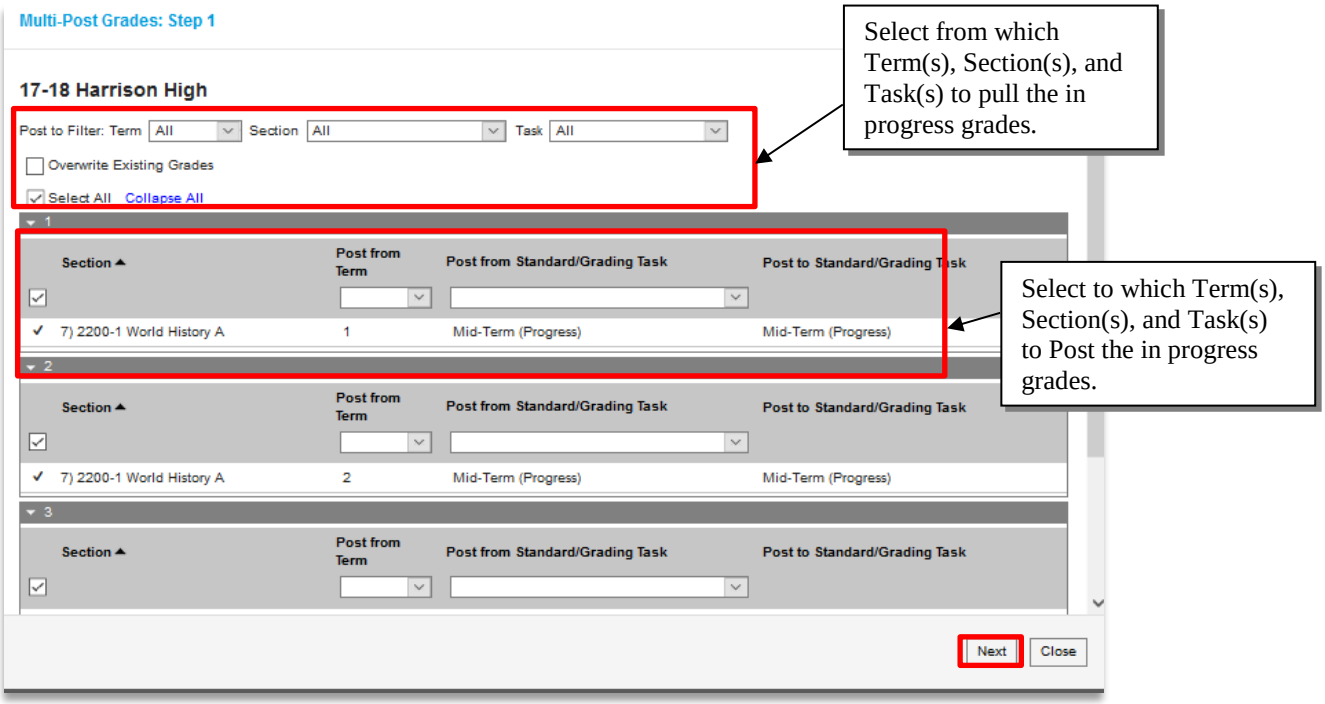


Special Note:
Grade Calculation Options for each section must be set up in order for the Multi-Post Grades tool to pull the in-progress grades/proficiency estimates.

© 2018 Custom Computer Specialists, Inc. All Rights Reserved

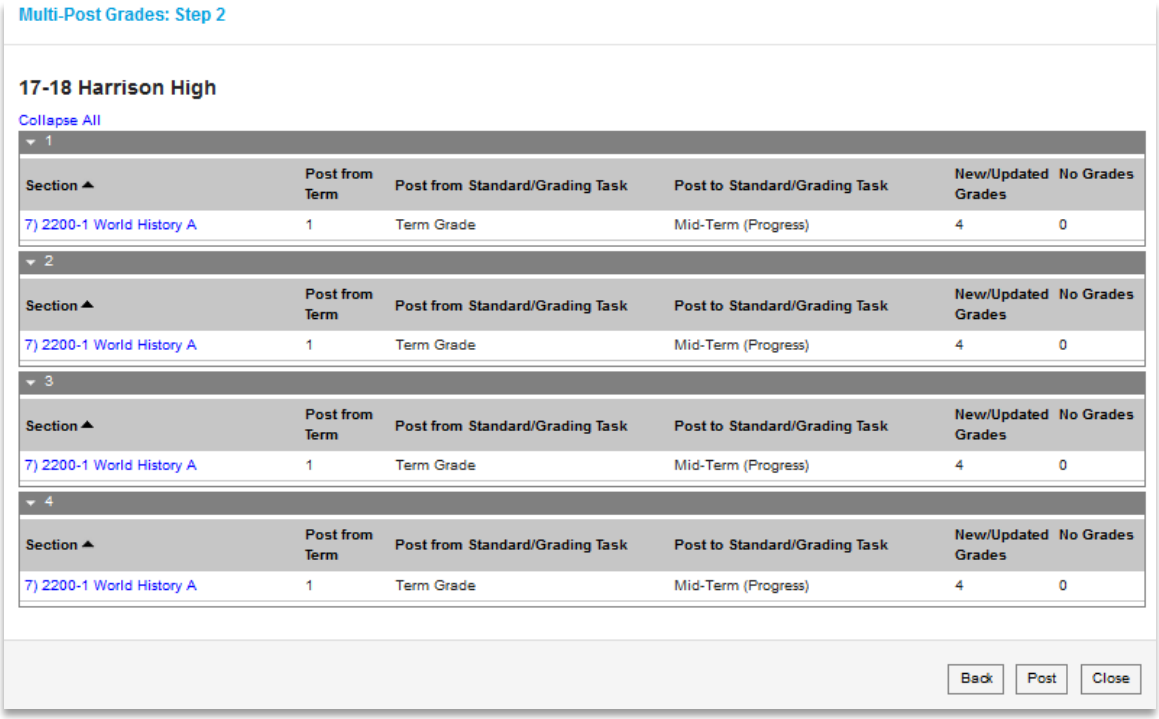
Posting Grades En Masse:

1. Choose which Term(s), Section(s), and Task(s) from which to pull the grades.
2. Choose whether or not to overwrite existing posted grades.
3. Select which Term(s), Section(s), and Task(s) to which to post the grades.
4. Click <Next>.



5. Click on the name of the Course Section in order to view the individual students' grades and changes that will be made to the existing grades. When finished, click <Close>.

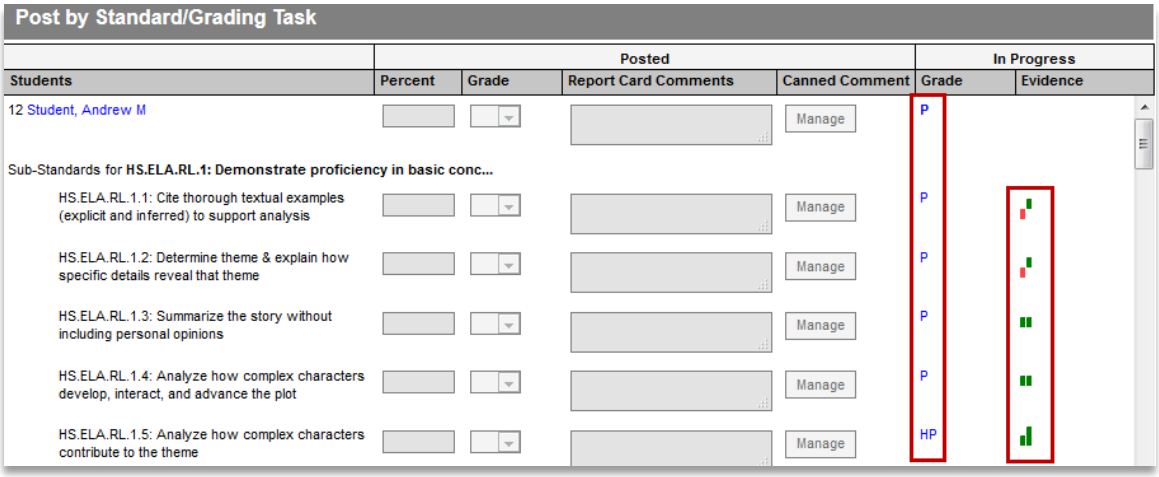
 © 2018 Custom Computer Specialists, Inc. All Rights Reserved



1. If all grades are correct, click <Post>. If not, correct the grade(s) in the Grade Book before Posting
2. If Grades were successfully posted, at the top of the Step 2 Box, a "Your Grades have been posted successfully" message will display.

Rollup Calculation in Post Grades

Rollup calculations also display in the Post Grades tool. In Progress Grades (or Posted if available) display for child standards with the rollup calculation shown for the parent standard/grading task in bold text.

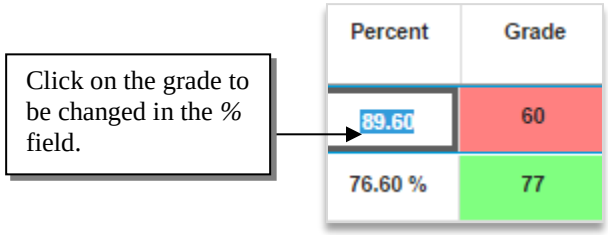


© 2018 Custom Computer Specialists, Inc. All Rights Reserved

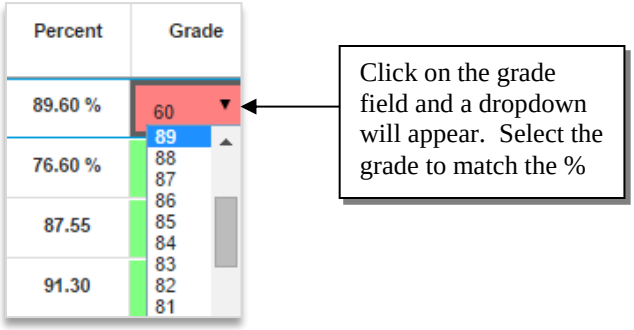
Editing Posted Grades

Occasionally, a teacher will need to override the posted grades for the term. This step should be done after 'Posting the Grades'. If the grade is overridden and the teacher re-posts, the system will calculate the Term Grade again and it will revert to the original grade.

1. Click on the calculated grade listed in the *Percent* field. Changes can be made when the grading window is open



2. Type in the new grade and press the <Enter> key. The grade will change in the % column.
3. Click on the grade listed in the 'grade' field. A dropdown list will display of scores (from the score group). Select the appropriate grade to match the %. This grade will display on the report card.



Special Note:

If Composite Grading is used, the system will use the number in the percent (%) field to calculate the Final Grade.

© 2018 Custom Computer Specialists, Inc. All Rights Reserved

Posting Final Grades for a Course

If a course's Final Grade is calculated based on the Composite Grading or Roll up assigned by the District or teacher (refer to the Composite Grading Set-Up section of this manual), the grade can be posted in the Grade Book. By selecting the Final Grade in the *task* dropdown list on the Grade Book, the teacher can view the Grade Book page for the *Final Grade*. These grades can be posted when the Grading Window is open using the same method as posting the Quarter Grade (refer to Posting Grades section of this manual).

Section 03) 0300-1 Science Scenarios | Term Q4 | Task Final Grade | + Add

Settings / Save / Students	Grade Totals	Posted			In Progress				Q1) Quarter Grade		Q2) Quarter Grade		Q3) Quarter Grade		Q4
		Percent	Grade	Fill Rpt Crd Comments	Points	Possible	Percent	Post Grade	Composite Percent	Composite Grade	Composite Percent	Composite Grade	Composite Percent	Composite Grade	Comp Perc
09 Adams, Debi		87.15 %	87	CC			87.15 %	87	59.85	60	95.98	96	92.79	93	10
08 Bencal, Taylor D		88.09 %	88	CC			88.09 %	88	76.60	77	95.98	96	92.79	93	87
09 Betts, Gil		91.33 %	91	CC			91.33 %	91	87.55	88	95.98	96	92.79	93	89
09 Blechman, Robert		94.65 %	95	CC			94.65 %	95	91.30	91	95.98	96	92.79	93	98
08 Crystal, John R Jr		83.45 %	83	CC			83.45 %	83	75.05	75	95.98	96	92.79	93	70
09 Davenport, Stephen		88.30 %	88	CC			88.30 %	88	86.05	86	95.98	96	92.79	93	78
09 Finucane, Elizabeth		95.65 %	96	CC			95.65 %	96	93.85	94	95.98	96	92.79	93	10
09 Giordano, Enrique		94.83 %	95	CC			94.83 %	95	90.55	91	95.98	96	92.79	93	10
09 Liberty, Jennifer		93.63 %	94	CC			93.63 %	94	85.75	86	95.98	96	92.79	93	10

If a course's Final Grade is not calculated based on Composite Grading, the grade is posted to the report card by navigating to *Post Grades*. For full instructions on this tool, refer to the Post Grades: Grading Manually section.

Special Note:

Composite Grading is based on calculated grades, therefore, final grades for standards scored with proficiency estimates cannot use composite grading calculations rather the Roll Up functionality must be used instead.

© 2018 Custom Computer Specialists, Inc. All Rights Reserved

POST GRADES: GRADING MANUALLY

Description

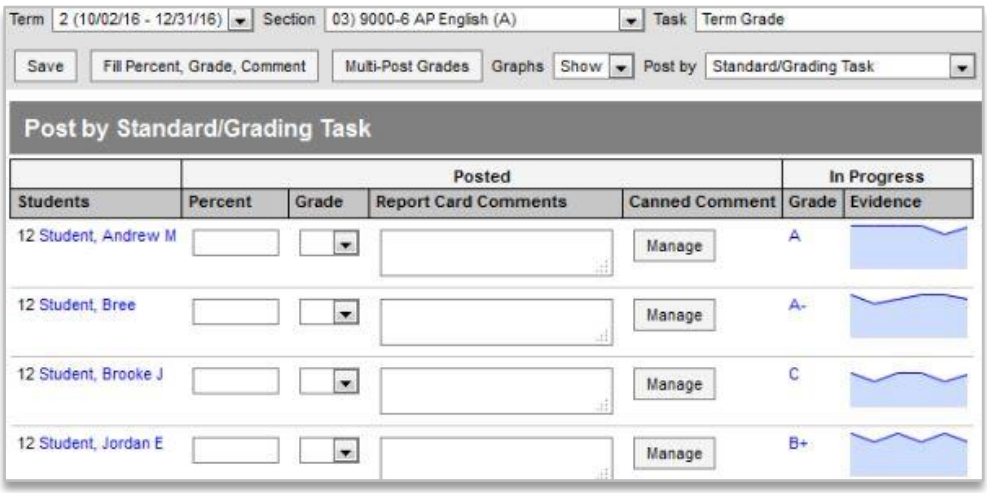
If teachers are not using the Grade Book to determine/calculate the grades for each quarter, they can enter the grades using the Post Grade module. Within 'Post Grades', teachers can elect to Post by Standard/Grading Task (default), or Post by Student. The procedures are almost identical; the only difference between the two is the display.

- **Post Grades (by Standard/Grading Task)** will display all the students for the Term and Standard/Grading Task chosen (i.e., Q1 – Comprehends grade level text, Q2 – Quarter Grade, Q4 – Final Grade, Q1 – Progress Report).
- **Post by Student** will display all the grading tasks for the selected Term and Student (i.e., all the Q1 grades for James Abbate).

> **Special Note:**
>
> Grades can only be entered or updated when the grading task is active. Usually a district will activate a standard/grading task ('open the grading window') for a short time to allow the grades to be posted. Then, they will close the standard/task and print the report cards. *If grades need to be changed after the task has been closed, only staff members with special user rights will be able to make those corrections.* Teachers will be able to view these grades, but not change them.

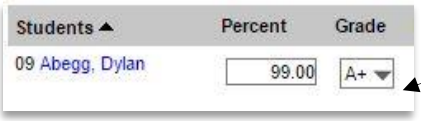
Entering Grades by Standard/Task

1. Navigate to *Index* > *Post Grades*.
2. Select the section and appropriate term.
3. Select the appropriate standard/task or All Grading Tasks/Standards from the 'Post By' dropdown. All students on the section roster will display.



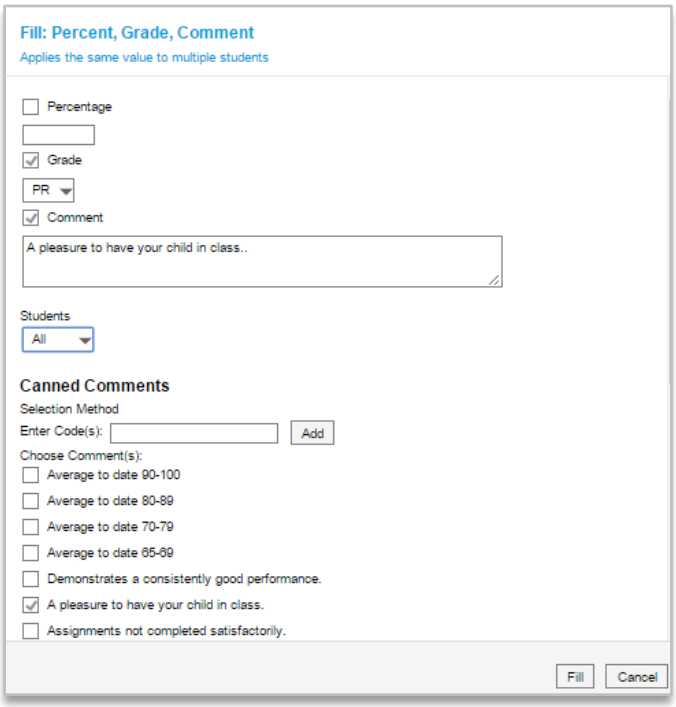
© 2018 Custom Computer Specialists, Inc. All Rights Reserved

4. Enter the calculated Percent the student earned (i.e. 92.67). Note: The value entered in the Percent column is used for the composite grade for the course. For example, the Final Grade might consist of all 4 quarters measured equally (25% each). This can be set up on the course level by the School or District administrators (or by the teacher, if allowed). The system needs a number in the Percent field to calculate it.
5. Enter the Grade the student will see on a report card/transcript. Teachers choose the student's score from the dropdown list. This list is created by the school or district administrators. If the score needed is not on the list, notify the school administrator.



The *Percent* is used for composite grading and the *Grade* is printed on the report card/transcript

6. Alternately, students can be graded using the Fill Percent, Grade, Comment feature. This is often used to enter the 'Progress Report' grade for the Progress (or Interim) report card where students are receiving no true grade, just comments on their current progress. Since comments will not print without a grade, a 'placeholder' grade must be entered for all students. This grade will be available on the dropdown list.
    a. Click the <Fill Percent, Grade, Comment> button. A pop-up will appear.
    b. Enter a Percentage, if needed, click the <Fill All> to fill all students' *Score* fields with the dropdown grade. Use the <Fill Empty> button to fill only the *Score* fields that are currently empty.



© 2018 Custom Computer Specialists, Inc. All Rights Reserved

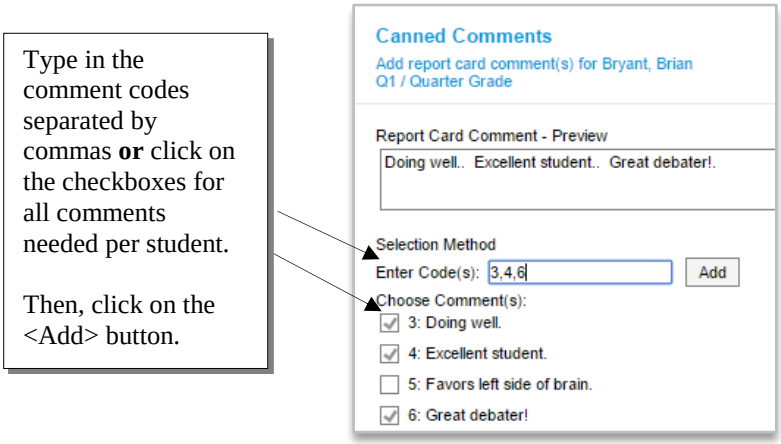
7. Report Card Comments – Click the <Manage> button to the right of the Report Card Comments section to choose comments from the list. This list is created by the School or District administrators. Comments can be added by clicking on the checkboxes or typing the comment codes (separated by commas). More than one comment may be selected. After all comments are selected, click <Save>.

   Note: Use Canned Comments must be turned on (in Account Settings) prior to use or the <Add> button will not appear**.**

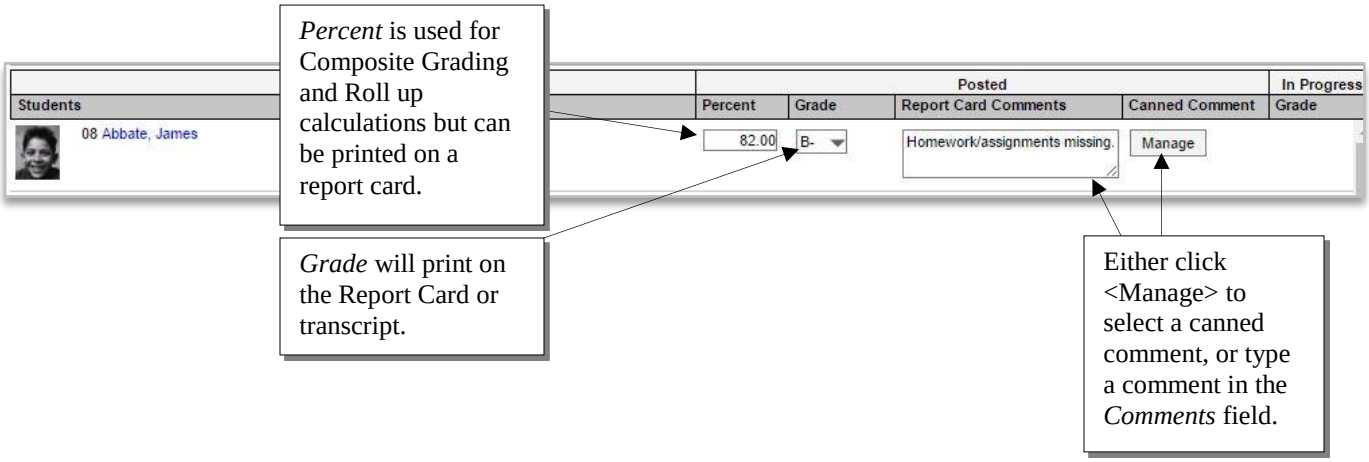
   The teacher can enter custom comments in the Report Card Comments field as well. Misspelled words appear with a red underline. Right click on the word to correct.

   Note: The district has the option to turn off the ability to enter custom comments for teachers, so it may not be available in all districts.

   Many districts have custom report cards. Since space for comments will be limited on these cards, the district may impose a 'character limit' on comments.



8. Click on the <Save> button.

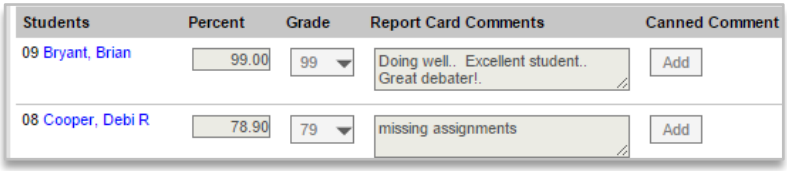


© 2018 Custom Computer Specialists, Inc. All Rights Reserved

Special Note:

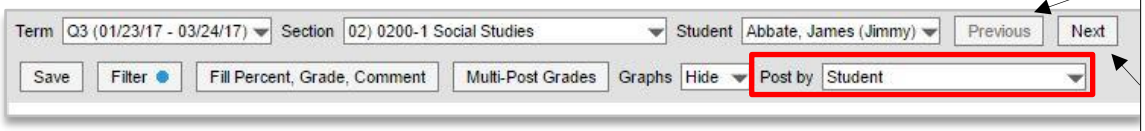
If the Grading Task is not active (Grading Window is closed), the teacher will see the rostered students, but will not be able to add/change the grade or comment(s):

*Example of a Grading Task **after** the grades were entered and the task closed*



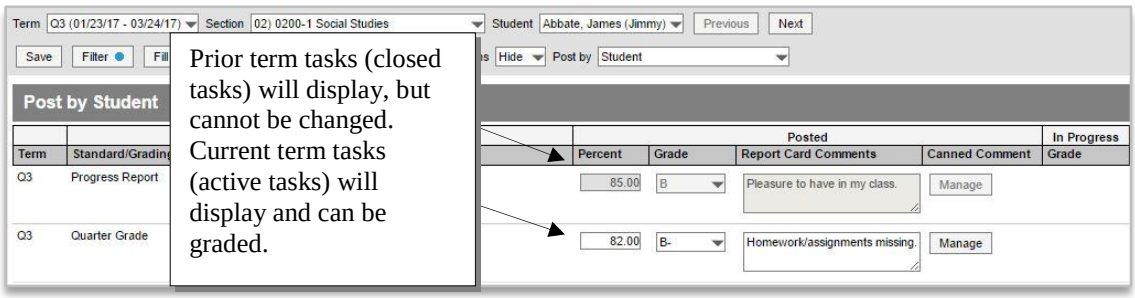
Entering Grades by Student

1. Navigate to *Index > Post Grades*.
2. Click and select <Post by Student> in the drop down at the top.



Select Previous to go to the previous student's record. Select Next to go to the next student's record.

3. Select the Section, appropriate Term(s), and the Student. All standards/grading tasks will appear for the student. Any tasks that are inactive will appear grayed out and cannot be edited by the teacher.



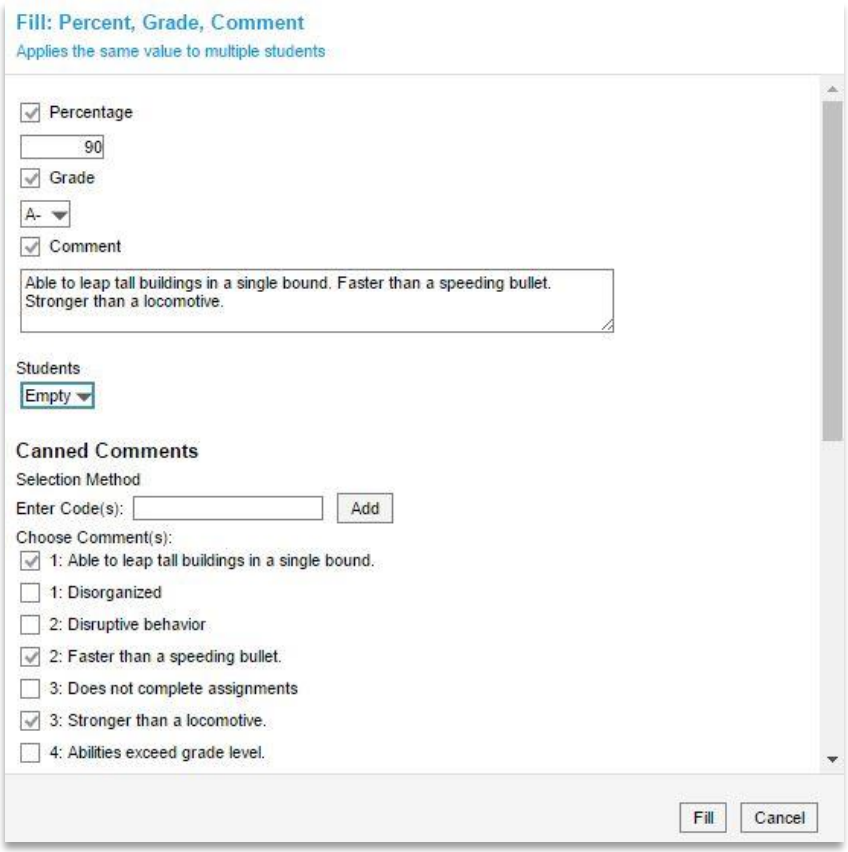
Prior term tasks (closed tasks) will display, but cannot be changed. Current term tasks (active tasks) will display and can be graded.

4. For each Grading Task, enter the calculated Percent the student earned (i.e. 92.67). Note: The value entered in the Percent column is used for the composite grade for the course. For example, the Final Grade might consist of all 4 quarters measured equally (25% each). This can be set up on the course level by the School or District administrators (or by the teacher, if allowed). Standards do not use Composite Grading but may use a Roll Up percent.

© 2018 Custom Computer Specialists, Inc. All Rights Reserved

5. For each Standard/Grading task, enter the Grade the student will see on a report card/transcript. Teachers choose the student's score from the dropdown list. This list is created by the School or District administrators. If the score needed is *not* on the list, notify the school administrator.

6. Alternately, Teachers can use the <Fill Percent, Grade, Comment> button to give the same Percent and/or comments to all Standards/Grading Tasks for the student.
   a. Click the <Fill Percent, Grade, Comment> button. A pop-up will appear.
   b. Enter a Percentage and/or comment, Use the Drop-down to apply the percent and/or comment to 'All' Tasks or Tasks with 'Empty' fields.



7. Click on the <Fill> button.
8. Click <Save> when finished.

© 2018 Custom Computer Specialists, Inc. All Rights Reserved

Note on Composite Grading and the Grade Book

If the Grade Book is used, the *Percent* may need to be changed before Composite Grading can be calculated and is used to post Final Grades to the student. Leaving decimals in the *Percent* field can cause unusual results due to rounding in the Final Grade.

For example, a student received a 90.550 for the Quarter Grade in the Grade Book. The system (using the 'Grading Scale') changed the Score to a '91' for the report card. If the student received the same score for three quarters and an 89.8 for one quarter, the grades she would receive on the Report Card are as follows:

Q1: 91
Q2: 91
Q3: 91
Q4: 90

If manually calculating from the Report Card scores, the Final Grade would be '91'

$\frac{91 + 91 + 91 + 90}{4} = 90.75$ (round up to a grade of '91')

However, the Composite Grading will add the unrounded numbers in the Percent field

$\frac{90.55 + 90.55 + 90.55 + 89.8}{4} = 90.3625$ (This will usually round to a grade of '90')

Additional Note if using Auto Grade with Composite Grading

If a student drops a section of a course and adds a different section of the same course (i.e., changes teachers or periods for the same course) and the course uses Composite Grading, the grades do not need to be moved to the new section. The system will use all grades for the course, regardless of the section the student is rostered in.

However, if a student drops a course after receiving a Quarter Grade and adds a different course (i.e., drops 'AP English', adds 'Honors English'), the Composite Grade will only use the grades listed in each course to calculate the Final Grades. This may have to be manually adjusted.

© 2018 Custom Computer Specialists, Inc. All Rights Reserved

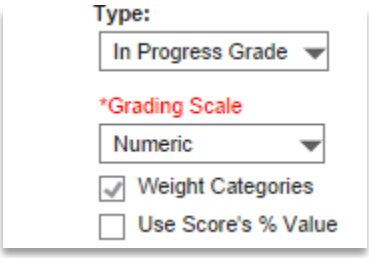
GRADEBOOK FREQUENTLY ASKED QUESTIONS

Description

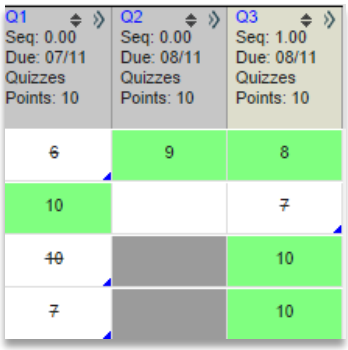
This section will cover the most common mistakes experienced when setting up the Grade Book.

Q: I see the weights I assigned to my categories when I click the <Category> Link button; however, the Grade Book is not using these weights when calculating the *In Progress* grade.

A: The *Weight categories* field was **not** checked on the Term Grade Task. Navigate to the *Grade Book* > *Settings* > *Grade Calc. Options*. Locate the grading task (i.e., Term Q2 Quarter Grade) and check the *Weight categories* box. Click on the <Save> button. Now the Grade Book will use the weights assigned to each category.



Q: In the Grade Book, I am entering my grades for a group and each student is being assigned a blue triangle to one score.

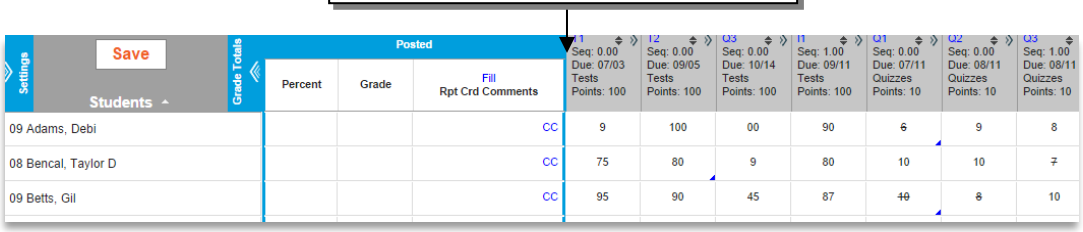


A: You chose to drop the lowest score for this category. As you add two or more assignment scores for a student, the system will flag the lowest score (i.e., percentage). The category percent (%) and In-Progress (%) will ignore dropped scores in calculations. As more scores are entered, the 'dropped' score might change and the calculations will update.

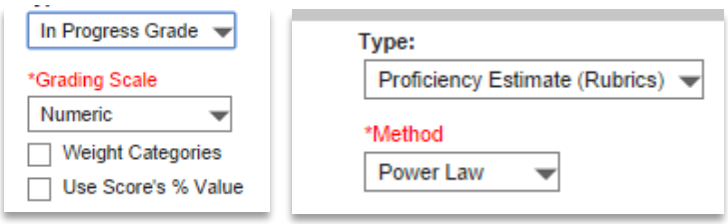
© 2018 Custom Computer Specialists, Inc. All Rights Reserved

Q: In the Grade Book, Assignments have scores/proficiency levels, but the calculations/proficiency estimates are missing.

'In Progress' calculations are missing.



A: The *Grading Scale/Proficiency Estimate* was not selected on the Term Grading Task/Standard. Navigate to the *Settings* > *Grade Calc. Options*. Select a Grading Scale/Proficiency Estimate for the appropriate Grading Task/Standard (i.e., Term 1 Quarter Grade; Reads on Grade Level) Click on the <Save> button. The In-Progress grades will then appear in the Grade Book.

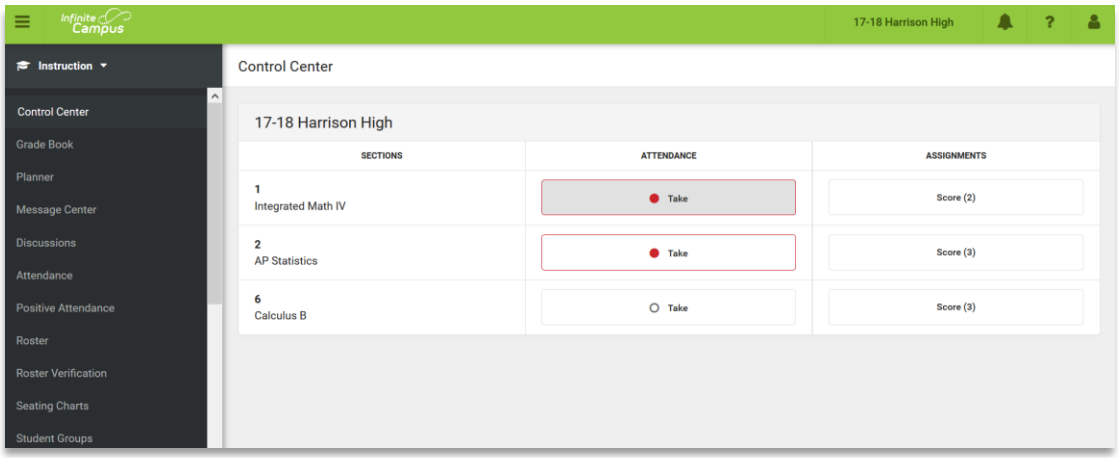


© 2018 Custom Computer Specialists, Inc. All Rights Reserved

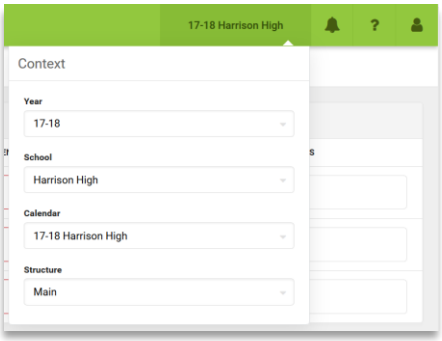
CONTROL CENTER

Description

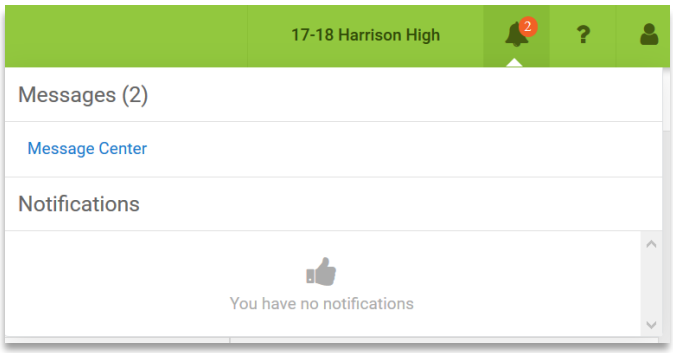
The Control Center is the landing page for Campus Instruction. On this page, a teacher may take attendance and/or score assignments, as well as find some information on students in the sections a teacher is attached to. The Control Center is optimized for mobile devices, making it easy to complete daily tasks on a phone or tablet.



Context Switcher – allows the user to switch year, school, calendar, and/or schedule structure if the user has proper tool rights to do so.



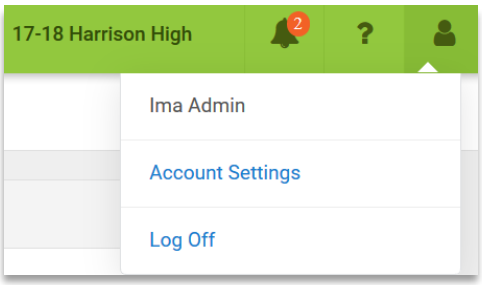
Notifications – will alert the user if they have messages in their message center

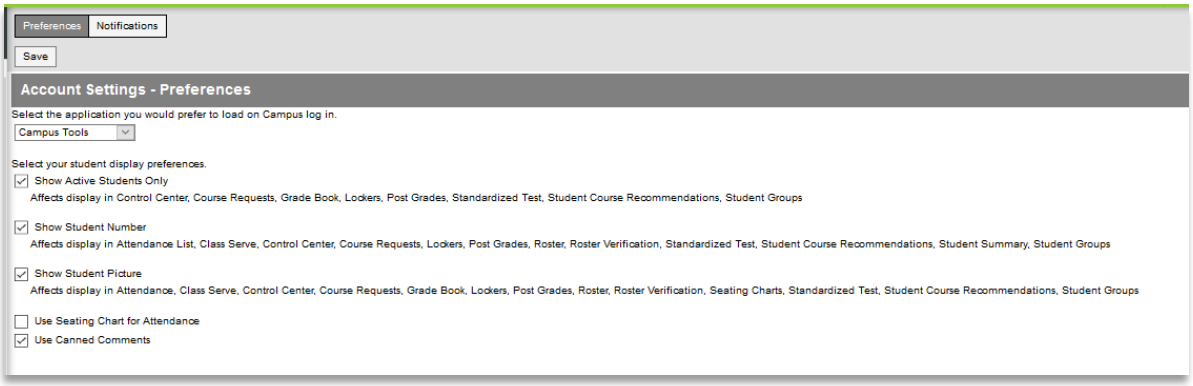


© 2018 Custom Computer Specialists, Inc. All Rights Reserved

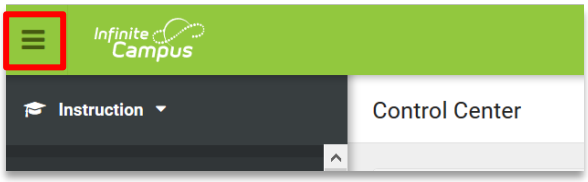
Help – will take the user to *Campus Community*

User Menu – includes *Account Settings* and *Log Off*

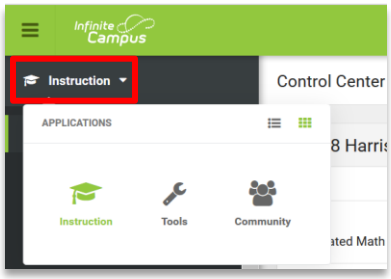




The Menu icon collapses or opens the Index on the left side of the page.

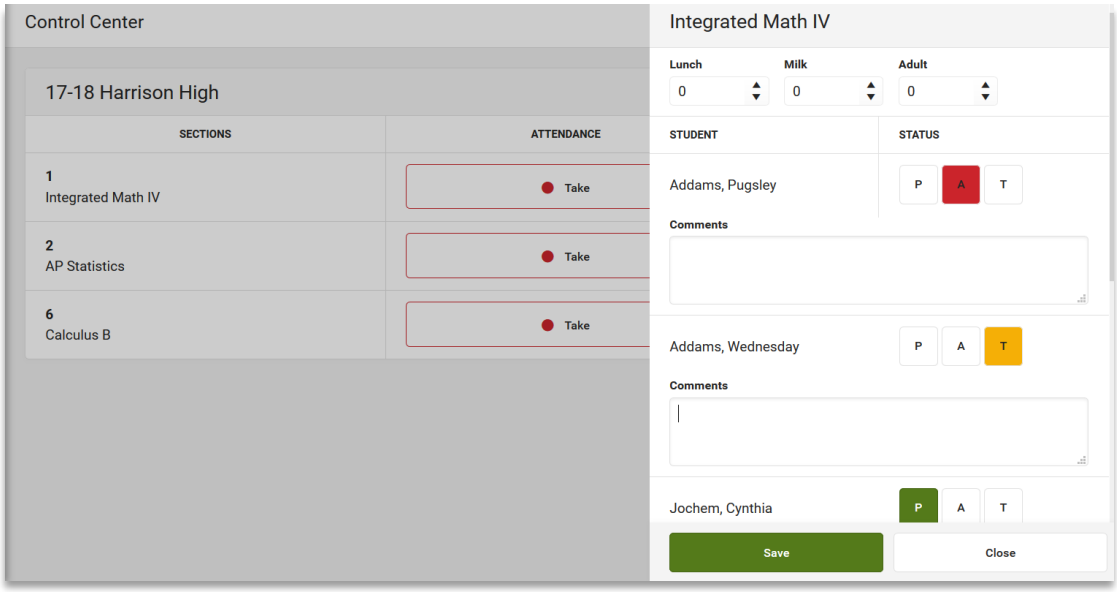


The App Switcher in Campus Instruction is on the left side of the screen, directly above the Index. Use this to access Campus Community and/or Campus Tools.



© 2018 Custom Computer Specialists, Inc. All Rights Reserved

Attendance in the Control Center



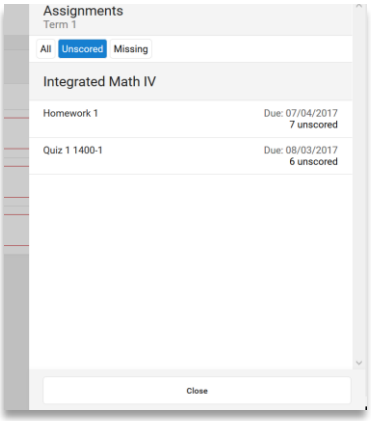
To take attendance in the Control Center:

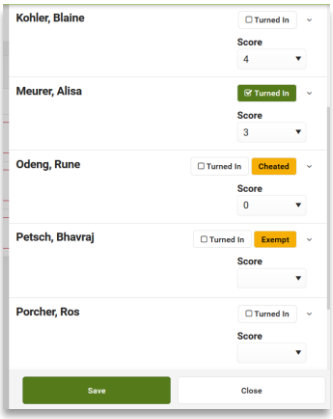
1. Click the <Take> button. The class list will appear on the right side of the screen
2. Mark the students *P* (Present), *A* (Absent), *T* (Tardy)
3. Enter comments for Absent or Tardy, if needed
4. Once students have been appropriately marked, the teacher must click <Save>. A message will appear stating "Attendance save complete"
5. The teacher may then click <Close> to return to the Control Center

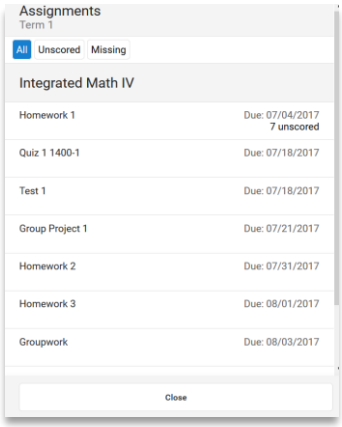
NOTE: Attendance clericals and/or administrators will code absence events. If the district does class *Lunch Counts* the teacher may also enter the data here.

© 2018 Custom Computer Specialists, Inc. All Rights Reserved

Grading Assignments in the Control Center







While the functionality of the Gradebook remains, the Control Center allows for teachers to grade created assignments with ease and simplicity. The "Assignments" column will have a <Score> button with a number in parentheses indicating the number of assignments that have yet to be completely scored.

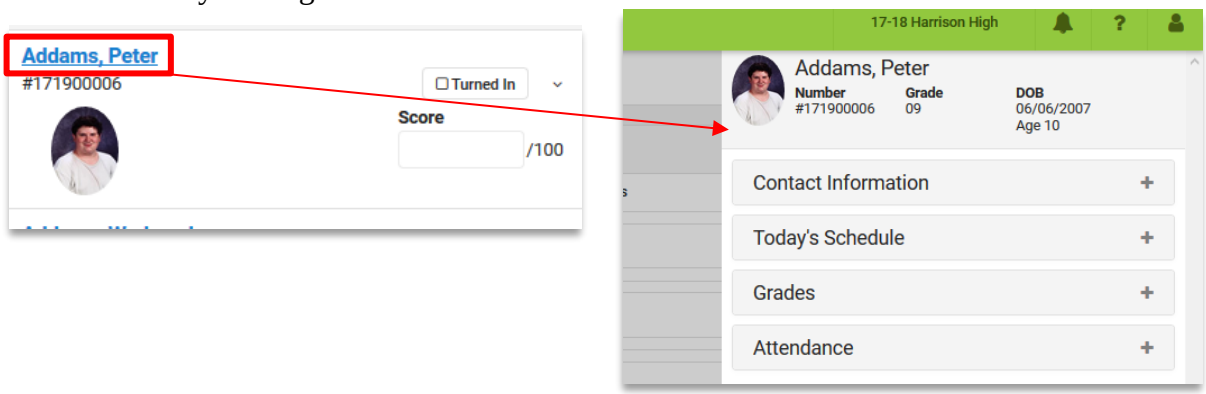
To score an assignment from the Control Center:

1. Click <Score> in the "Assignments" column. Any assignment that has at least one student who does not have a score will appear under the <Unscored> button.
2. Click on the assignment to enter scores for students and/or assign flags for the assignment.
3. When finished, click <Save> then <Close>.

Note: Select the <Missing> button to view the assignments where at least one student has an assignment flagged as missing.

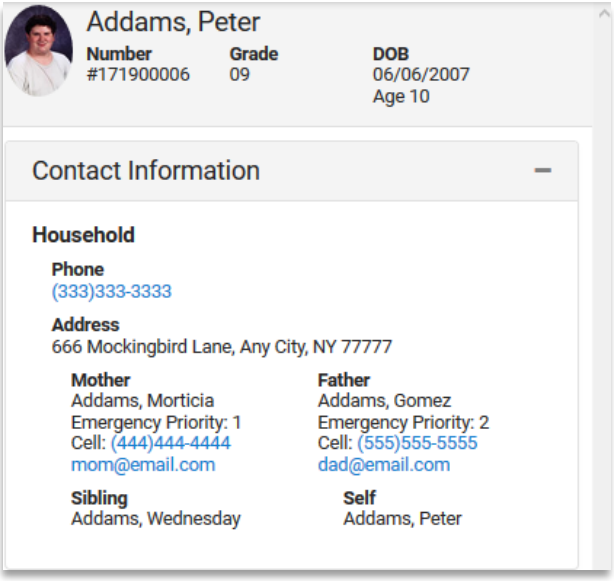
Student Information in the Control Center

While grading assignments or taking attendance, a teacher may see some specific student information by clicking on the student's name. The level of access a user has may be limited by tool rights.

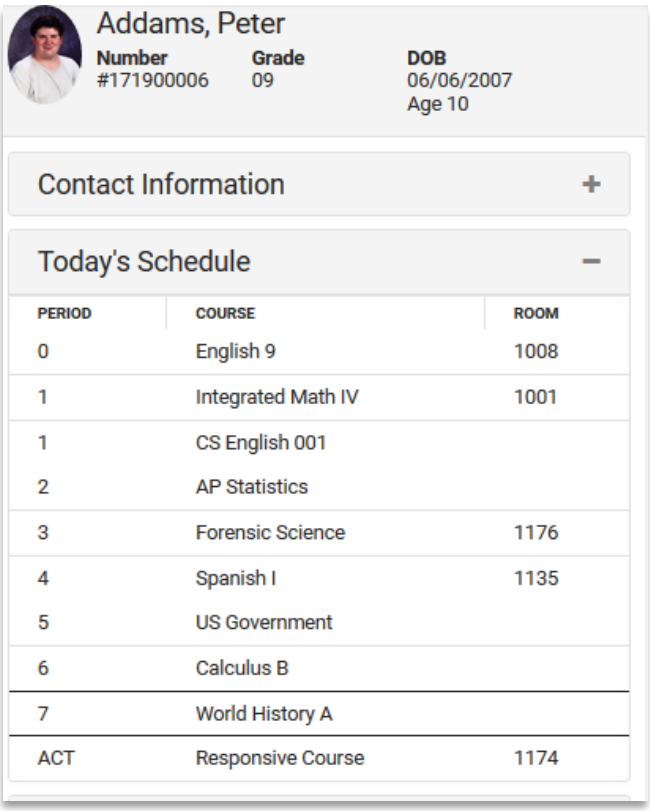


© 2018 Custom Computer Specialists, Inc. All Rights Reserved

Contact Information – Based on the student's Household data.

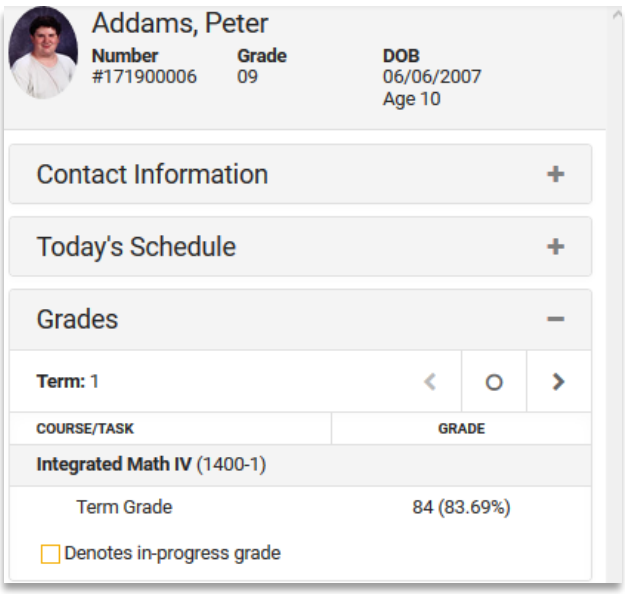


Today's Schedule – The student's schedule is listed with room numbers. The section where the student is currently scheduled is indicated with a border.

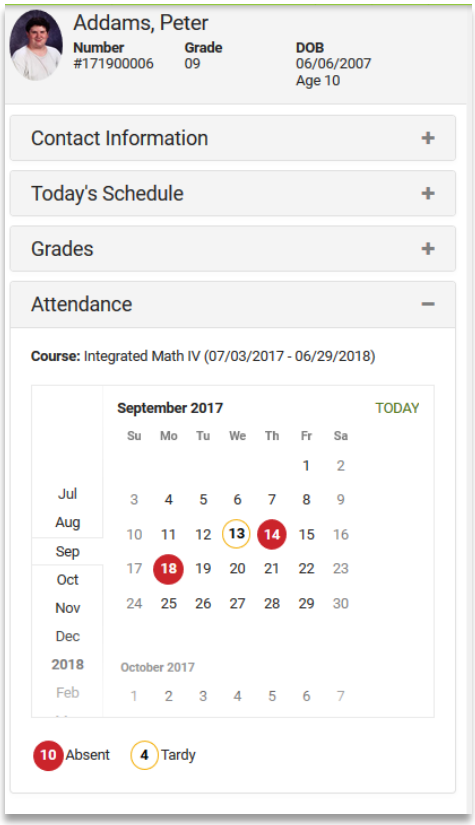


© 2018 Custom Computer Specialists, Inc. All Rights Reserved

Grades - Grades are only available in the Control Center for the current section.



Attendance - Attendance displays the current month, for this section only. Absences and tardies are totaled (for the year) in the legend at the bottom. Scroll within the calendar to view other months.

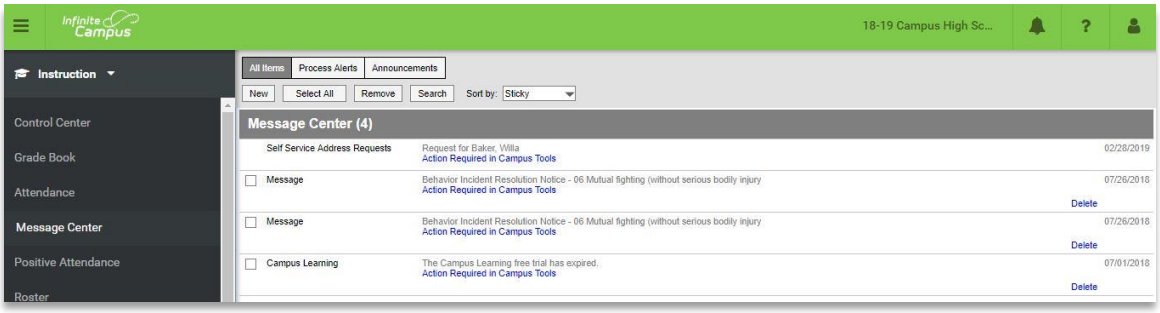


© 2018 Custom Computer Specialists, Inc. All Rights Reserved

MESSAGE CENTER

Description

The Message Center holds all of a Teacher's process alerts and announcements. In addition, Teachers have the ability to create messages to send to the parents and/or student's message section of the Portal.



- Messages can be filtered by All, Process Alerts, or Announcements. Teachers can sort messages using the Sort by drop down.
- An orange box indicates a new message in the message center.

Communicating with Parents and Students

Teachers, if given the proper tool rights, have the ability to send messages to students and their guardians (checked as messenger contacts). There are three types of messages that can be created:

- *Class message*: can be sent to both students and guardians.
- *Grades message*: sent to the student's guardians about failing grades.
- *Missing assignments message*: sent to the student's guardians about missing assignments.

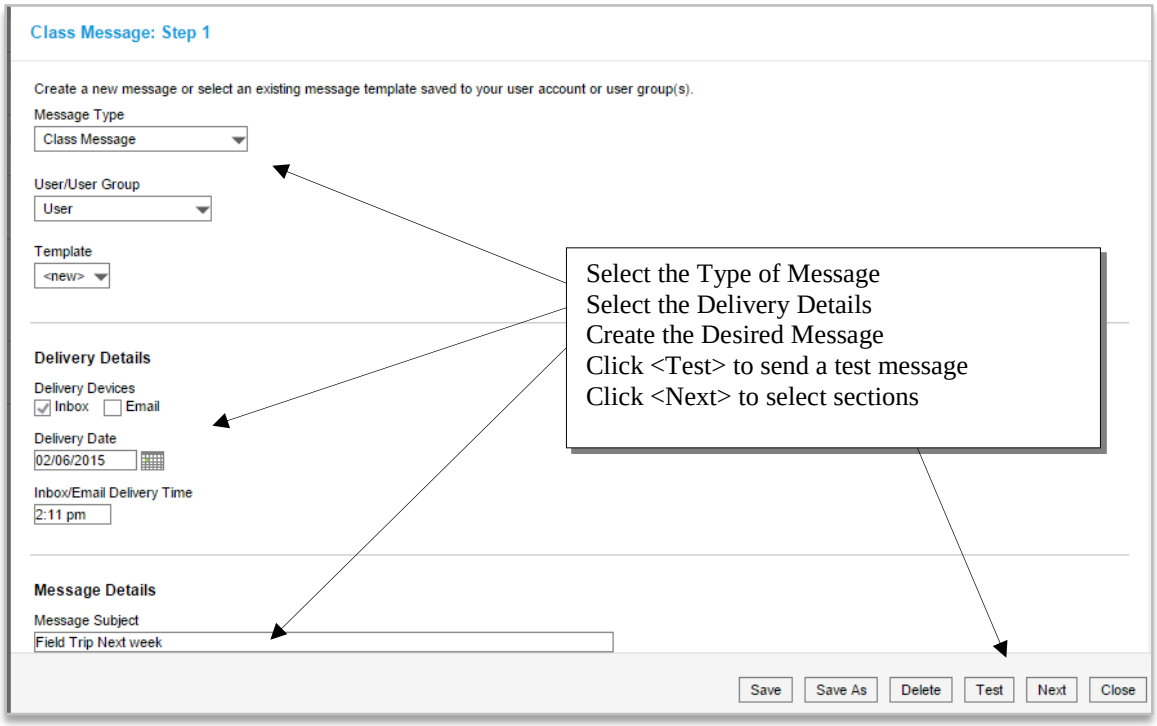
To Create a Class Message:

1. Navigate to *Index* > *Message Center* and click <New>.
2. A message editor will appear. Select 'Class Message' from the dropdown. Note: If a previous message was created and saved as a template, use the 'user/user group' and 'template' dropdowns to select the existing template.
3. Select the Delivery Details:
    a. Inbox: parent/student logs into the Portal to view the message.
    b. Email: the message is sent to an external email address - the email address comes from the person's Infinite Campus Census record (if the email is not in Census, the parent will not receive the email).
    c. Select the appropriate delivery date and time.

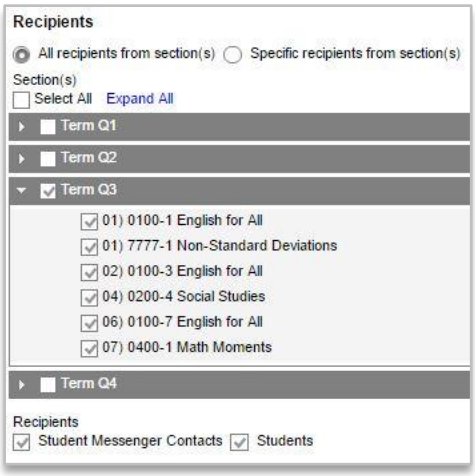
© 2018 Custom Computer Specialists, Inc. All Rights Reserved

4. Type the desired Message Subject and Message. There is not a pre-populated message for teachers to use. Use the Campus Fields for mail merge functionality.

5. Once finished, click the <Next> button.

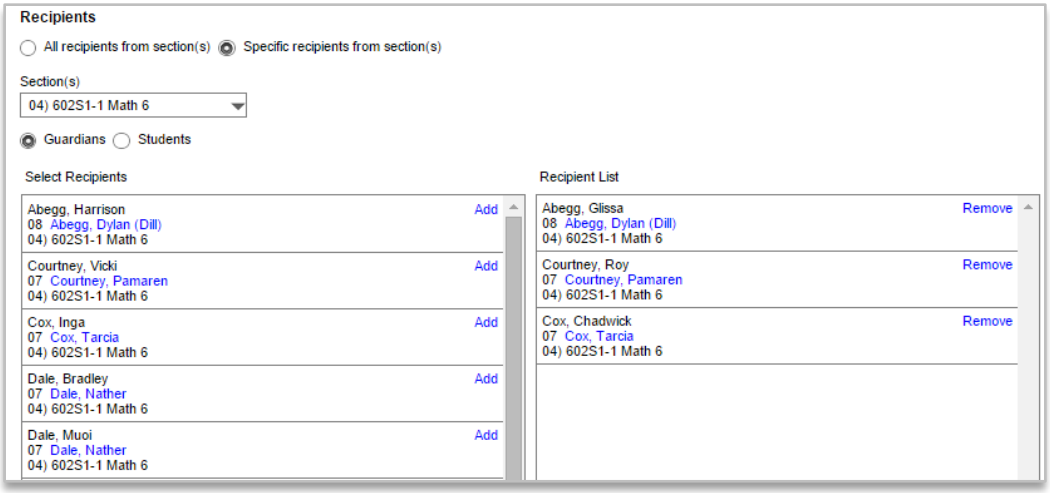


6. Select who should receive the message.
   a. Select '*All recipients from sections*' gives teachers the ability to select student messenger contacts and/or students from multiple sections.

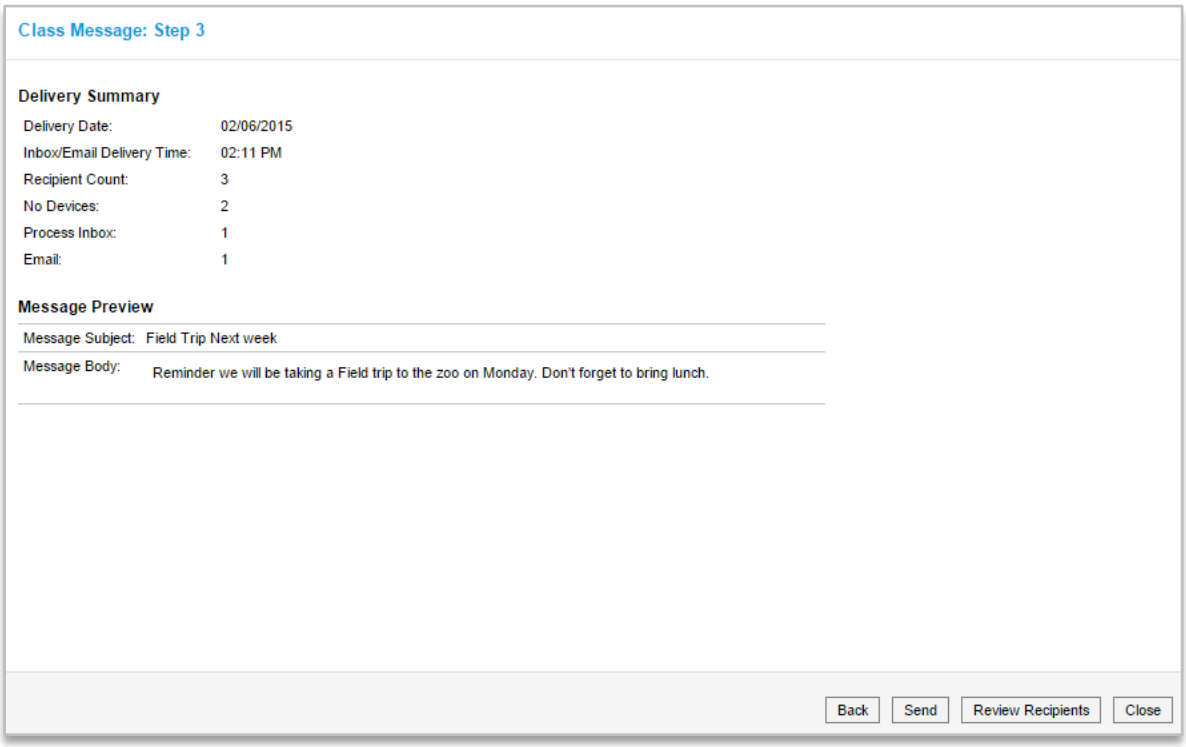


© 2018 Custom Computer Specialists, Inc. All Rights Reserved

b. Select *'specific recipients from sections'* gives teachers the ability to individually select guardians and/or students from each section.

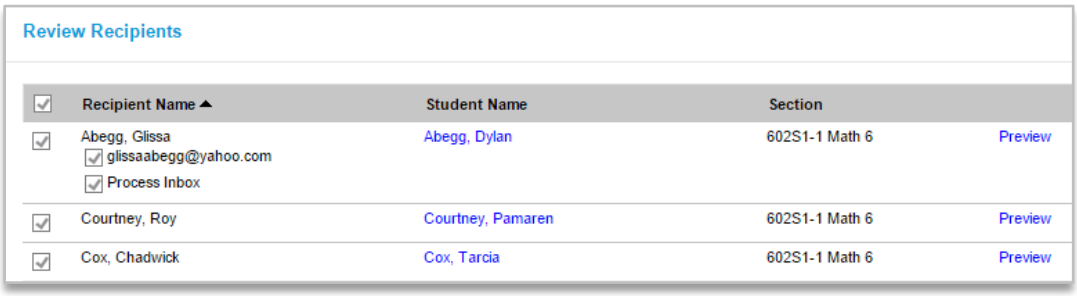


7. When finished, click the <Next> button.
8. A Delivery Summary will display with a count of messages that will be delivered via inbox and/or to email.

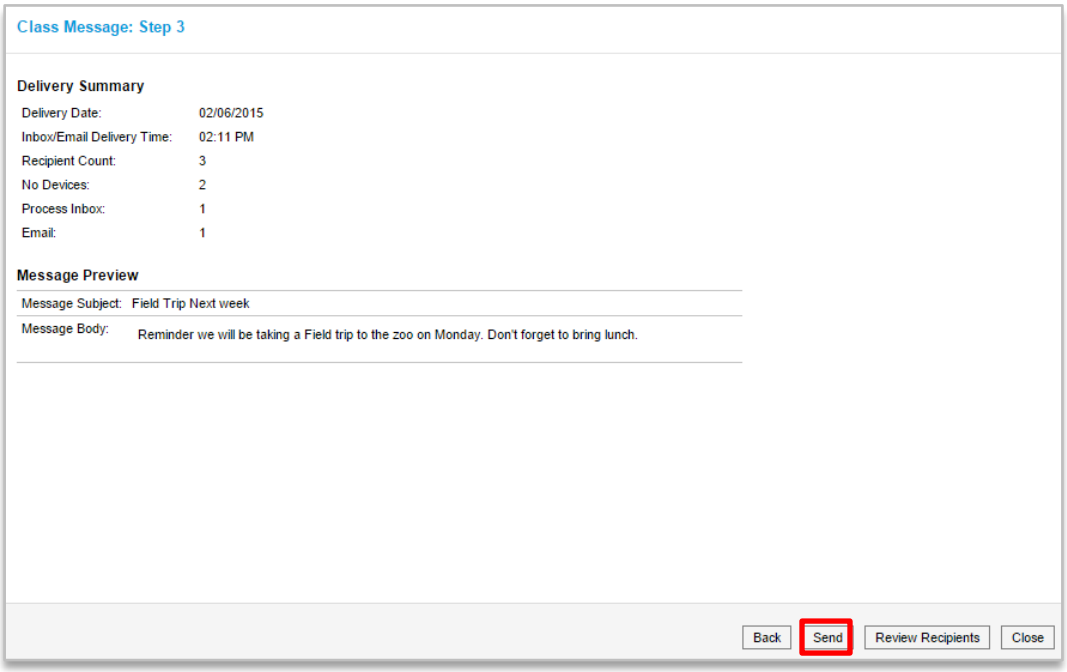


9. Click <Review Recipients> to see a detailed list of who will receive the message and the ability to preview each message. Teachers have the ability to uncheck a recipient if they should not receive the message.

© 2018 Custom Computer Specialists, Inc. All Rights Reserved



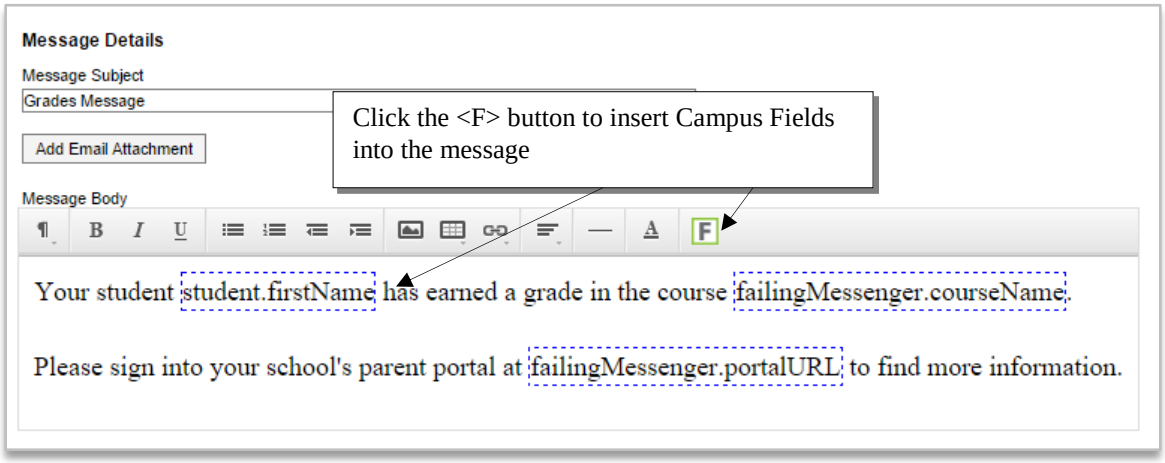
10. When finished, click the <Save> and <Close> buttons.
11. When ready to send the message, click the <Send> button. The message will be delivered based on selected delivery options.



© 2018 Custom Computer Specialists, Inc. All Rights Reserved

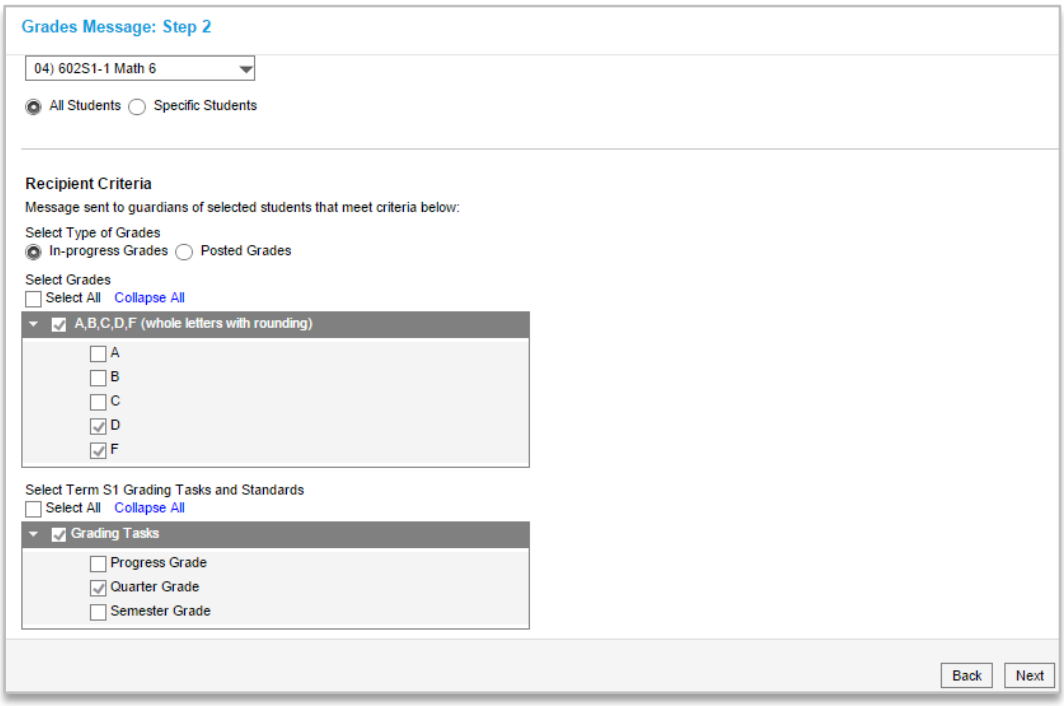
To Create a Grades Message

1. Navigate to *Index* > *Message Center* and click <*New*>.
2. A message editor will appear. Select <Grades Message> from the dropdown. Note: A template will load. If a previous message was created and saved as a template, use the 'user/user group' and 'template' dropdowns to select a different template.
3. Select the Delivery Details:
   a. Inbox: parent/student logs into the Portal to view the message.
   b. Email: the message is sent to an external email address. The email address comes from the person's Infinite Campus Census record (if the email is not in Census, the parent will not receive the email).
   c. Select the appropriate delivery date and time.
4. There is a pre-populated failing grades message for teachers. This can be deleted and/or edited if needed.



5. Click the <Next> button.
6. Select who should receive the message. Note: teachers cannot send this to multiple sections at one time.
   a. Select 'All Students' or 'Specific Students'
   b. Select 'In-Progress Grade' or 'Posted Grade'
   c. Select the appropriate Standards/Grading tasks (i.e. Quarter Grade).
7. If repeat messages should be allowed, check the box.

© 2018 Custom Computer Specialists, Inc. All Rights Reserved



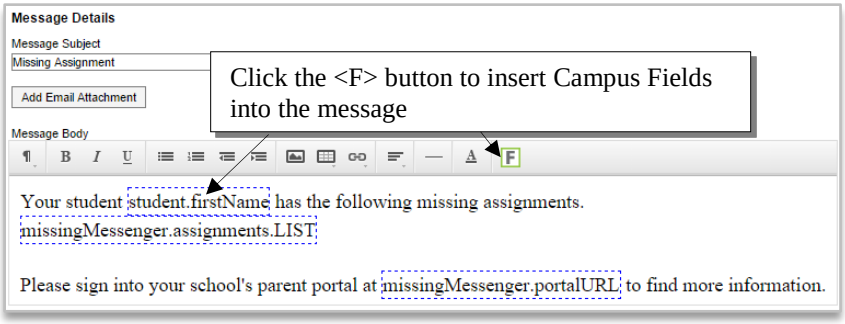
8. When finished, click the <Next> button.
9. A Delivery Summary will display with a count of messages that will be delivered via inbox and to email.
10. Click <Review Recipients> to see a detailed list of who will receive the message and the ability to preview each message. Teachers have the ability to uncheck a recipient if they should not receive the message.
11. When finished, click the <Save> and <Close> buttons.
12. When ready to send the message, click the <Send> button. Message will be delivered based on selected delivery options.

To Create a Missing Assignments Message

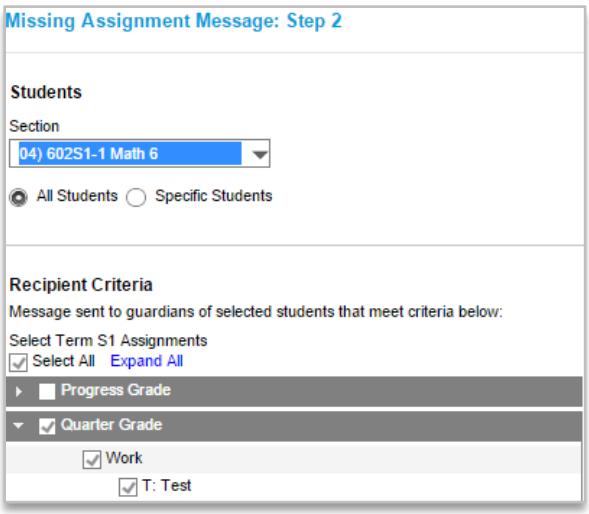
1. Navigate to *Index* > *Message Center* > and click <New>.
2. A message editor will appear. Select 'Missing Assignments Message' from the dropdown. Note: If a previous message was created and saved as a template, use the 'user/user group' and 'template' dropdowns to select the existing template.
3. Select the Delivery Details:
    a. Inbox: parent/student logs into the Portal to view the message
    b. Email: the message is sent to an external email address. The email address comes from the person's census record (if the email is not in Census, the parent will not receive the email).
    c. Select the appropriate delivery date and time.

© 2018 Custom Computer Specialists, Inc. All Rights Reserved

4. There is a pre-populated *missing assignment message* for teachers. This can be deleted and/or edited if needed.



5. Click the <Next> button
6. Select who should receive the message. Note: teachers cannot send this to multiple sections at one time.
   a. Select 'All Students' or 'Specific Students'
   b. Select all assignments or expand to hand select assignments.



7. When finished, click the <Next> button. A Delivery Summary will display with a count of messages that will be delivered via inbox and to email.
8. Click <Review Recipients> to see a detailed list of who will receive the message and the ability to preview each message. Teachers have the ability to uncheck a recipient if they should not receive the message.
9. When finished, click the <Save> and <Close> buttons.
10. When ready to send the message, click the <Send> button. Message will be delivered based on selected delivery options.

© 2018 Custom Computer Specialists, Inc. All Rights Reserved

ATTENDANCE

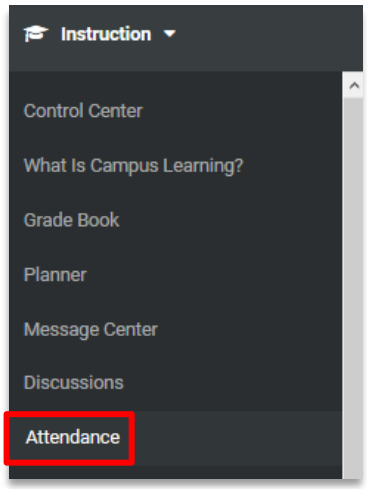
Description

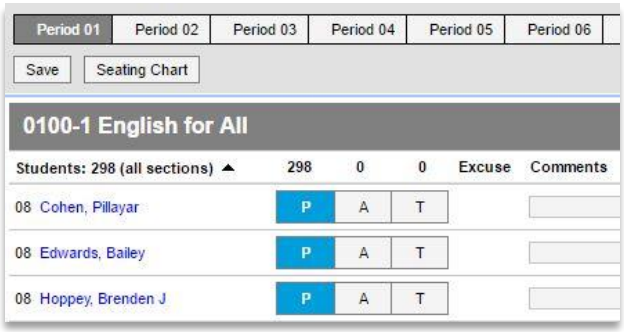
Teachers take attendance by period. They can add comments for students marked absent or tardy. The attendance 'events' are resolved (coded) by the attendance staff. Attendance may be saved or edited anytime during the same calendar day. The teacher may take attendance in two ways: in the Control Center or the Attendance module in the Index.

Although the students default to 'Present' unless marked absent or tardy by teachers (or the attendance staff), attendance must be saved for each course/section to properly record that attendance was taken.

Taking Attendance

1. Navigate to *Index* > *Attendance*. The attendance screen will display, with tabs to separate classes by period. Teachers must click on the labeled tabs to take/edit the attendance.



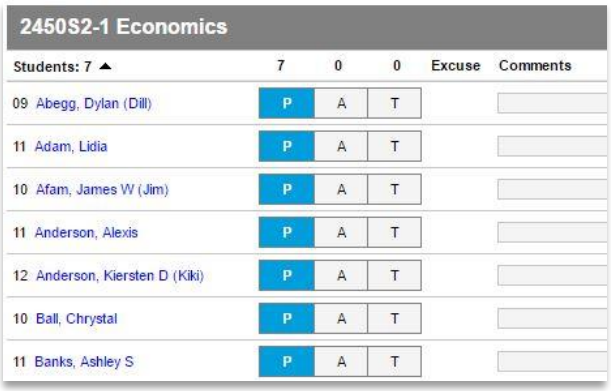


The attendance screen defaults to display in alphabetical order, but teachers can select to use the Seating Chart view.

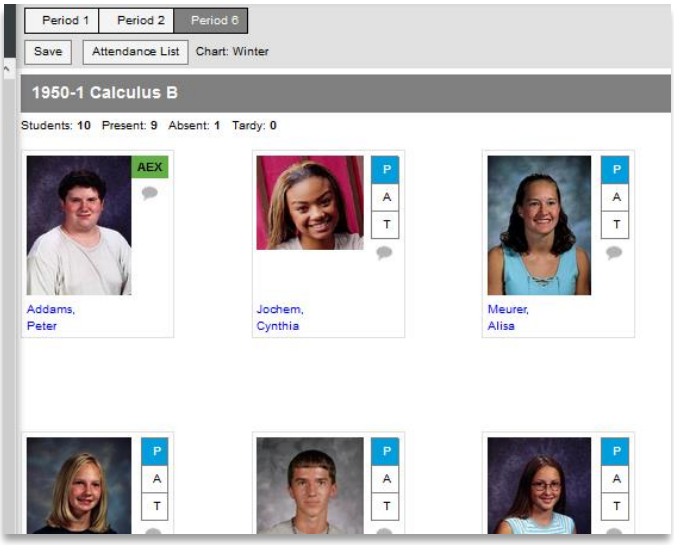
Note: If Use Seating Chart for Attendance was selected in Account Settings, the teacher will not see the seating chart unless one has been created for the section (see section on Seating Charts).

© 2018 Custom Computer Specialists, Inc. All Rights Reserved

Attendance in List View (Default)

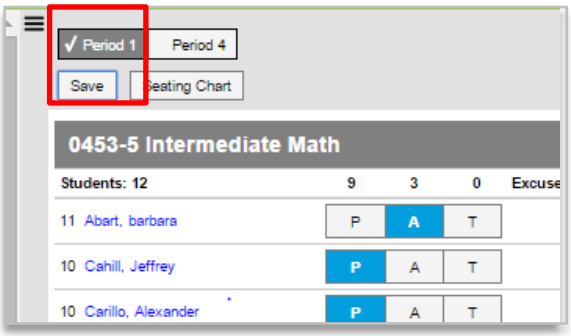


Attendance in Seating Chart View



2. For all absences, click on the <A> radio button. For all tardies, click on the <*T*> radio button. Column totals (*P*, *A*, *T*) will adjust as changes are made.
3. Enter comments in the Comments box if appropriate. District policy usually determines whether teachers enter comments.
4. Click on the <Save> button. A checkbox will display, indicating that attendance has been saved.

© 2018 Custom Computer Specialists, Inc. All Rights Reserved

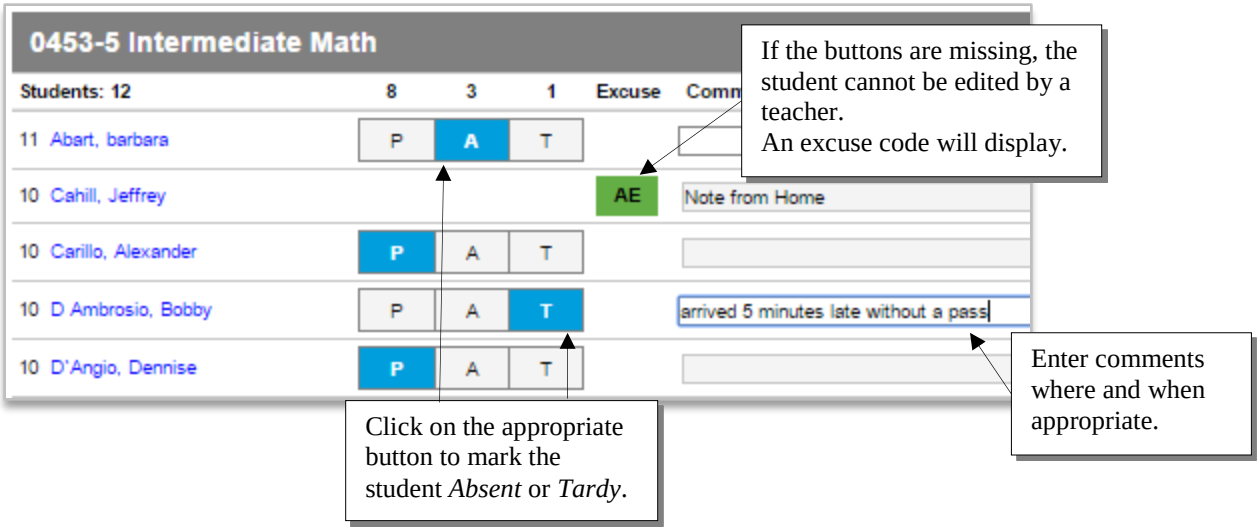


Special Note:

If a student's radio buttons are gone, the attendance staff has already resolved the attendance event. *The teacher cannot edit these.*

Some examples include:

- Students marked in advance for a 'Field Trip'
- Students marked 'Sick' for a day. Teachers in later periods will see the student already 'Absent'
- Students marked for 'In School Suspension'
- Student marked for an early dismissal



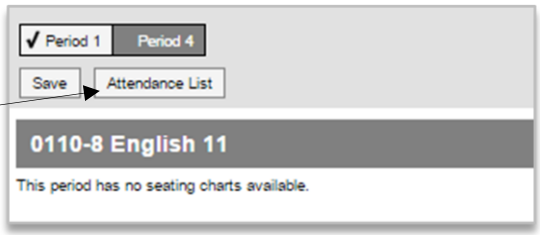
© 2018 Custom Computer Specialists, Inc. All Rights Reserved

Special Note:

If the attendance screen displays without students, either there are no students rostered in the class, the class is not held on that day, or the teacher chose to take attendance using the Seating Chart and did not set up a Seating Chart for that course/section.

In the Seating Chart case, click on the <Attendance List> button. The default Attendance Roster will display (pictures on previous pages) and attendance can be taken. *This should be corrected either by creating a seating chart or by changing the Preferences, as it will display incorrectly until fixed.*

Click on <Attendance List> to display the default Attendance screen.

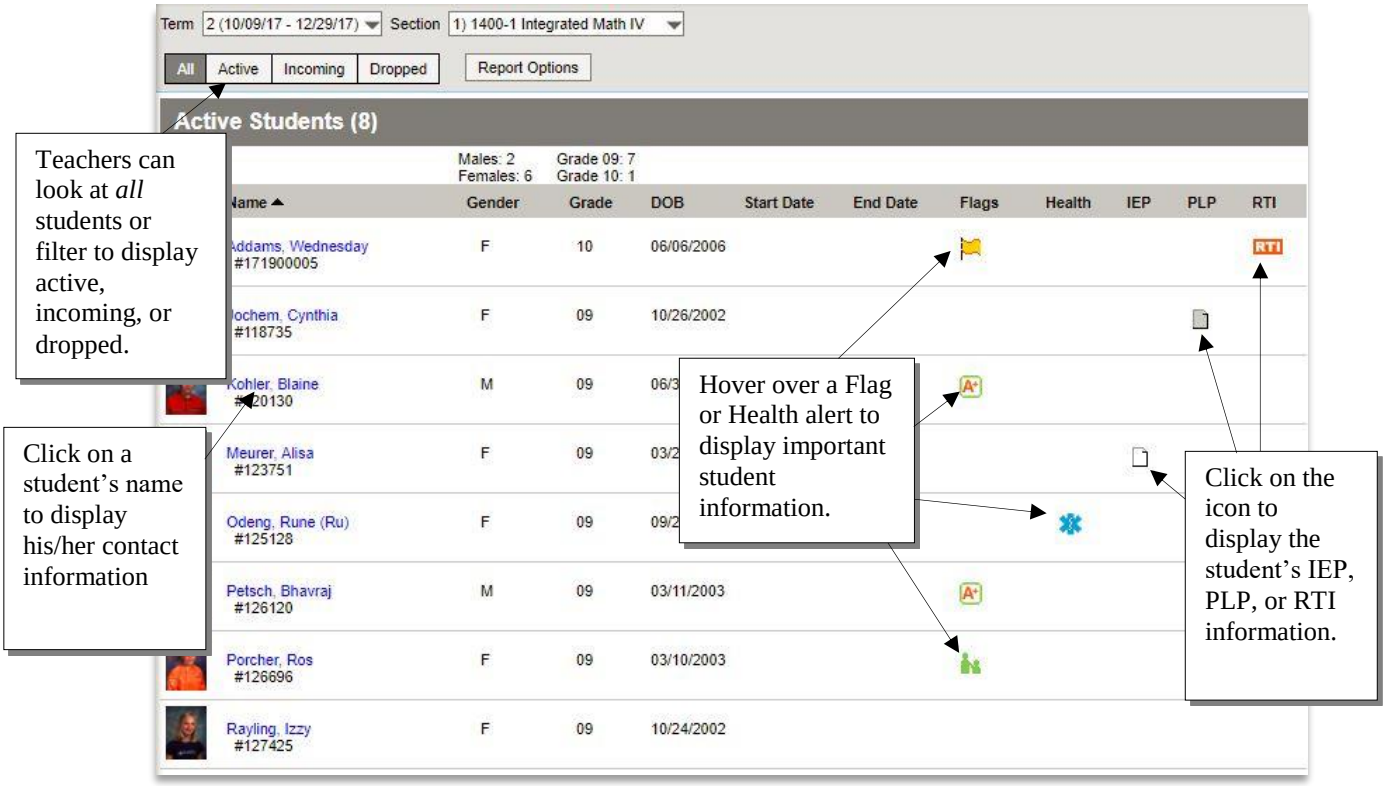


© 2018 Custom Computer Specialists, Inc. All Rights Reserved

ROSTER

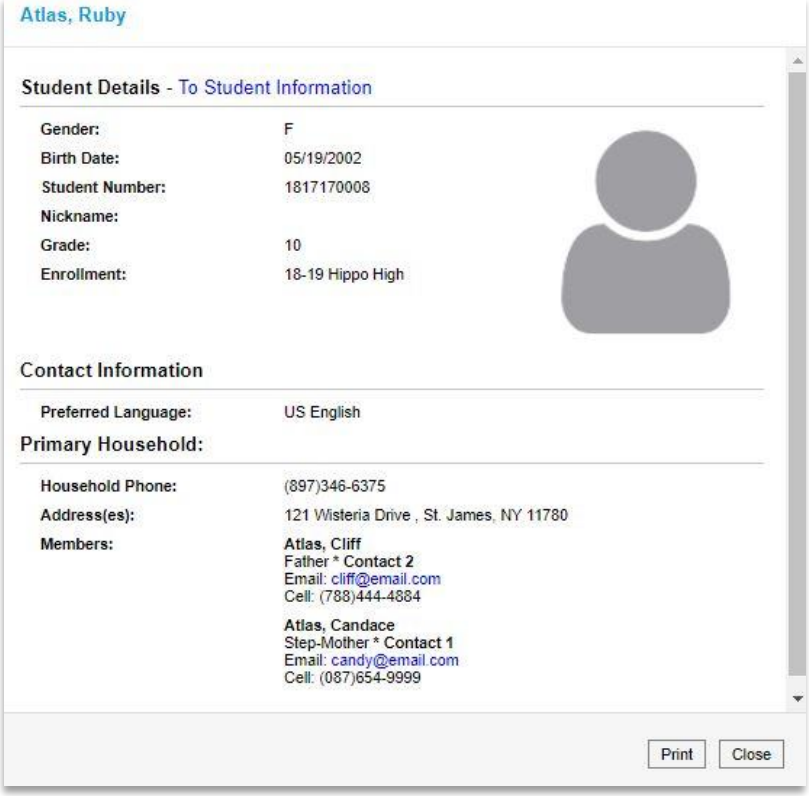
The Course/Section roster will display on the screen. It can be printed when needed. The roster can be filtered to display all students, active students, incoming students, or dropped students. In addition, any flags on a student (i.e., Allergies, Contact), and (if used in Campus) the IEPs, PLPs, and RTI plans for students will display.

1. Navigate to *Index* > *Roster*.
2. Use the Drop-down to select which Course/Section Roster to display.



3. The students display in alphabetical order with basic demographic information.
   a. Clicking on a student name will display the student's Household contact information. This provides quick links to emails and can be printed. In addition, if a teacher needs access to the student's individual grades, schedule, attendance, etc., they can click the <To Student Information> link. This will take them to *Student Information* > *General* in Campus Tools.

© 2018 Custom Computer Specialists, Inc. All Rights Reserved



b. To view important information, hover the cursor over the student's flag or Health condition. A box will display the student's flagged information. This is typically entered by the Registration, General Office, and Health Office staff. Each district determines what information will display here, but this generally includes contact information (i.e., Check with office before releasing) and health risks (i.e., allergies, asthma).

c. To view an IEP, PLP, or RTI plan click on the document icon or the RTI icon.

   i. The IEP (or PLP) will open in Adobe Reader. It can be viewed, saved, or printed (but not changed). *This button will only display if the student has an IEP or PLP created in Campus.* If the teacher is not a member of the team, the IEP or PLP document icon will display, but the IEP or PLP cannot be viewed.

   ii. The RTI pop-up will display, allowing the teacher to enter intervention information, view/print the RTI plan, and view/print a graph of student progress. *Note: If the teacher is not an RTI provider, the RTI icon will not appear in the column.*

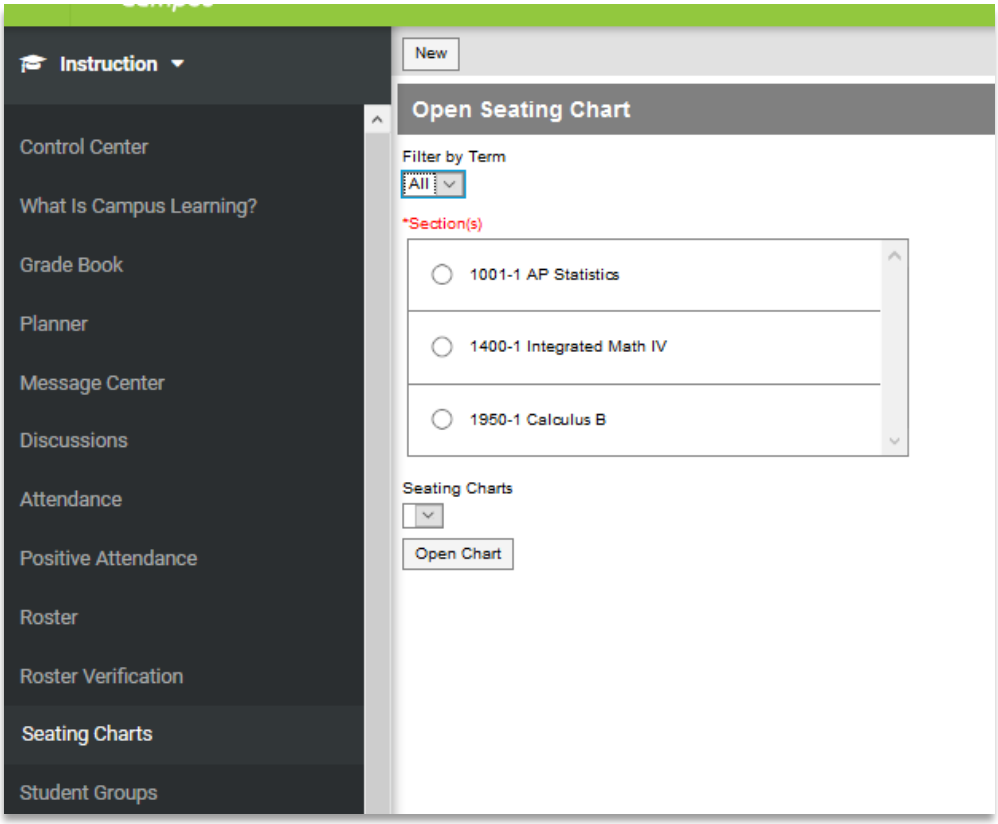
© 2018 Custom Computer Specialists, Inc. All Rights Reserved

SEATING CHART

A seating chart can be set up by individual sections. The seating chart can be used when taking attendance (it must be set up first). Multiple seating charts can be created for a section. Teachers can set up the seating chart by placing students individually or by allowing the system to load them alphabetically or randomly. Seating charts can include the student photos, if available and turned on in Account Settings.

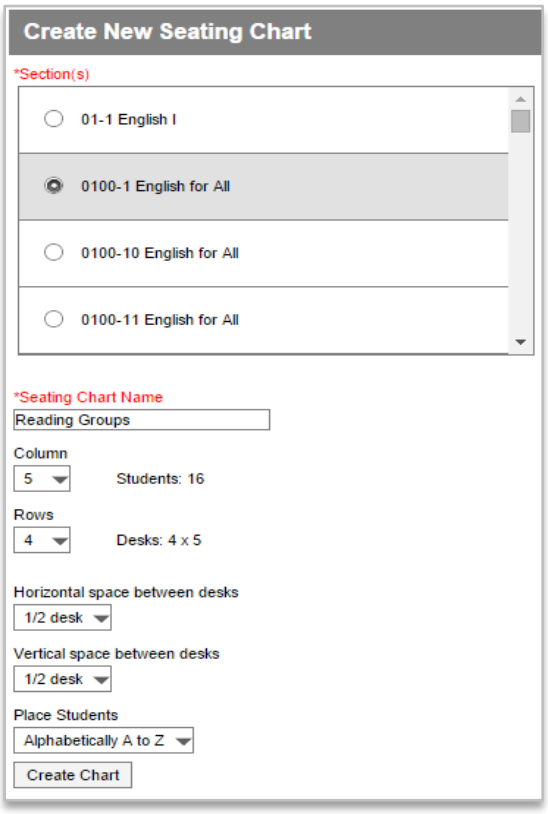
Creating a Seating Chart

1. Navigate to *Index* > *Seating Charts*
2. Click <New>

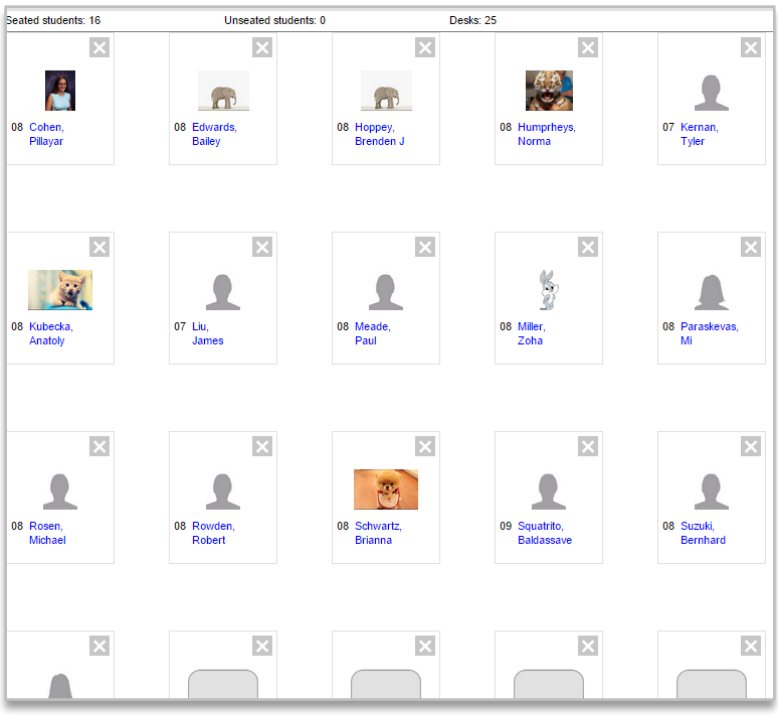


3. Define the Chart Name and Dimensions: Select which section the chart is for; name the seating chart, enter the number of rows and columns in the classroom, determine the amount of spacing needed between desks, and decide how to place students (Teachers can choose to have students placed alphabetically, randomly, or choose to hand place students).

© 2018 Custom Computer Specialists, Inc. All Rights Reserved

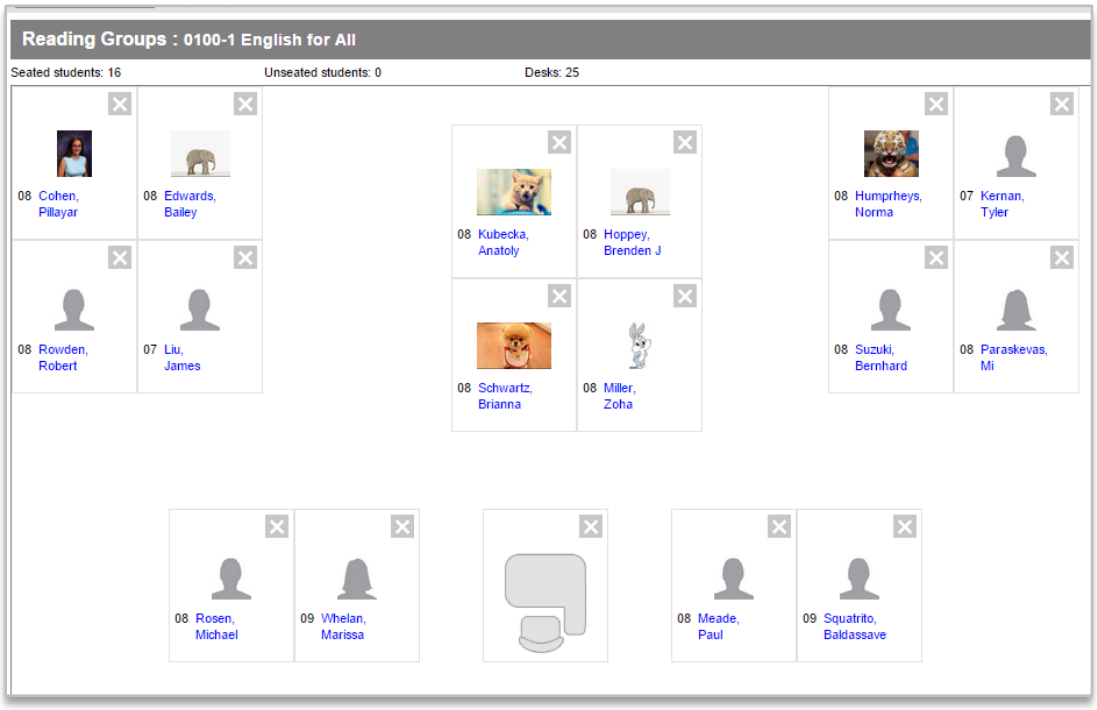


4. Click on the <Create Chart> button. The Seating chart displays and places desks and students according to teacher-defined dimensions.



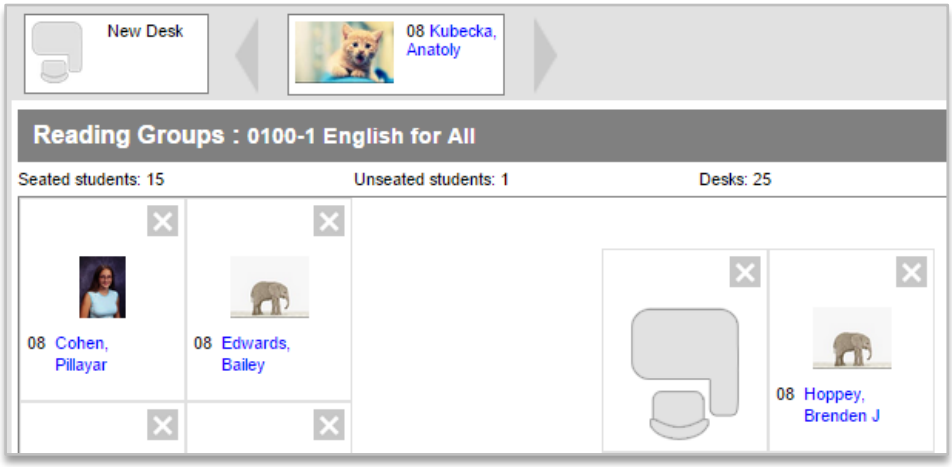
© 2018 Custom Computer Specialists, Inc. All Rights Reserved

a. Use the drag and drop functionality to move students into groups.



b. Remove a student from a desk by clicking on the ‘X’ next to the desk. This will move the student to the top and display an empty desk.

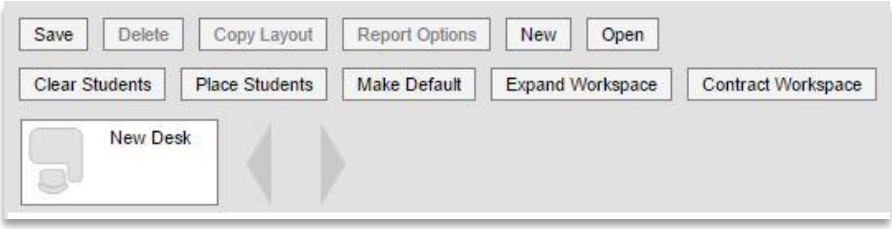
c. To move a student into a desk from the top, click on him/her and drag it to the desired location.



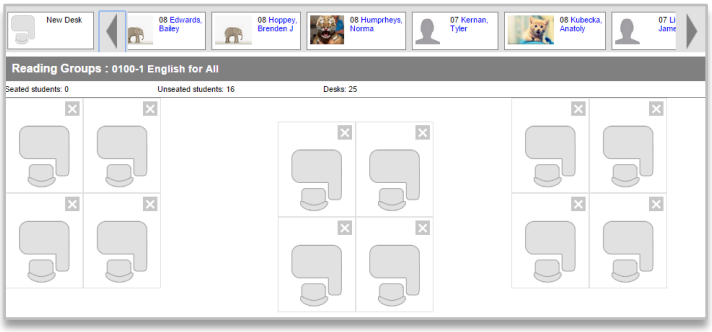
d. Remove an unwanted desk by clicking on the ‘X’ next to the desk.

© 2018 Custom Computer Specialists, Inc. All Rights Reserved

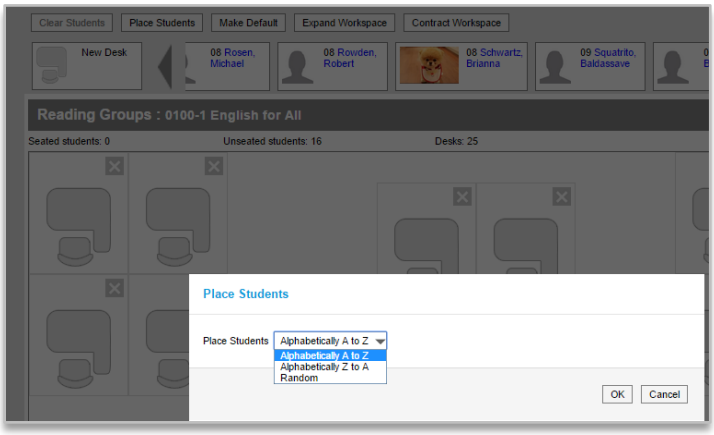
e. Add a new desk by clicking on <New desk> at the top and dragging the desk to the desired location.



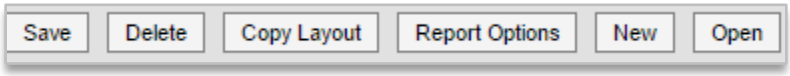
f. Click <Clear Students> to remove all students from desks. A pop-up will display asking "Are you sure you want to remove all students". Clicking ok will remove all students from desks and place them at the top.



g. To place students en masse, click <Place Students> button located at the top. A pop-up will appear with a drop-down list. Teachers can place students alphabetically or in random order.



h. When finished, click <Save>. After saving, teachers have the ability to delete the seating chart, copy the layout to other sections, print the seating chart, create a new chart, and/or open an existing seating chart.

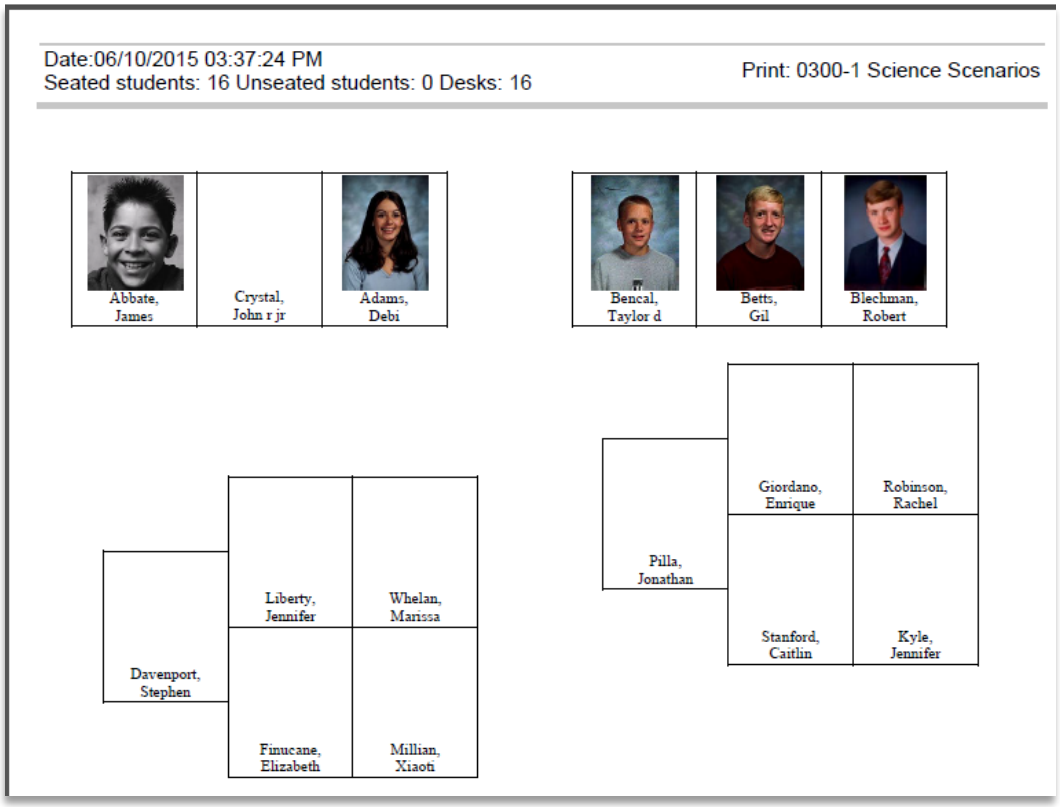


© 2018 Custom Computer Specialists, Inc. All Rights Reserved

Printing Options

The Seating Chart can be printed with or without additional information, such as pictures.

1. Click on <Report Options>
2. A pop-up will appear enabling teachers to select how to print (Portrait or Landscape) and additional options to appear.
3. Click <Generate Report>
4. A PDF will display that can be printed or saved.

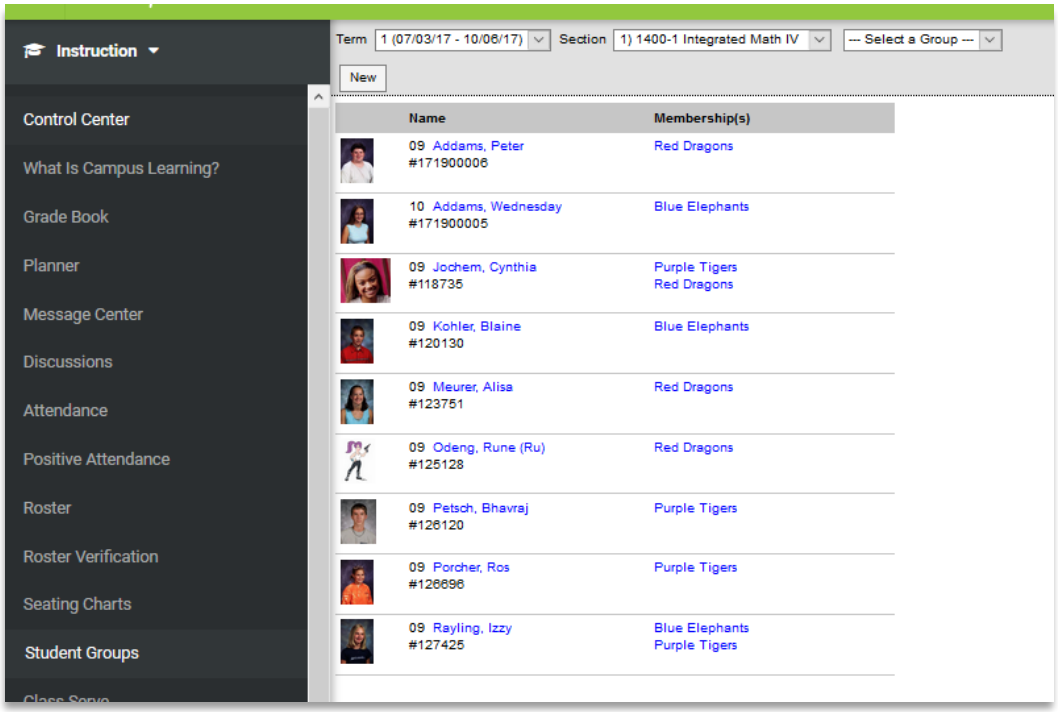


© 2018 Custom Computer Specialists, Inc. All Rights Reserved

STUDENT GROUPS

If teachers are using the Grade Book, students groups provide the ability to differentiate assignments for groups of students. Once created teachers can select which group to assign work to and can filter the Grade Book to see the progress a particular group is making.

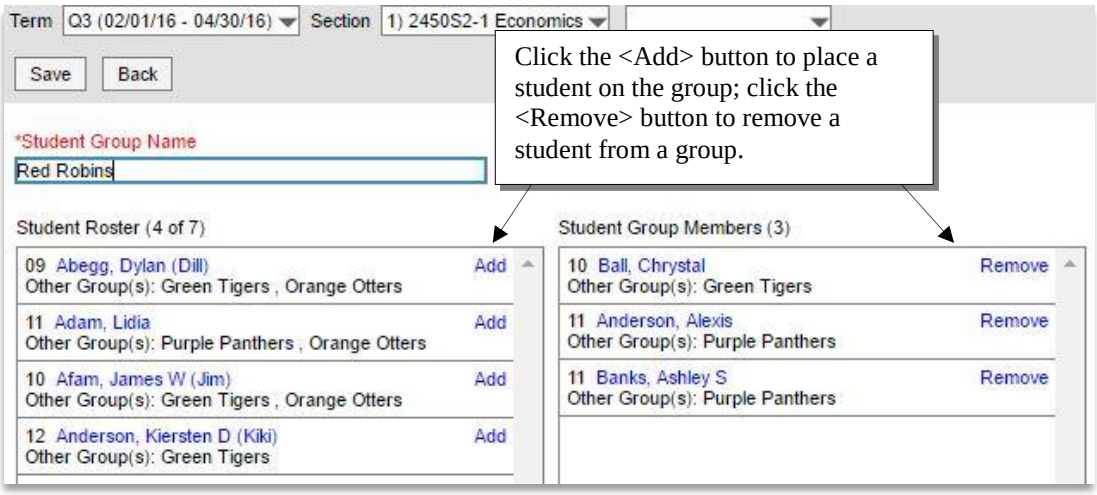
10. Navigate to *Index* > *Student Groups*.
11. Select the Desired Section from the Drop Down list.



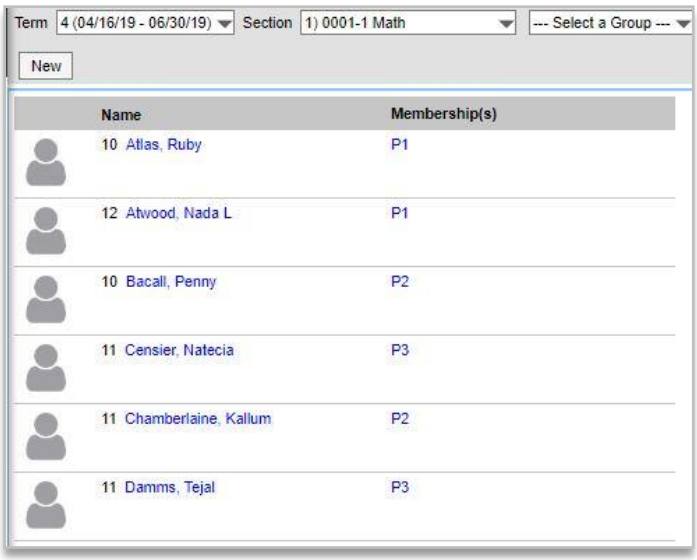
12. Click on the <New> button.
13. Type the *Name* of the group.
14. The *Active* checkbox is marked by default. This can be unchecked later if the group is no longer needed for future assignments.
15. Click the <Add> button to the right of a student's name from the *Roster* column to place him/her on the *Student Group Members* column. Repeat for all students needed. Click the <Remove> button to remove a student from the group.

    Note: Students may be added to multiple groups. Any other group(s) to which a student belongs will display below his/her name.

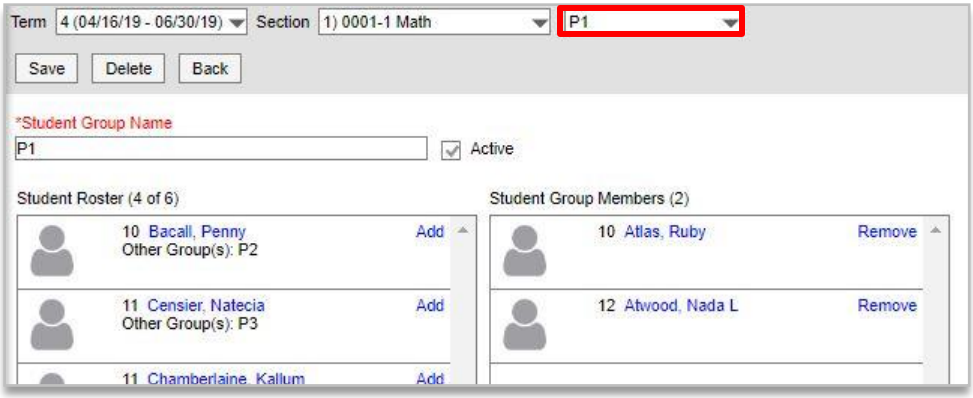
© 2018 Custom Computer Specialists, Inc. All Rights Reserved



16. Click on the <Save> button.
17. Students and their active group memberships will display for each Section.



18. If a group needs to be modified or removed, select the group from the dropdown menu. Then remove student names accordingly or click on the <Delete> button.

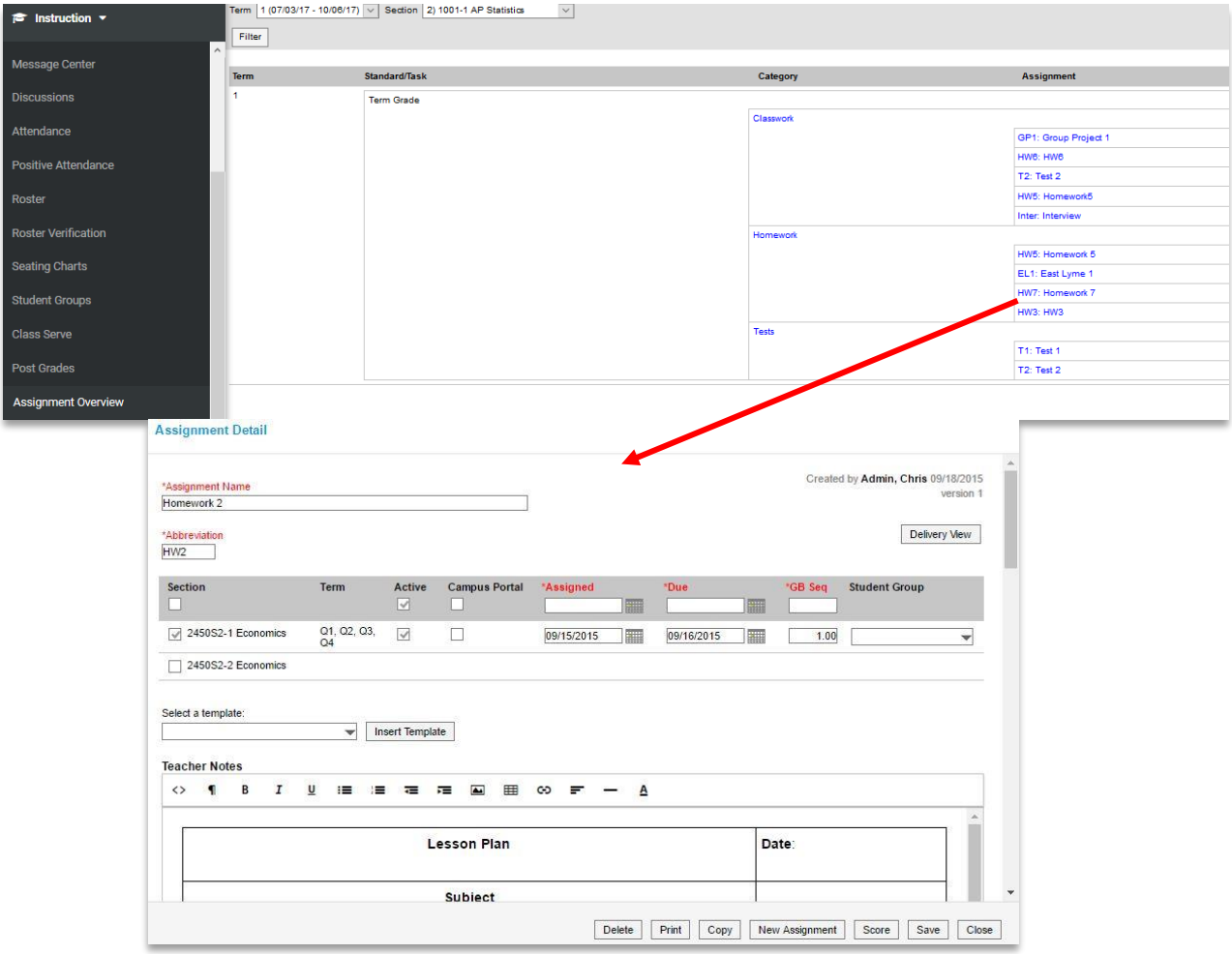


© 2018 Custom Computer Specialists, Inc. All Rights Reserved

ASSIGNMENT OVERVIEW

If entering assignments through Infinite Campus (using the Grade Book), the Assignment Overview is the "Tree View", allowing teachers to view the hierarchy of Terms, Standards and/or Tasks, Categories, and Assignments. This tool is useful to quickly see if enough assignments were made per category. Assignments can be viewed, edited, created from this tool.

1. Navigate to *Index* > *Assignment Overview*.
2. The Assignment List shows the hierarchy of Terms, Standards/Tasks, Categories, and Assignments. Click on the assignment name to open the assignment detail editor:



Note: Changes to Categories and Assignments can also be made in the Grade Book.

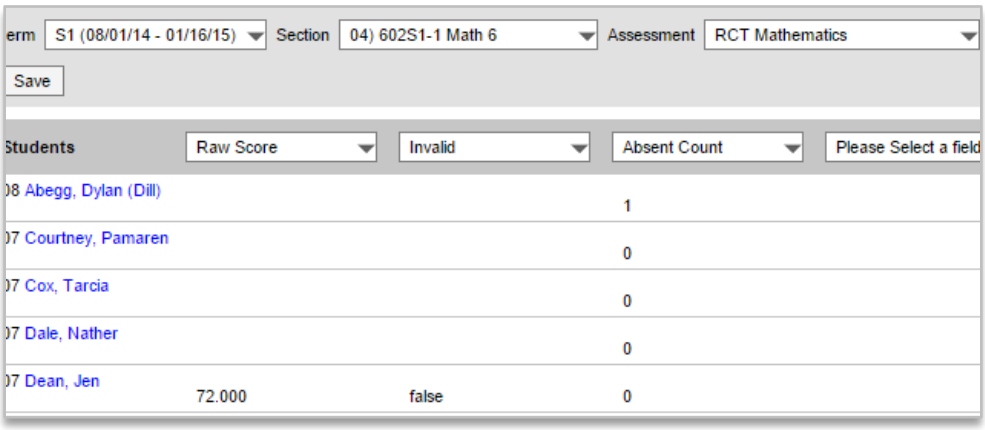
a. The editor will pop-up. At the bottom of the Assignment Detail, click <New Assignment>.
b. A new assignment editor will appear and the assignment can be created.

 © 2018 Custom Computer Specialists, Inc. All Rights Reserved

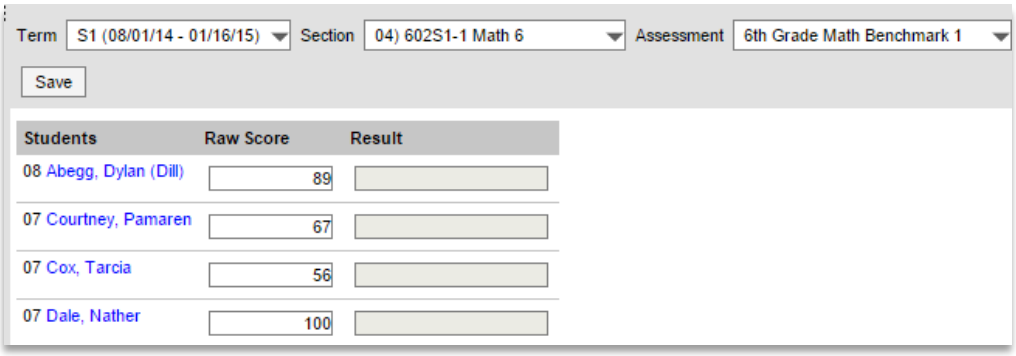
STANDARDIZED TESTS

The Standardized Tests tool displays student assessment information for tests aligned to the course and gives teachers the ability to enter assessment scores for their section roster during the Assessment window.

1. Navigate to *Index* > *Standardized Test*.
2. Select the Appropriate Section, Term, and Assessment from the Top drop-down lists.
    a. If the Assessment is not teacher-scored, a read-only screen appears allowing the teacher to view assessment data for the section roster.



    b. If the Assessment is teacher-scored, during the assessment window, the teacher will input all student scores. Scores input by the teacher will appear on the Student's Assessment tab once saved.



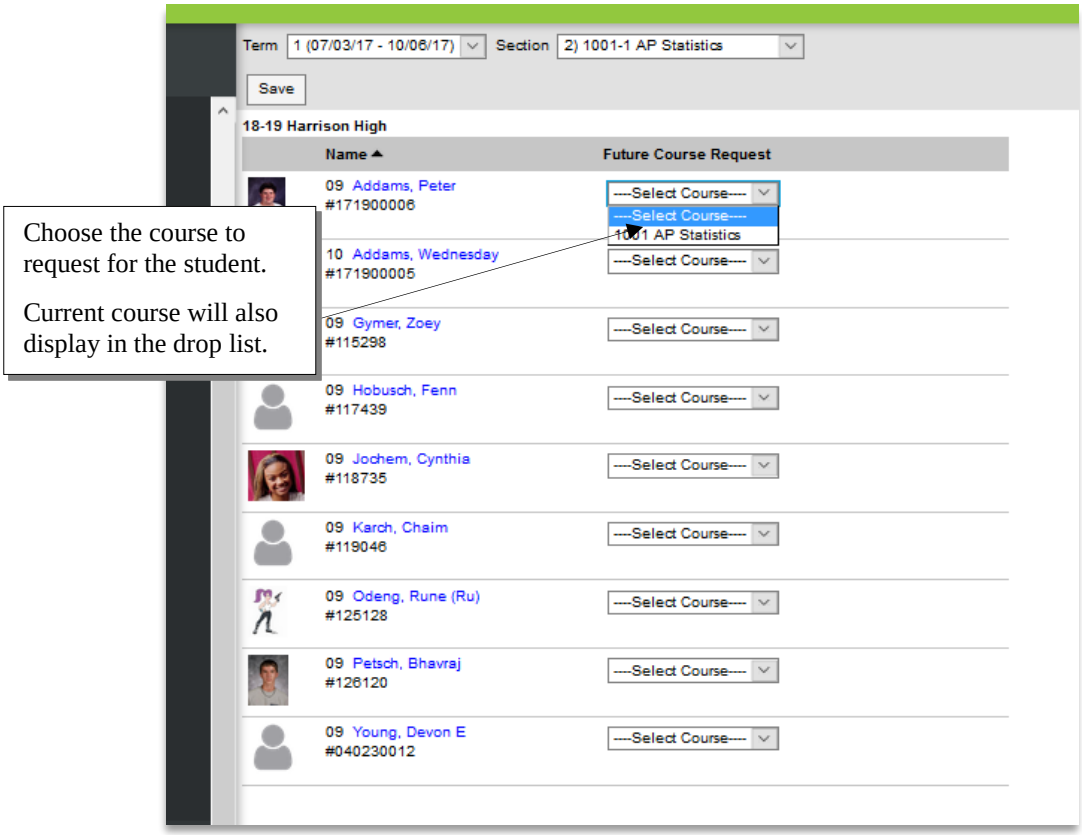
© 2018 Custom Computer Specialists, Inc. All Rights Reserved

COURSE REQUESTS

Description

Teachers can create course requests for students in their classes using the Course Requests tool (providing the district has set up the parameters). In order for the teachers to request classes (usually Honors or AP classes), the students in their rosters must be enrolled for the following school year. This is usually completed in Middle Schools and High Schools during the late winter (January – March).

1. Navigate to *Index* > *Course Requests*.
2. Select the Section from the Drop-down list.
3. All the students in the roster will display.
4. Choose the course from the drop down list for any student needed. Only one course may be selected (the current course will display in the list as well as the future courses).



5. Click on the <Save> button.
4. Click the <Save> button.

© 2018 Custom Computer Specialists, Inc. All Rights Reserved

ADDITIONAL TOOLS

Depending on the Policy and Procedures at the District, the following tools may be enabled for teachers:

Lockers – The Lockers tool gives teachers the ability to assign lockers to students on a roster. Although lockers are often assigned by the school, teachers may have a separated set of lockers to assign to students (ex. Physical Education Locker). Before using this tool, all lockers and locks/locker combinations have to be recorded through system administration.

Student Course Recommendations – The Student Course Recommendation tool allows the teacher to recommend future courses for students on their current roster. These recommendations display on the student's Course Plan and are viewable by counselors and the student. This functionality is for districts using the Multi-Year Academic Planner.

Class Serve – The Class Serve tool gives a teacher the ability to record meals and/or snacks distributed to students in the classroom, so the items can be deducted from the student's food service account. This functionality is only available to districts using the Infinite Campus Point-Of-Sale system.

Positive Attendance – The Positive Attendance tool records attendance as being present for a certain amount of minutes in the section. It is used in school settings where attendance is based on how many minutes the student was in a seat.

Roster Verification – The Roster Verification tool tracks the amount of contact the teacher had with students. The teacher's section will display and the teacher will submit how much instructional time (within the verification period) they spent with each student.

Custom Links and Reports – The Custom Links and Reports tool lists links to outside websites or custom-created reports. The custom links and custom reports are created in System Administration.

© 2018 Custom Computer Specialists, Inc. All Rights Reserved

CAMPUS LEARNING

Description

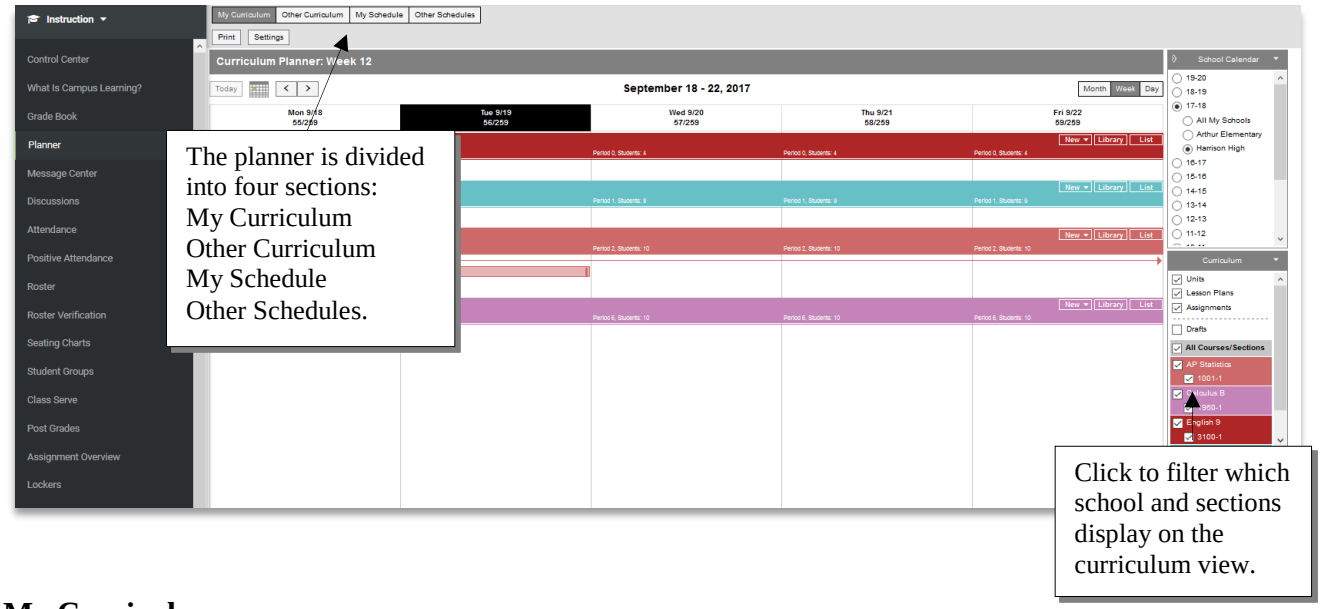
Campus Learning is the Infinite Campus Learning Management System that connects teachers to new, powerful tools for digital learning. Campus Learning is a premium option for Campus Instruction. From a teacher's perspective, Campus Learning includes the following tools: Planner, “For Students and “For Teachers” Areas of Assignments, Progress Monitor & Individualized Assignments, Score Analysis, Discussions, and Progress Monitor for Standards grading.

Target Audience

This section is intended for Teachers whose districts have purchased and are using Campus Learning.

PLANNER

The Planner organizes date-related records for all sections assigned to a teacher, such as assignments and student attendance. In addition, the Planner allows teachers to find and view other teacher’s schedules and curriculum to assist in common planning. If staff emails are in Census records, staff can email each other through this tool. The Planner is broken into four views: My Curriculum, Other Curriculum. My Schedule, and Other Schedules. Some options may be hidden due to the district limiting the tool rights.

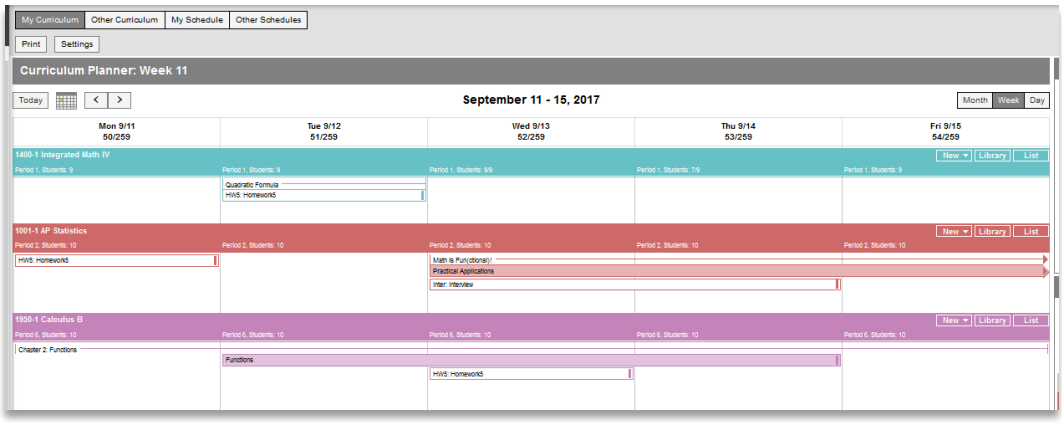


My Curriculum

The Curriculum view shows unit plans, lesson plans, assignments, and activities for all sections assigned to the teacher, allowing modifications to be made through the planner. In addition, teachers can view roster and attendance information; enter RTI information; and use the To Do List.

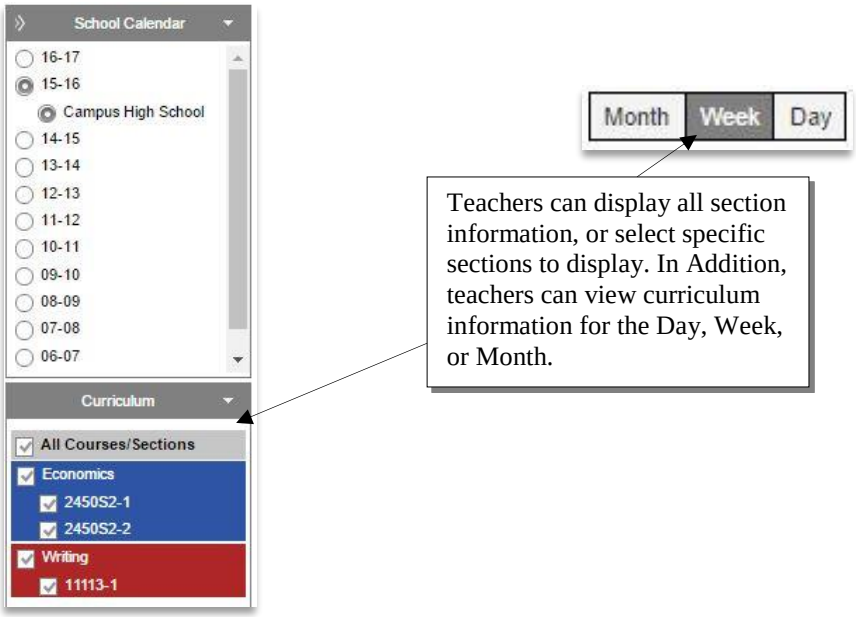
© 2018 Custom Computer Specialists, Inc. All Rights Reserved

1. Navigate to *Index* > *Planner* > *My Curriculum View*



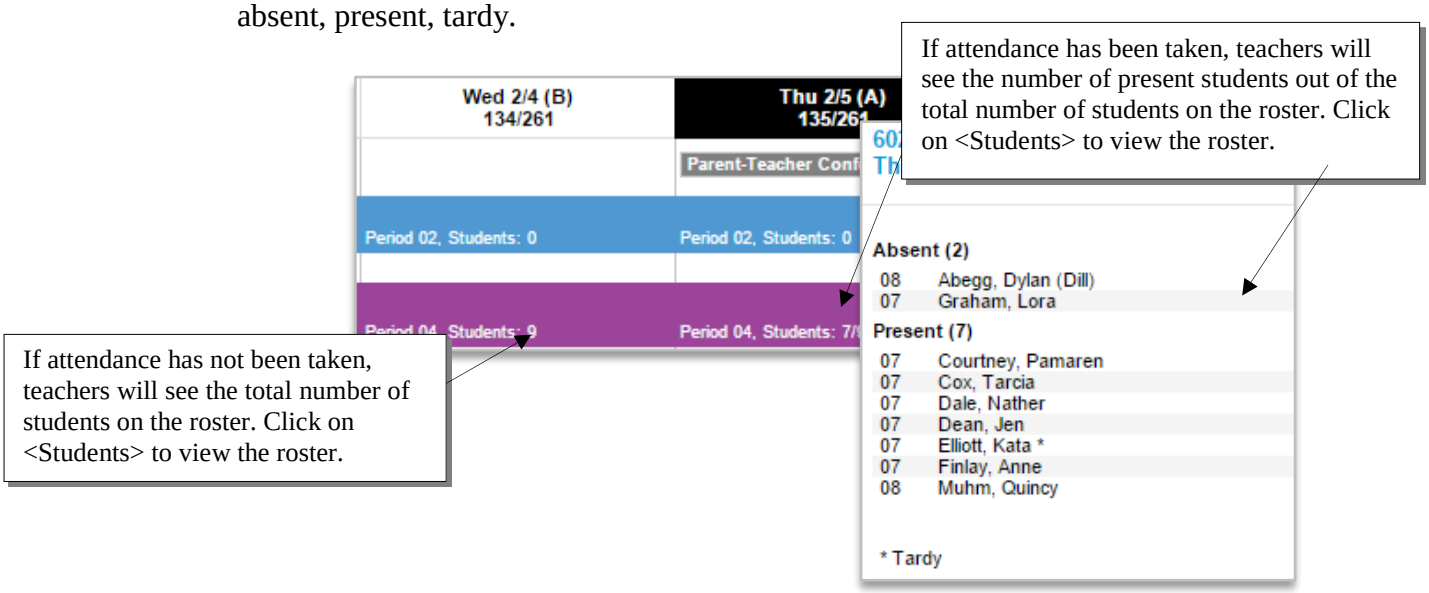
2. On the right side, select the Course/Sections information to view. Teachers can select to view information by Month, Week, or Day. Each section that meets on the particular day/week will appear and is color coded by the course.

   Note: Teachers can change the color-coding of each course using the Settings Tool located at the top of the planner.

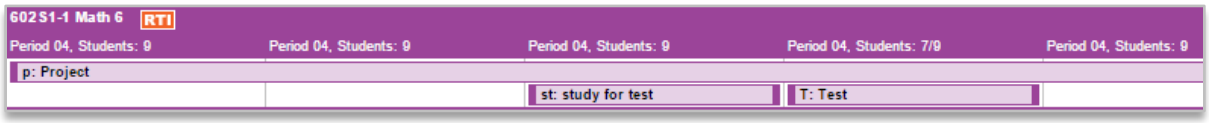


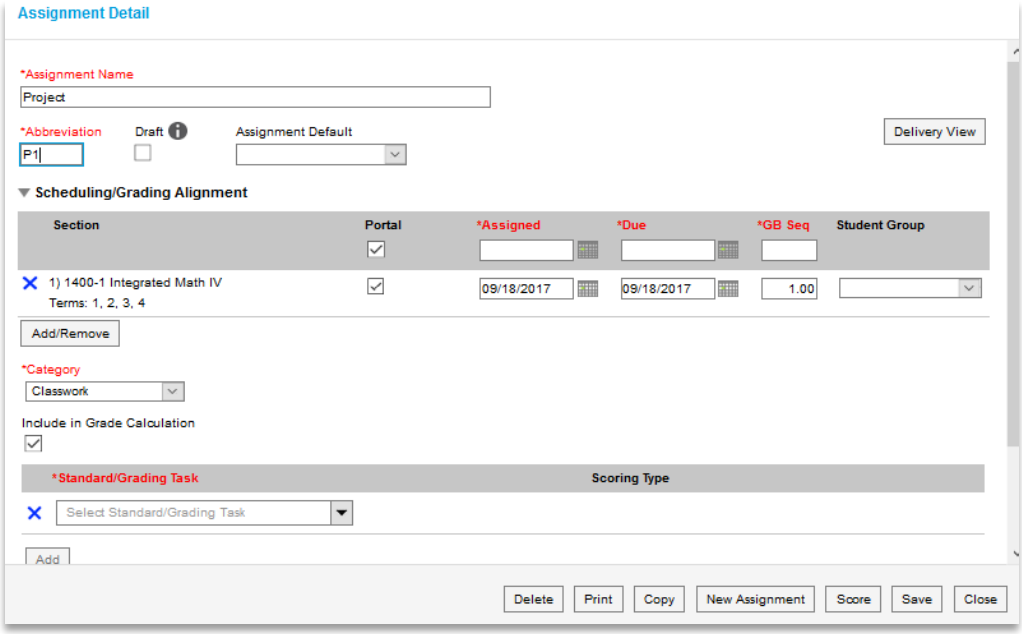
© 2018 Custom Computer Specialists, Inc. All Rights Reserved

3. To view Roster/Attendance information: click on the <Students> for a particular section. If attendance was not taken for that day, the teacher will see the section roster. If attendance was taken, the teacher will see a list of students grouped by absent, present, tardy.



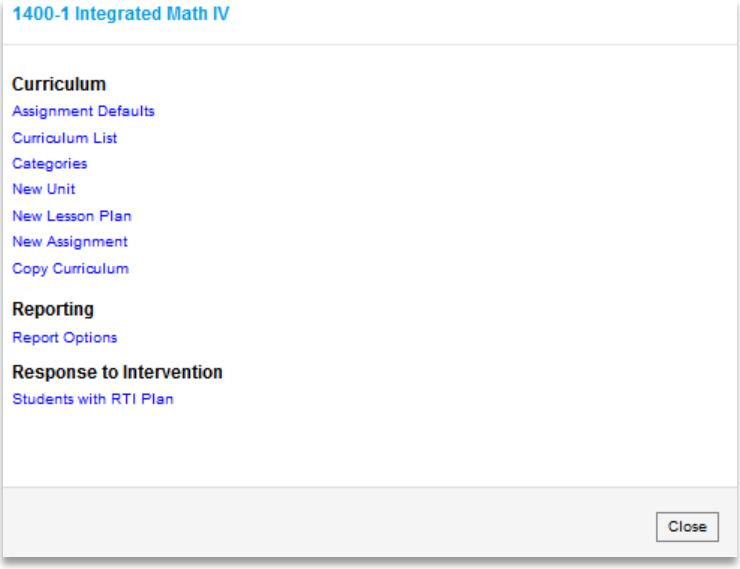
4. Existing assignments display under the section from the assigned date through the due date. To edit existing assignments, click on the assignment. The Assignment detail will appear allowing changes to be made to the assignment.



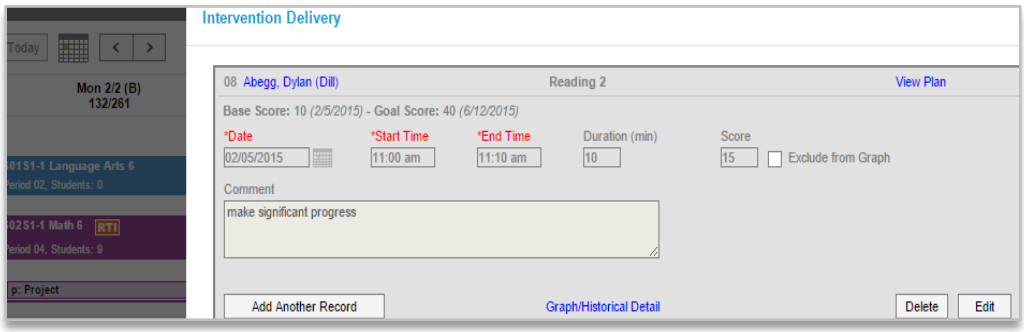


© 2018 Custom Computer Specialists, Inc. All Rights Reserved

5. Click on the Section to access additional tools. From here, teachers can view all curriculum for the section; create and manage assignment Categories (*Note: Categories must be created prior to creating assignments*); create units, lesson plans, and/or assignments for the section; use the copy functionality to copy assignments to/from this section. In addition, clicking on the section gives teachers access to run specific grading reports for the section as well as assess all students with an RTI plan including adding interventions.



6. To enter interventions for students with RTI plans, click on the RTI icon located next to the Section name. The Intervention Delivery editor will display for each student with an RTI plan. Teachers can enter interventions; view each plan, and print graphs of student progress.

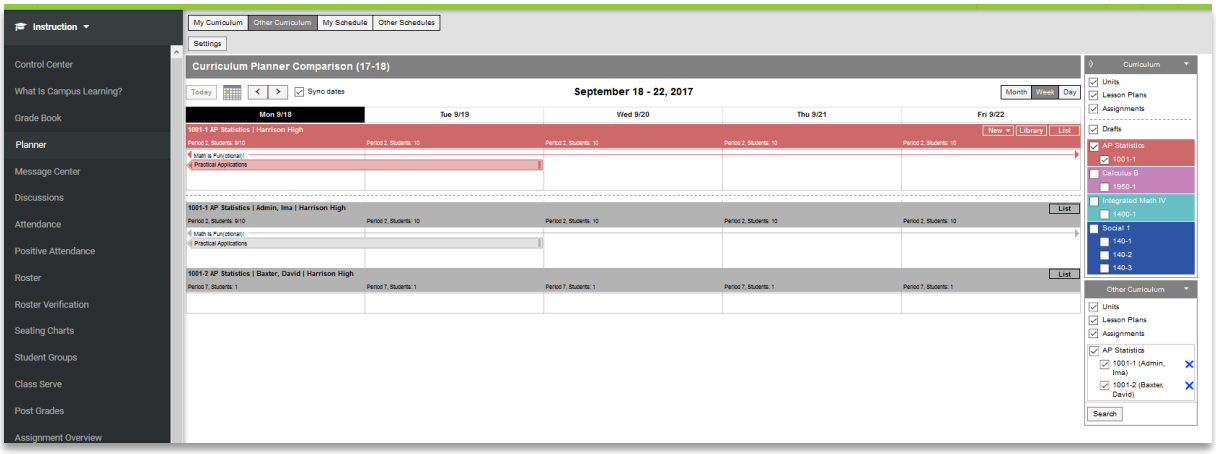


7. To print assignment information, click <Print>. A PDF will display that can be printed or saved.

© 2018 Custom Computer Specialists, Inc. All Rights Reserved

Other Curriculum

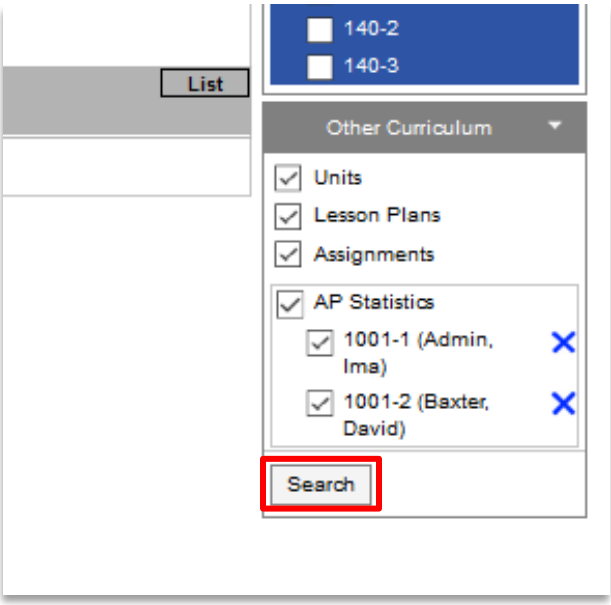
Use the **Other Curriculum** option at the top of the Planner to view the curriculum schedule of other teachers in the district and/or search for curriculum created by other teachers in the district. This option allows the teacher to compare the pacing of his/her instruction with other teachers, or a supervisor to monitor the progress of teachers he/she oversees.



Comparing Curriculum Between Teachers

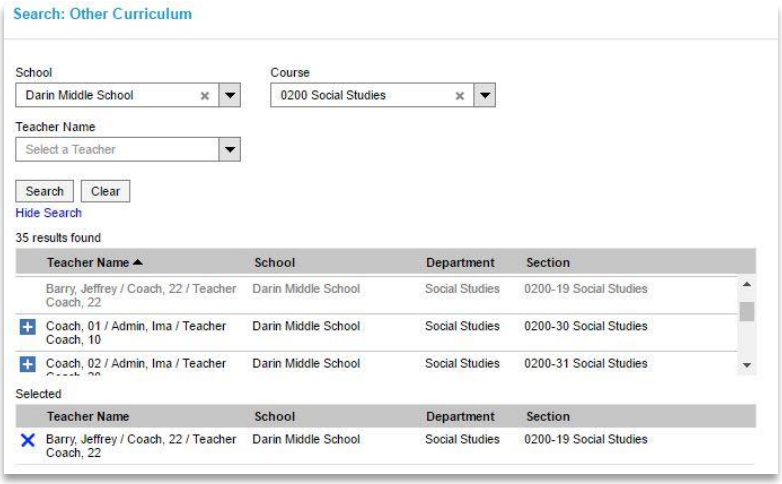
The teacher can easily compare their pacing to other teachers by following these steps:

1. On the right side of the screen under Other Curriculum, click on <Search>.

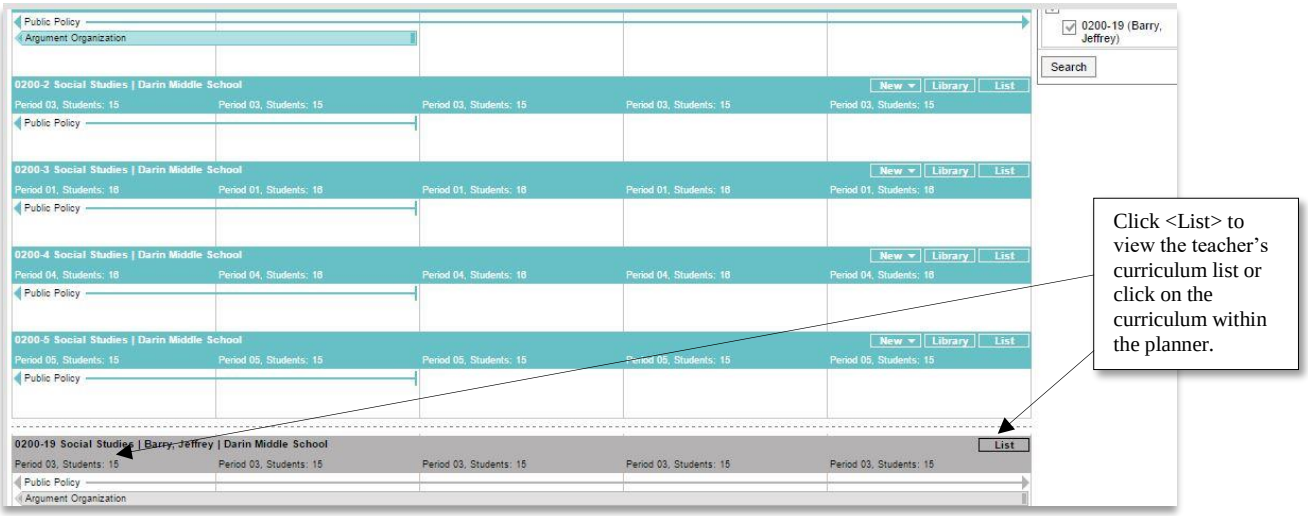


© 2018 Custom Computer Specialists, Inc. All Rights Reserved

2. Type search criteria or select it from the drop down menus then click <Search>. The user may search by School, by Course, and/or by Teacher Name.

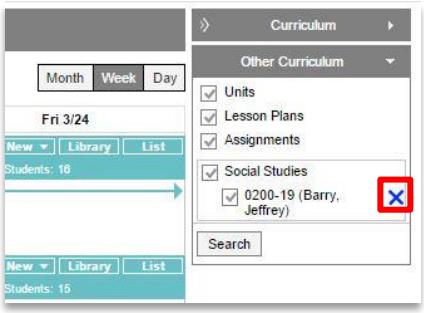


3. Click on the ⊞ to add the teacher's curriculum to the planner. Click the ✕ to remove the teacher from the planner.
4. Click <Save>. The teacher's curriculum will appear at the bottom of the planner.



© 2018 Custom Computer Specialists, Inc. All Rights Reserved

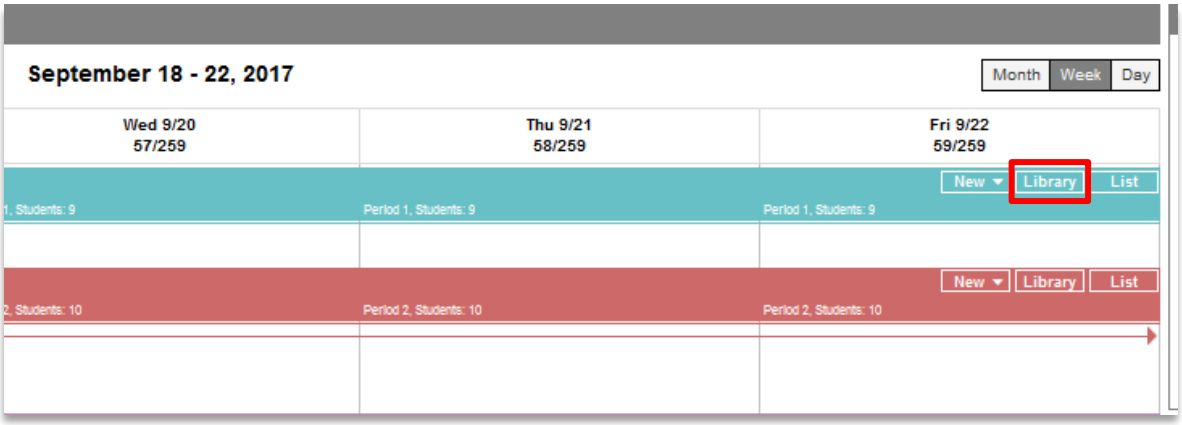
5. To remove the teacher's schedule from the planner Click the ✕ under Other Curriculum.

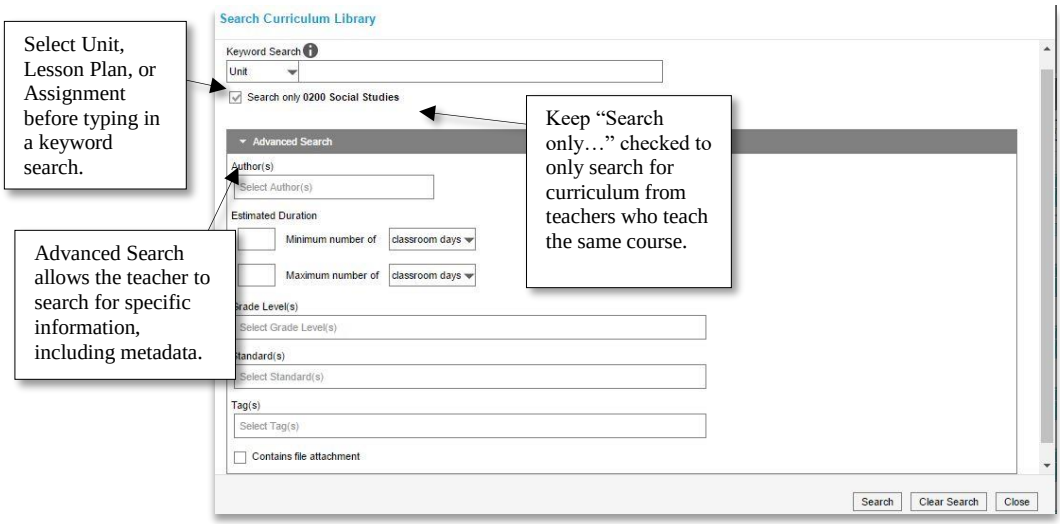


Searching and Adding Curriculum from the Library

The Planner also allows a teacher to add units, lessons, and/or assignments, created by other teachers, to their own sections. The following steps may be taken for any type of curriculum.

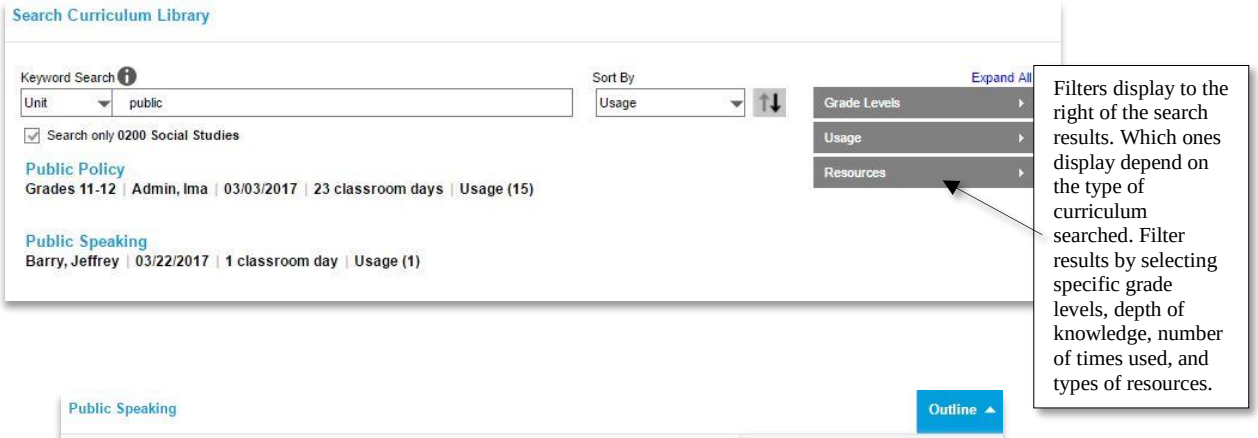
1. To search for a unit, lesson plan, or assignment click on <Library>.

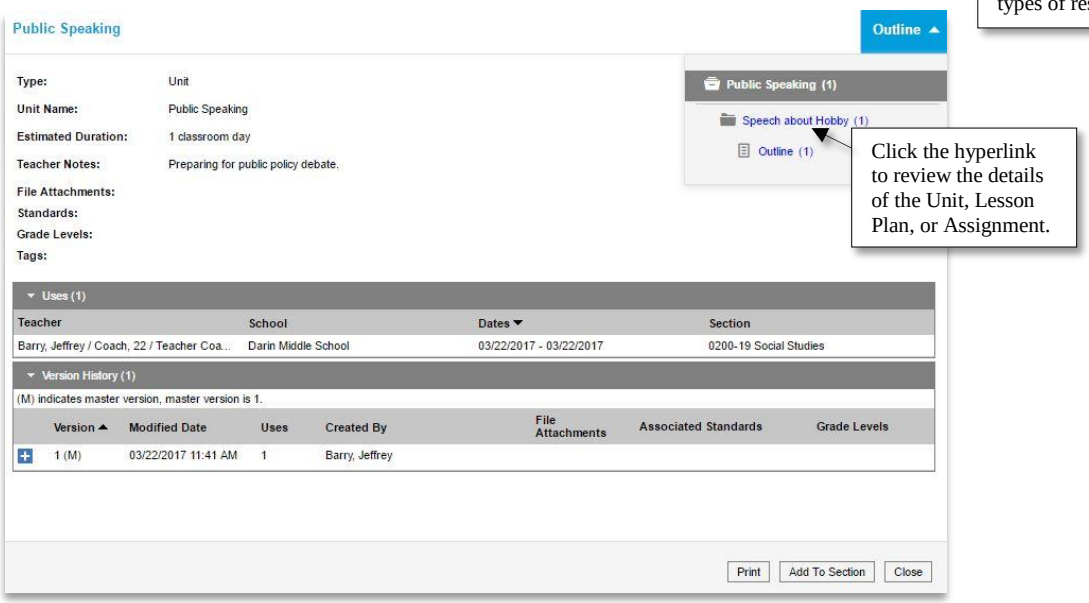




© 2018 Custom Computer Specialists, Inc. All Rights Reserved

2. Search results are sorted by Usage, with additional options to sort by Depth of Knowledge, Duration, Modified Date, and Name. Select the desired curriculum from the search results to review it and/or to add it to the section.

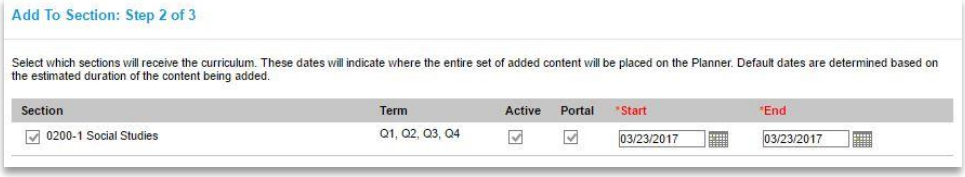




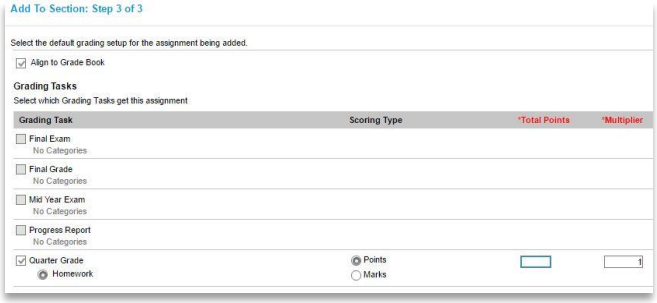
3. Once <Add to Section> has been selected, the following steps will take place:
4. Select which parts of the Curriculum to add to the course section.

5. Select whether the curriculum should be active, visible on the portal, and which dates the curriculum should have in the planner. When finished, click <Next>.

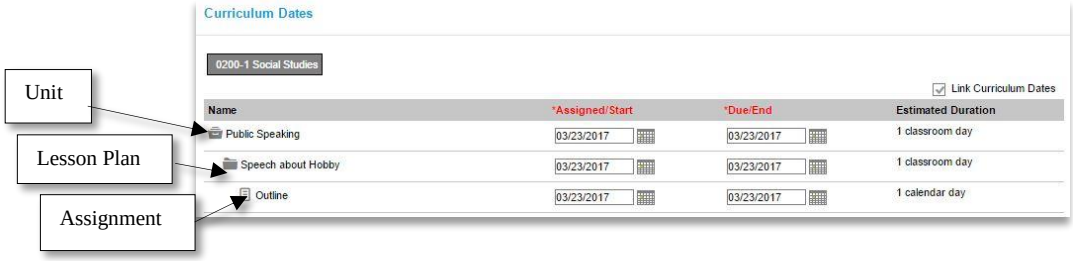
© 2018 Custom Computer Specialists, Inc. All Rights Reserved



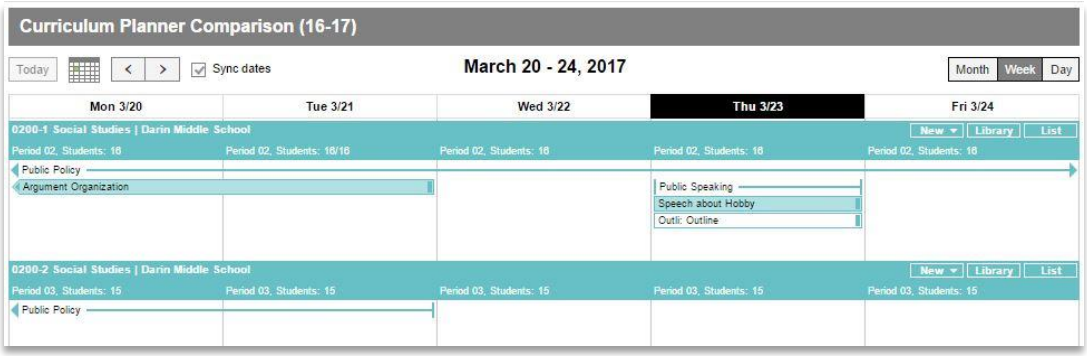
6. Select whether the assignment(s) should be aligned to Gradebook, and if so, to which Grading Task(s). Enter all required data. Click <Save> when finished.



7. Curriculum Dates will appear. Enter in the dates for each of the types of curriculum. These can be modified at any time. Click <Save>.



The Curriculum will appear in the Planner on the dates entered on the previous screen.



Special Note:
Use the Curriculum Copier in the Gradebook to add the same Curriculum to all sections of a course.

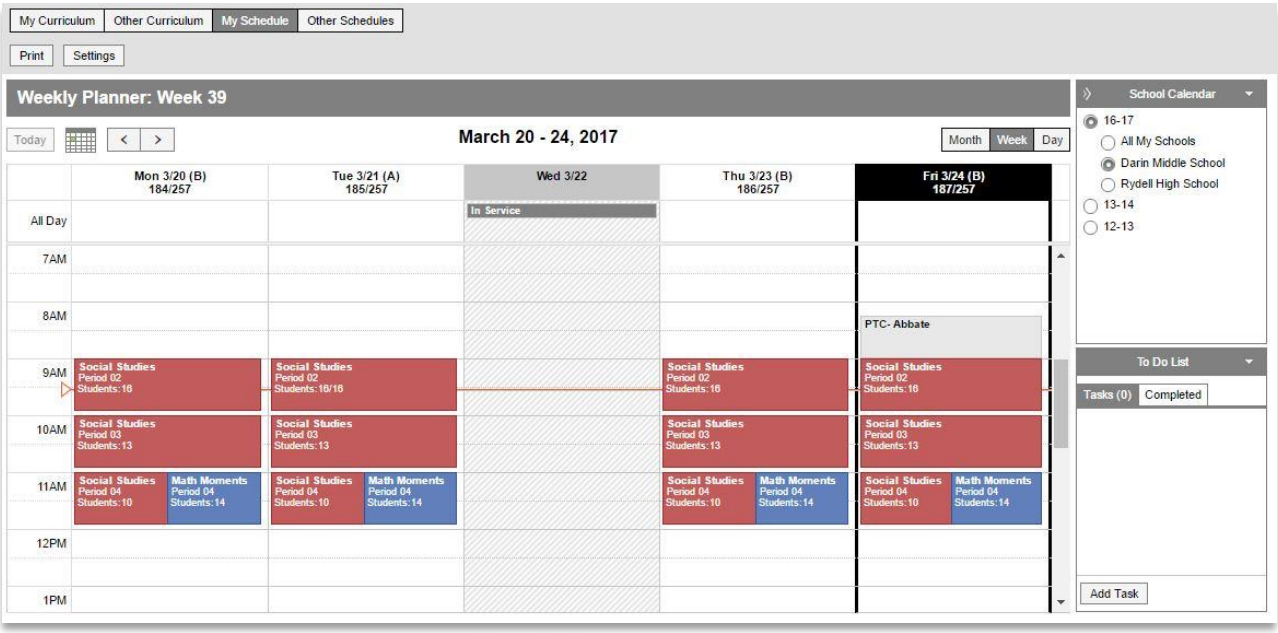
© 2018 Custom Computer Specialists, Inc. All Rights Reserved

My Schedule

The My Schedule view of the Planner shows all of a teacher's sections for each day (based on the calendar selected). School related events entered by a system administrator, as well as meetings teachers are invited to by counselors will display in this view.

1. Navigate to *Index* > *Planner* > *My Schedule*.
2. On the right hand side, select the Calendar to view. Teachers can view information by Month, Week, or Day. Each section that meets on the particular day/week will appear and is color coded by the course. The current day displays as a black box.

   Note: Teachers can change the color-coding of each course using the Settings Tool located at the top of the planner.

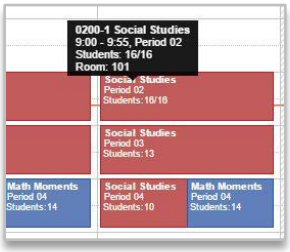


If teachers have rights to view multiple calendars, they will display. The teacher must select which Calendar to display.

Teachers can display schedule information for the month, week, or day.

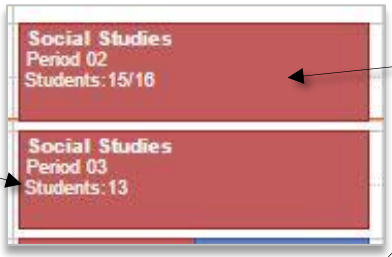
Hover over a section to view detailed information including how long the section runs, what period, roster/attendance counts, and location.

© 2018 Custom Computer Specialists, Inc. All Rights Reserved

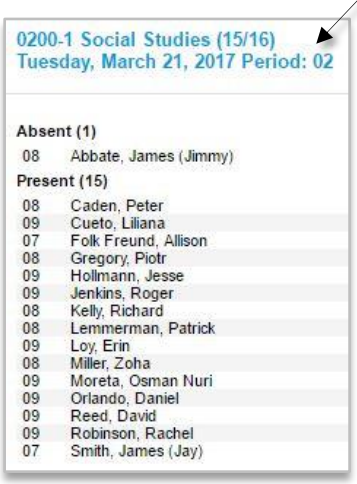


To view Roster/Attendance information click on the <Students> button for the section. If attendance was not taken for that day, the teacher will see the section roster. If attendance was taken, the teacher will list a list of students grouped by absent, present, tardy.

If attendance has not been taken, teachers will see the total number of students on the roster. Click on the <Students> to view the roster.



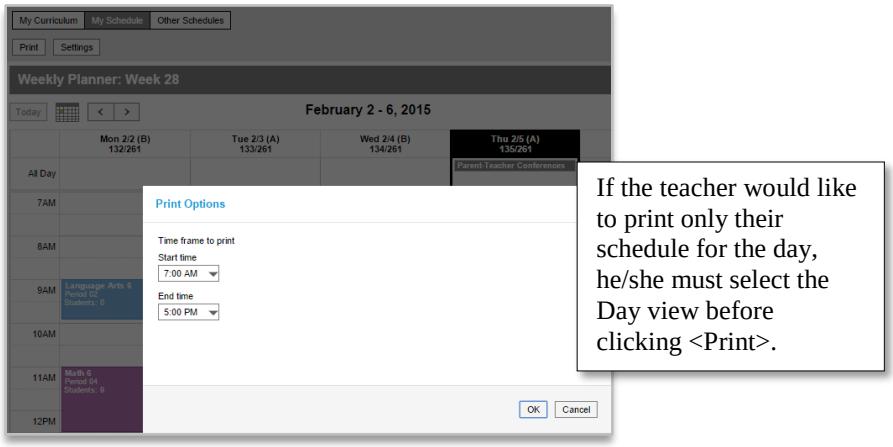
If attendance has been taken, teachers will see the number of present students out of the total number of students on the roster. Click on <Students> to view the roster.



Meetings teachers are invited to (scheduled by counselors) display. Hover over the title of the Meeting to view detailed information. Click on the title for a printable view of the meeting.

© 2018 Custom Computer Specialists, Inc. All Rights Reserved

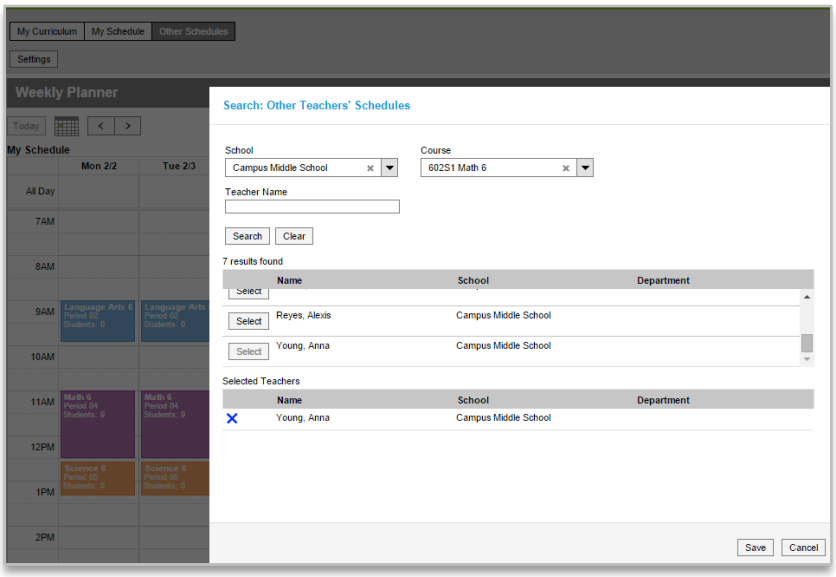
To print a schedule, click <Print>. Teachers can enter a specific time frame to print. Click <OK> and a PDF will display that can be printed or saved.



Other Schedules

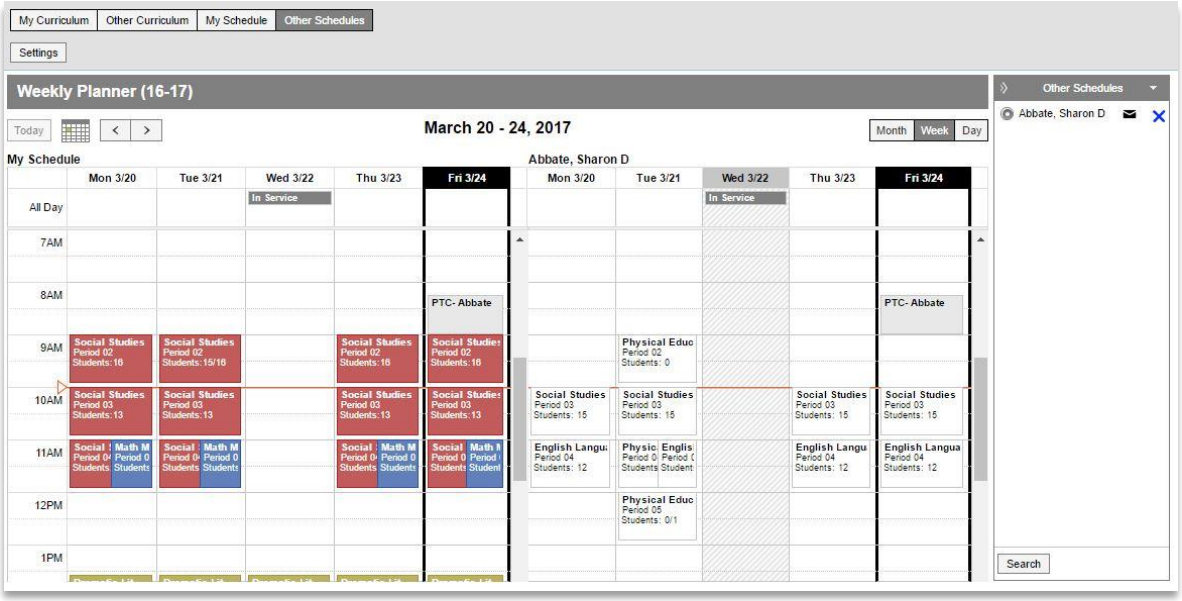
The Other Schedules view in the planner is used to view other teachers' schedules in the district. This tool is often used to find common planning time.

1. Navigate to *Index* > *Planner* > *Other Schedules.*
2. A search window will appear on the right. Search for the teacher by school, course, and/or name.
3. Select the teacher from the search results and click <Save>.



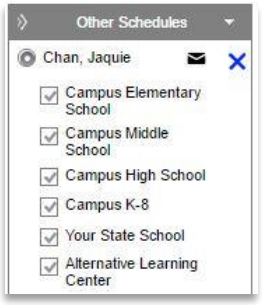
The teacher's own schedule will display on the left; the selected teacher will display on the right.

© 2018 Custom Computer Specialists, Inc. All Rights Reserved



The selected teacher is placed in the column to the right. If he/she teaches in multiple calendars, select the schedule to view.

Clicking the mail icon opens an email to the teacher. The Teacher must have an email in Infinite Campus to use this functionality.



© 2018 Custom Computer Specialists, Inc. All Rights Reserved

DISCUSSIONS

The Discussions tool allows teachers to create and manage discussions for their classes. Students can respond to a thread created by the teacher, create their own threads, and comment on each other's responses, depending on discussion setup.

The Discussions tool houses discussion threads which include the organization of individual posts.

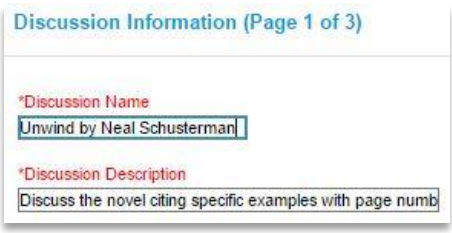
Any discussions with unread content display with the title in **bold**. By default, the list displays in chronological order by most recent post. Click the column headers to sort discussions by **Title, Last Post, Section** assigned, number of **Threads**, number of **Posts,** or number of **New Posts**.

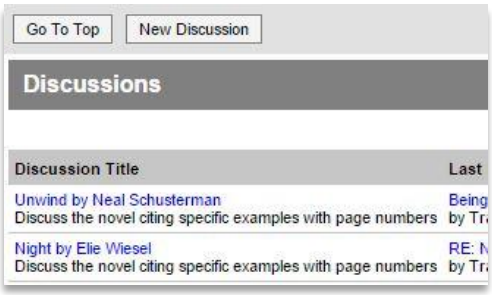
Create a Discussion

Discussions consist of three components, general information, participants, and settings, which includes availability and other details. Create discussions for immediate use, or schedule discussions to become available at a later date.

Step 1 - General Information

1. Navigate to *Index* > *Discussions* and click <New Discussion>.
2. Name the discussion and enter a Description, which displays below the name in the discussion list.
    a. The name should be unique, if possible.
    b. The description can be used to describe what the discussion is about, or give students instructions for how to respond to the discussion.



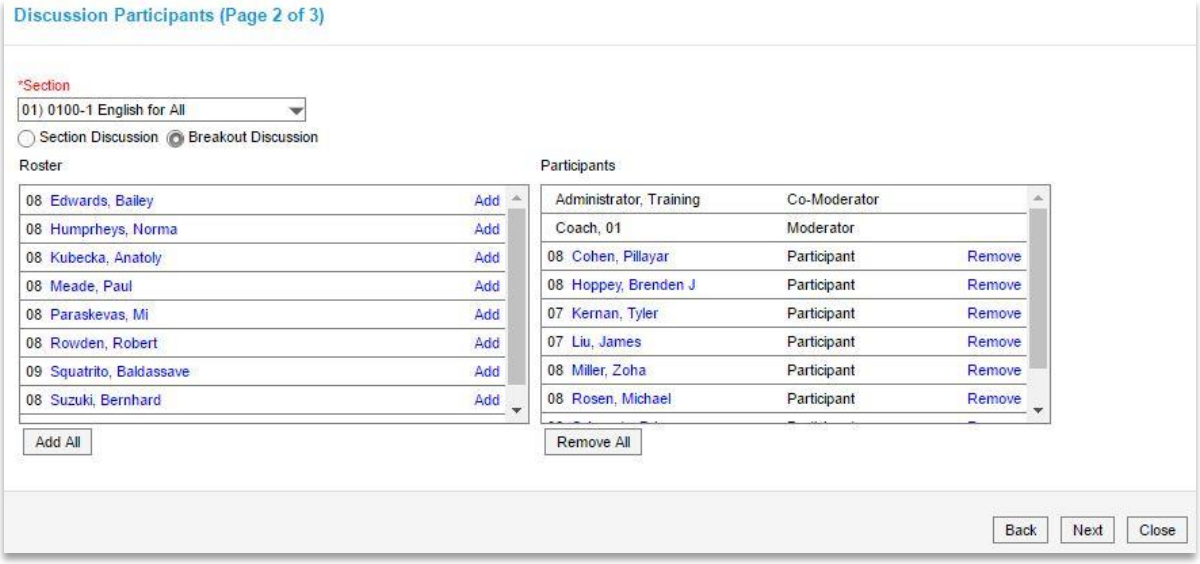


© 2018 Custom Computer Specialists, Inc. All Rights Reserved

Step 2 - Participants

3. Select a Section from which to choose participants. The section roster displays.
4. Click on a student's name to view a summary of the student's demographic and contact information.
    a. Leave the Section Discussion radio button selected to include all students in the discussion.
    OR
    b. Select Breakout Discussion to choose which students to include.
5. Click <Add> next to student's names to add them to the breakout group. As the moderator, the teacher is automatically added to the list of participants.

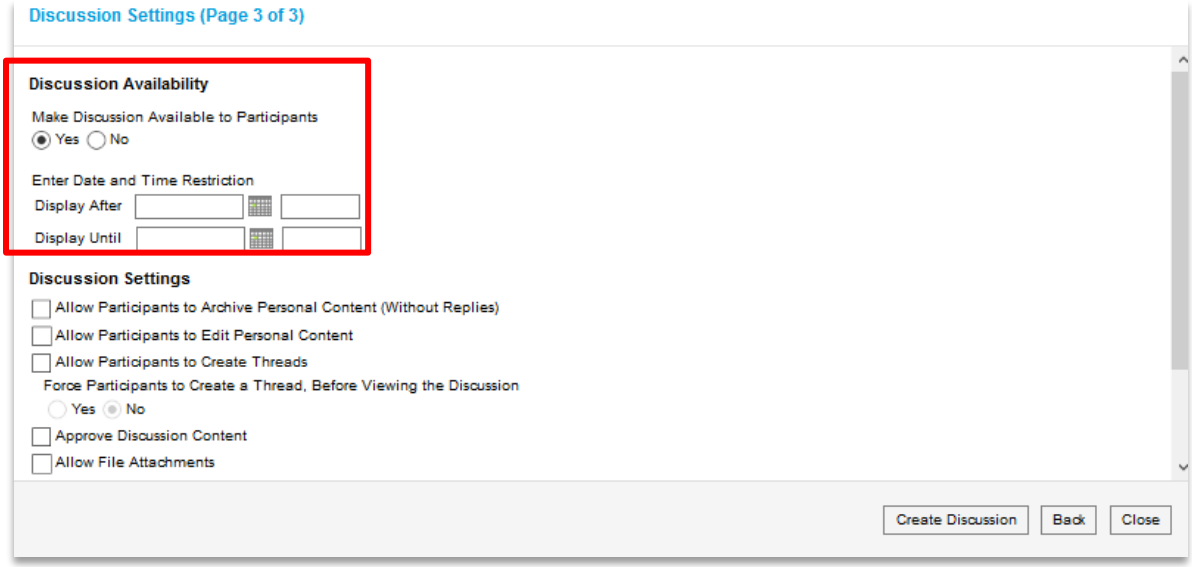
    Note that click <Add All> for a Breakout Discussion adds all students currently in the roster, but will not include any students added to the section later.
6. Click <Next> when all participants have been added.



© 2018 Custom Computer Specialists, Inc. All Rights Reserved

Step 3 - Settings

7. Set the availability of the discussion and any additional settings.
   a. The teacher has the option of making the discussion available immediately or scheduling a later time for the discussion to display and be removed.



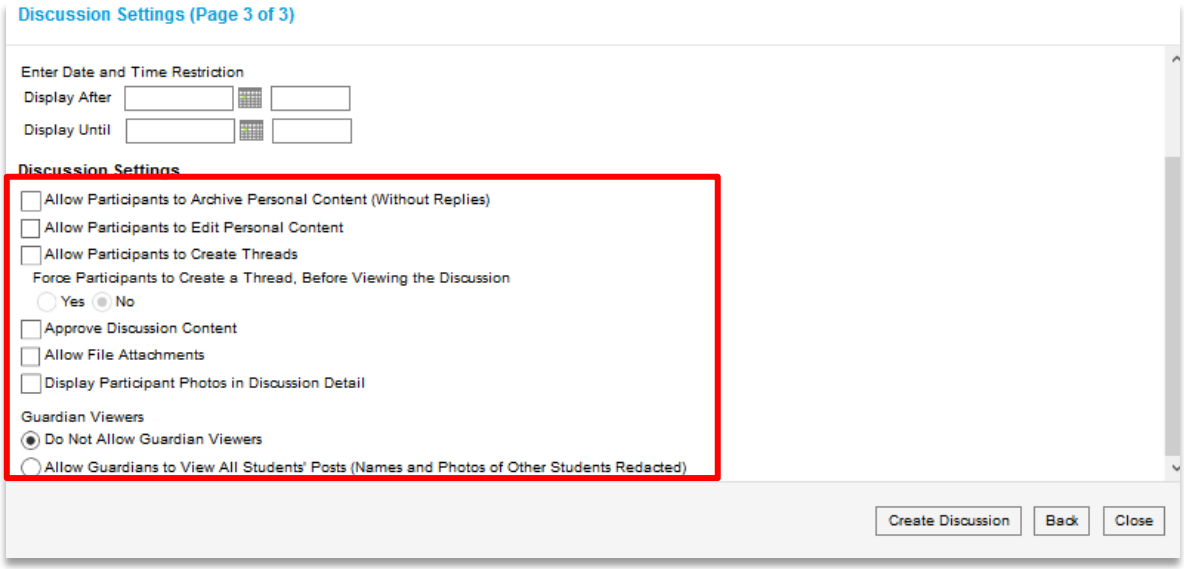
Availability options are as follows:

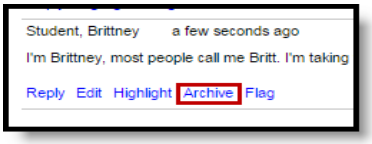
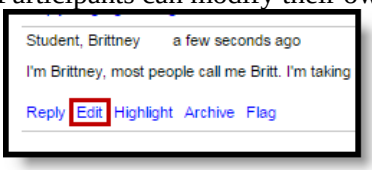
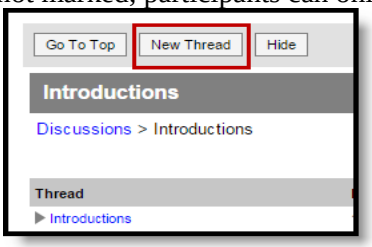
a. To make a discussion available immediately, leave the <**Yes**> radio button marked.
b. To make a discussion unavailable, mark the <**No**> radio button. The teacher can make the discussion available later by opening the discussion and selecting '*Edit Discussion Settings'* in the Moderator Actions dropdown list.
c. To schedule when a discussion will be available, leave <**Yes**> marked for *Make Discussion Available* and enter a **Display After** date and time.
d. To schedule when an available discussion should be removed, leave <**Yes**> marked and enter a **Display Until** date and time.
e. To schedule an availability window for a discussion, leave <**Yes**> marked and enter both a **Display After** and **Display Until** date and time.

© 2018 Custom Computer Specialists, Inc. All Rights Reserved

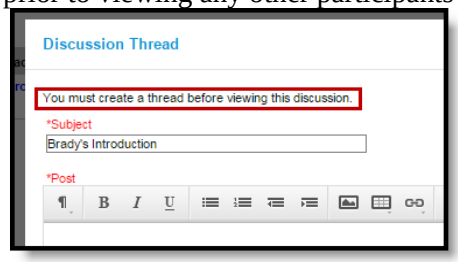
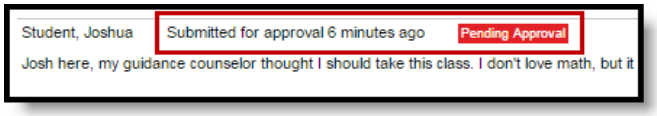
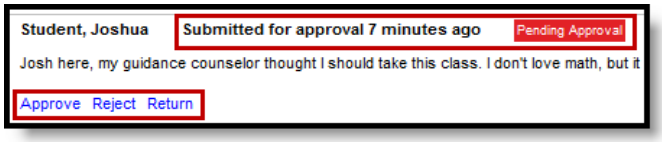
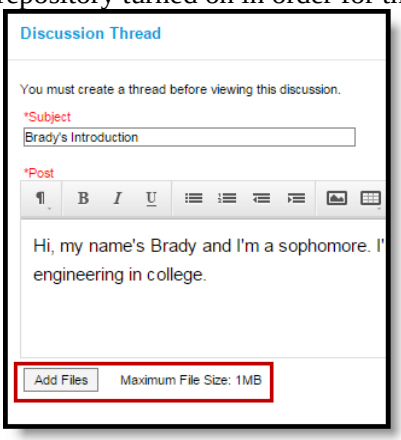
Settings

Additional settings allow the moderator to control what participants can do, display options, and whether guardians can view discussions.

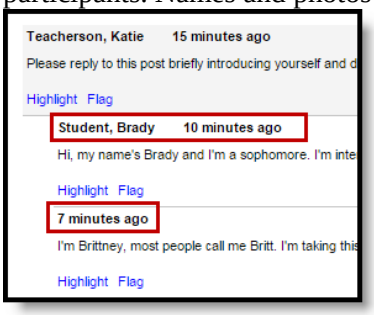


Setting Option	Description
Allow Participants to Archive Personal Content	Participants can remove their own posts from others' view of a discussion thread. Archived posts can be restored. 
Allow Participants to Edit Personal Content	Participants can modify their own content after it has been published. 
Allow Participants to Create Threads	Participants can create their own threads in the discussion. If this option is not marked, participants can only reply to existing threads and posts. 

© 2018 Custom Computer Specialists, Inc. All Rights Reserved

Force Participants to Create a Thread Before Viewing the Discussion	Marking Yes requires participants to create a new thread in the discussion prior to viewing any other participants' threads. 
Approve Discussion Content	Directly moderate discussion content by approving each post as it is submitted by students. When a post is submitted for approval, the moderator has three options: • Approve - post becomes visible in the discussion. • Reject - post is not visible in the discussion, moderator provides r**eason** for rejection, and the student cannot edit post. • Return - post is not yet visible in the discussion, moderator provides a r**eason** for return, and the student can edit post and resubmit.  
Allow File Attachments	Participants can attach files to responses (the district must have the digital repository turned on in order for this option to function). 

© 2018 Custom Computer Specialists, Inc. All Rights Reserved

Display Participant Photos in Discussion Detail	Participant photos display in the moderator view. Photos are not displayed in the Portal.
Guardian Viewers in the Portal	Marking Allow lets guardians view discussions in which their children are participants. Names and photos of other participants are not visible. 

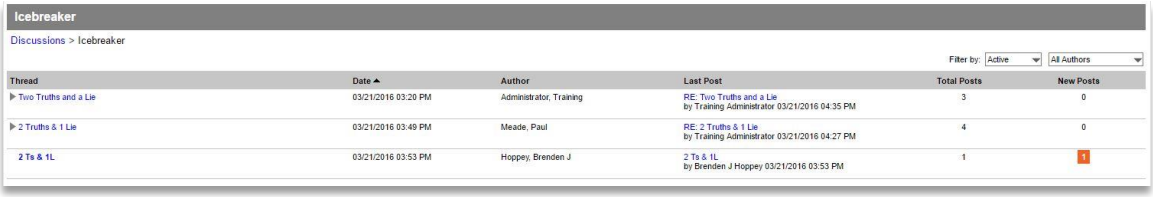
8. Click <**Create Discussion**> to finish. Discussions are viewable to participants on the **Portal** in the **Family** section.

View Discussions & Threads

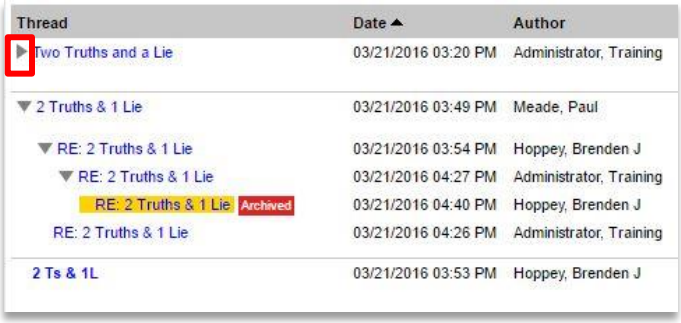
1. Navigate to *Campus Instruction > Discussion > Discussion Title.*
2. Click on the name of a discussion to view threads and access participant posts..
3. At the top of a discussion, an orange notification indicates the number of new threads and posts since the last time the user refreshed the view. This number updates to reflect new threads and posts each minute. Refresh the screen to view new threads and posts without having to leave Discussions.

© 2018 Custom Computer Specialists, Inc. All Rights Reserved

4. From this view, click on a thread to view its posts.

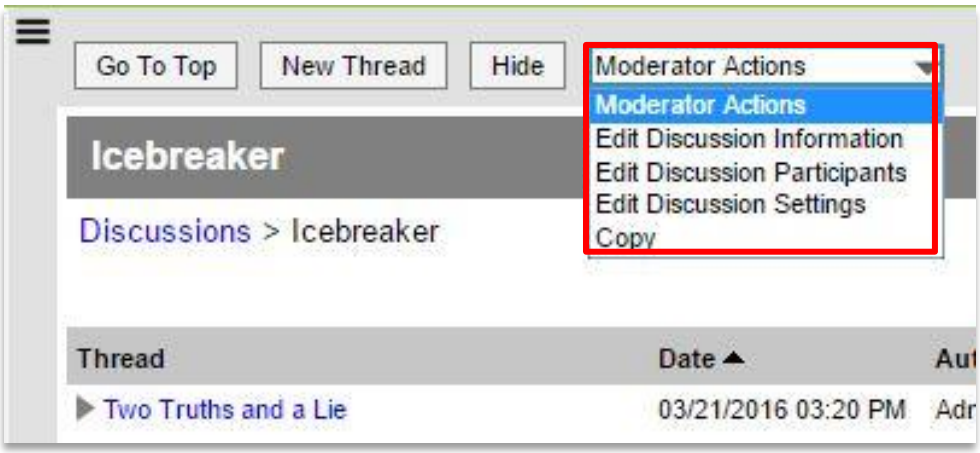


5. Any threads with unread content display with the title in **bold**. By default, the list displays with threads sorted by date. Click the column headers to sort threads by **Title, Date, Last Post**, number of **Total Posts**, or number of **New Posts**.
6. Click on the down arrow next to a thread to view reply posts.



Discussion-Level Moderator Actions

When viewing the thread list for a discussion, Moderator Actions are available in the dropdown list at the top of the screen. These options apply to the **discussion as a whole**, not individual threads in the discussion.

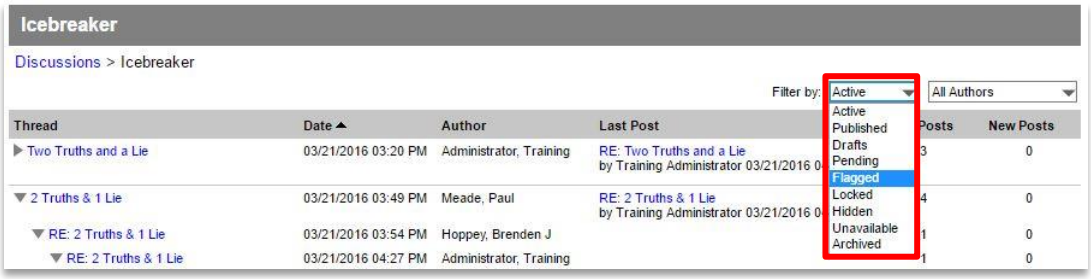


© 2018 Custom Computer Specialists, Inc. All Rights Reserved

Moderator Action	Description
Edit Discussion Information	Allows the moderator to modify the Name and Description of the discussion.
Edit Discussion Participants	Allows the moderator to modify the discussions Participants.
Edit Discussion Settings	Allows the moderator to modify the discussion's Availability and Settings.
Copy	Copies the discussion setup information, including general information, participants, availability, and settings. When copying a discussion, the user has the option of copying the moderator's threads. Any participant-created threads and posts are not copied.
Archive	Archives the entire discussion. This action removes the discussion from the view of all participants but saves content in the database. Moderators can access archived discussions using the filter options on the discussion list.
Hide	Hides the entire discussion from the user's own view. The discussion is still available to participants.

Thread Filter Options

Filter options appear in the top right of the discussion view. These options are useful if the user has a large number of discussions or threads, and to view discussions and threads with different statuses.



Filter Option	Description	Directions
Active	Lists all active threads, those with statuses of Published, Draft, Pending, Flagged, and Locked.	See below.
Published	Lists published threads that are viewable by participants.	Published threads are those not saved as a draft.
Drafts	Lists threads saved in draft status and not yet published.	To save a thread as a draft, select **S**ave Draft rather than Save Thread when creating the thread.

© 2018 Custom Computer Specialists, Inc. All Rights Reserved

Filter Option	Description	Directions
Pending	Lists threads that have been submitted by participants that are pending approval from the moderator. Only displays if the setting to *Approve Discussion Conten*t has been set.	When a post is submitted for approval, the moderator has three options: • Approve - post becomes visible in the discussion. • Reject - post is not visible in the discussion, moderator provides Reason for rejection, and student cannot edit post. • Return - post is not yet visible in the discussion, moderator provides a Reason for return, and student can edit post and resubmit.
Flagged	Lists threads that include a post that has been marked as *Flagged* by the moderator or a participant. These posts should be reviewed for possible inappropriate content and marked as Archive to remove them from participant view if necessary. A yellow flag icon displays for the thread viewable by the moderator and the reporter.	To flag a post, click on the title to open the thread and click <Flag> under the questionable post.
Locked	Lists threads that have been locked, which means that no new content can be added to the threads.	To lock a thread, click on the thread title to open it and select Lock from the Moderator Actions dropdown list.
Hidden	Lists threads that have been hidden by the current user. Hiding a thread only removes it from the user's own view; the thread is still available to participants.	To hide a thread, click on the thread title to open it and click <Hide> in the action bar.
Unavailable	Lists threads that are currently unavailable to participants.	To make a thread unavailable, click on the thread title to open it and select Make Unavailable from the Moderator Actions dropdown list.
Archived	Lists threads that have the *Archive* option marked. These threads are no longer visible to participants but have been saved in the database.	To archive a thread, click on the thread title to open it and select Archive from the Moderator Actions dropdown list.

© 2018 Custom Computer Specialists, Inc. All Rights Reserved

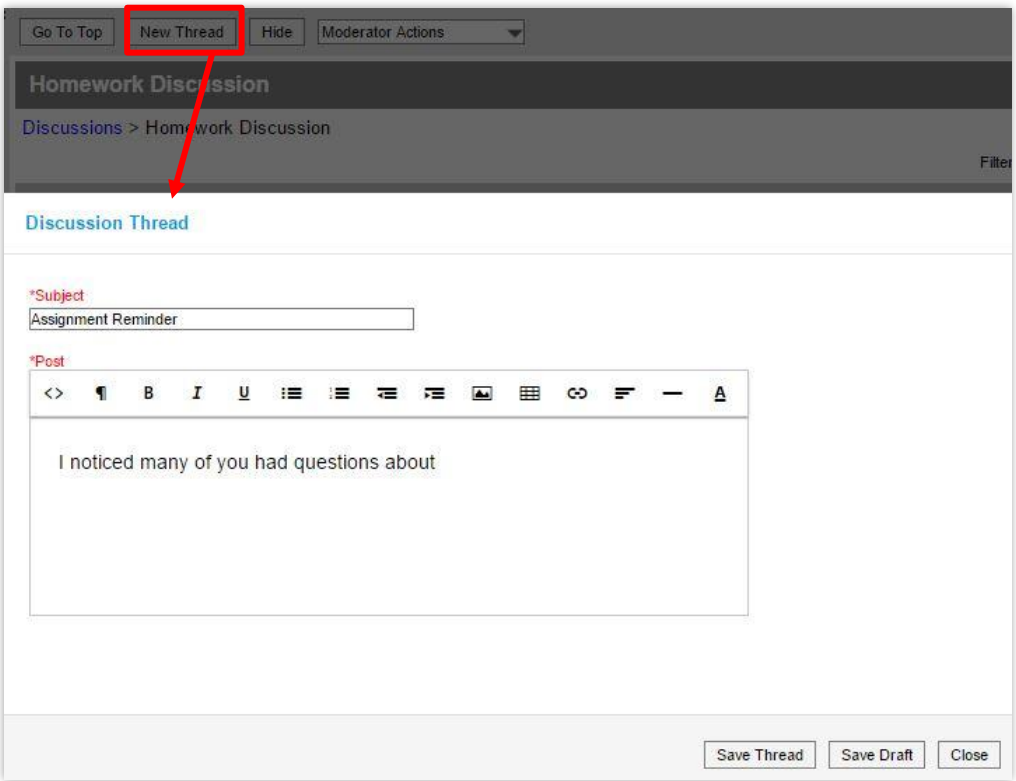
Next to the filter dropdown list is the option to filter the thread list by **Author**. This dropdown list includes all participants who have created a thread.

Create Threads & Posts

Threads are the starting point of a conversation in a discussion. Based on discussion settings, the moderator and participants may be able to create threads, or just the moderator.

Create a Thread

1. To create a new thread, select a Discussion then click <New Thread> at the top of the screen.

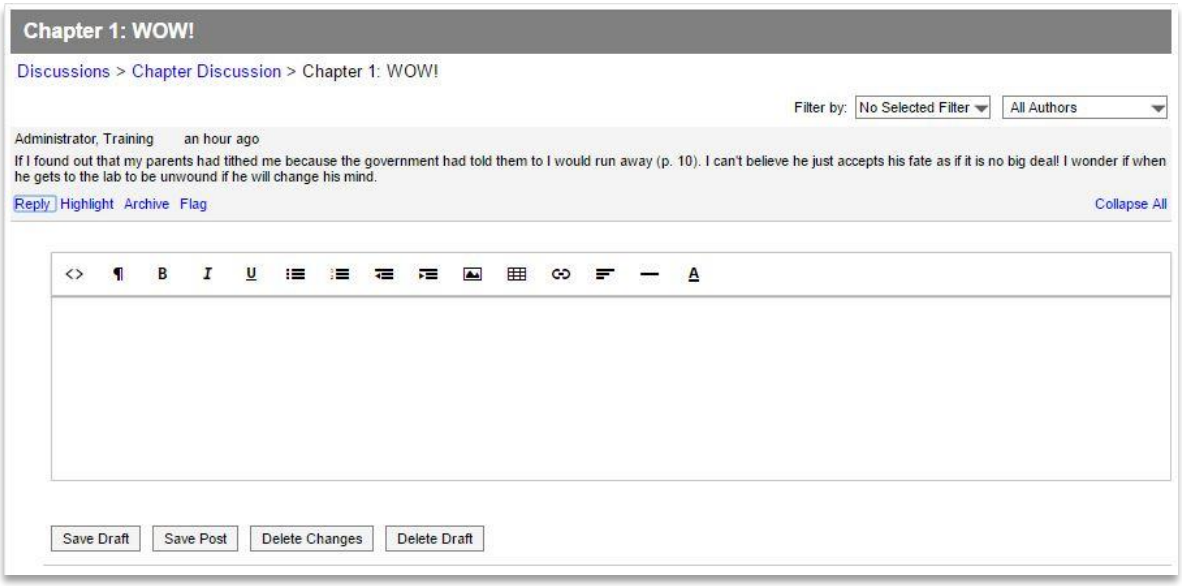


2. Click <**Save Thread**> to save and publish the thread. If the discussion is available to participants, they will be able to view and reply to this thread when it is published. To publish the thread later, click <**Save Draft**>.

© 2018 Custom Computer Specialists, Inc. All Rights Reserved

Create a Post

1. Create a post by clicking Reply on either the root post of a thread, or any other participant's post. New posts display below existing posts, indented in from the post to which they are responding.



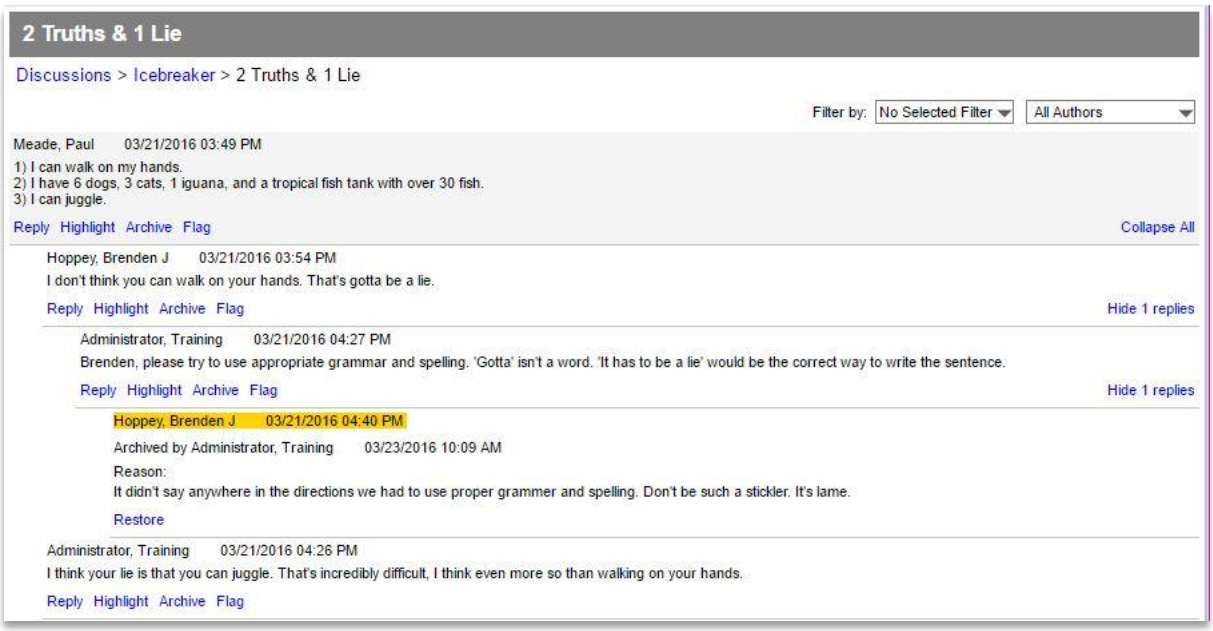
Saving options:

a. **Save Draft**: saves the post as a draft that only the teacher can see. The text editor remains open when posts are saved as drafts.
b. **Save Post**: saves and publishes the post, viewable by all participants.
c. **Delete Changes**: applies to draft posts or edited published posts - restores the previous saved version of the draft to undo recent changes.
d. **Delete Draft**: deletes the draft post.

© 2018 Custom Computer Specialists, Inc. All Rights Reserved

View Discussion Posts

1. Navigate to *Discussions > Discussion Title > Thread Title.*
2. Click on the title of a thread to view participant and moderator posts.
    a. At the top of a thread, an orange notification indicates the number of new posts since the last time the user refreshed the view. This number updates to reflect new posts each minute. Any new posts display with the participant's name and the time in bold.

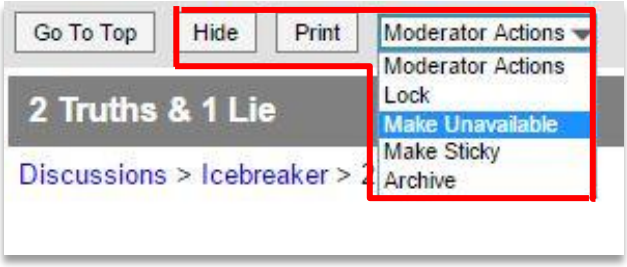


© 2018 Custom Computer Specialists, Inc. All Rights Reserved

Thread-Level Moderator Actions

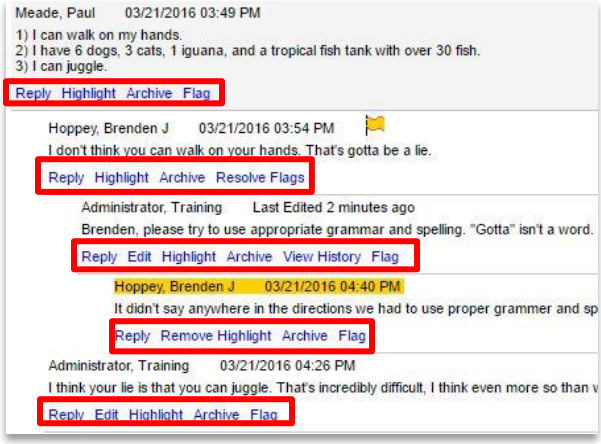
The options that display in the Moderator Actions dropdown list on a thread apply to that entire thread.

Moderator Action	Description
Lock	Locks the thread so that no new content can be added.
Make Unavailable	Makes the thread unavailable to all participants.
Make Sticky	Causes the thread to display at the top of the thread list.
Archive	Archives the thread. This action removes the thread from the view of all participants but saves content in the database. Moderators can access archived threads using the filter options on the thread list.
Hide	Hides the thread from the user's own view. The discussion is still available to participants.
Print	Opens a PDF version of the discussion posts suitable for printing.

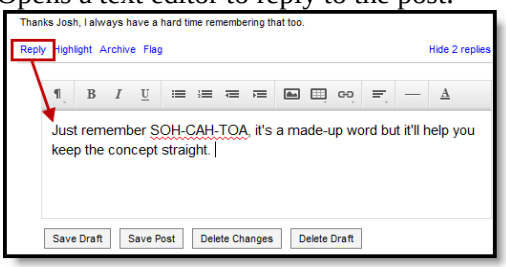
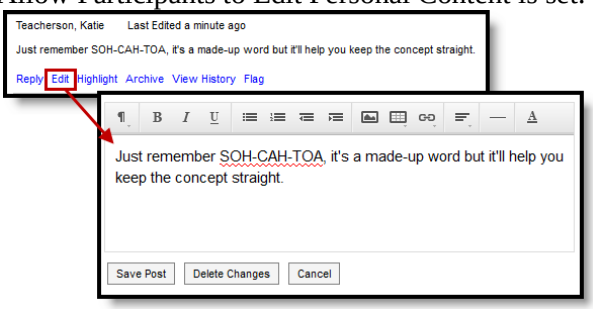
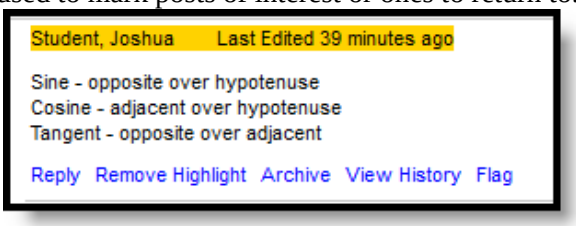
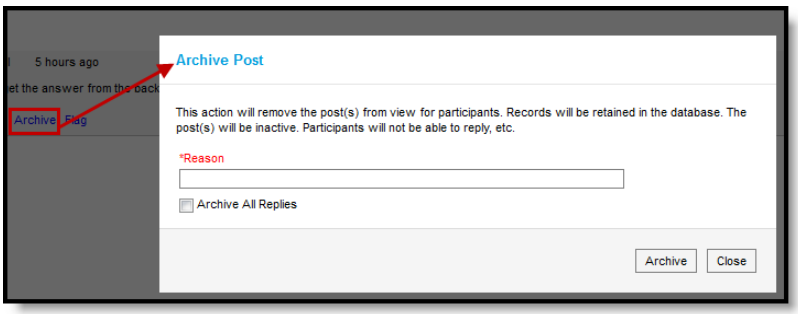


Post Options

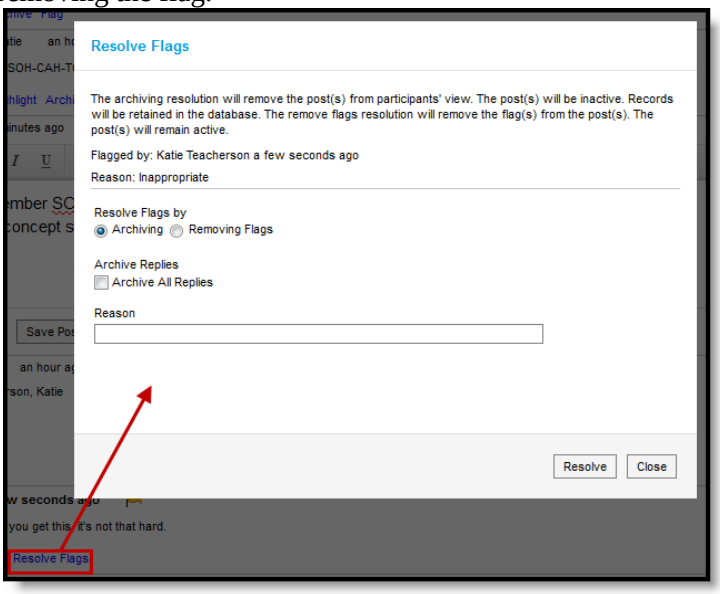
Based on discussion settings, different options display for moderators and participants below a post.



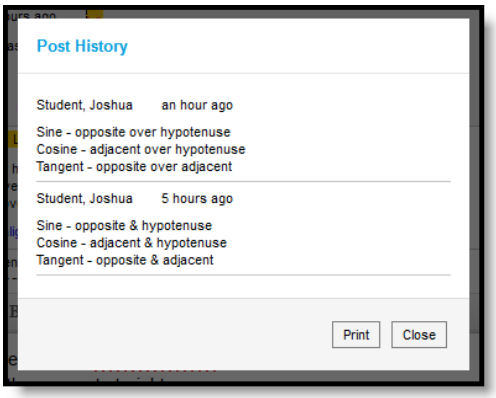
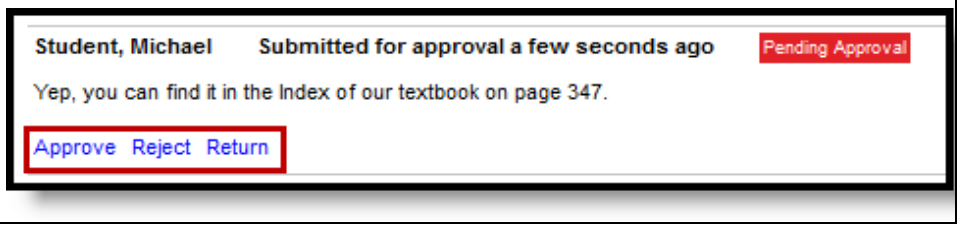
© 2018 Custom Computer Specialists, Inc. All Rights Reserved

Option	Description
Reply	Opens a text editor to reply to the post. 
Edit	Opens a text editor to edit the post. Only available to participants if the setting to Allow Participants to Edit Personal Content is set. 
Highlight	Adds a yellow highlight bar to the post for future reference. This indicator can be used to mark posts of interest or ones to return to. 
Archive	Removes the post from the view of all participants. Archived posts are saved in the database and can be restored. Archiving a post requires a Reason, which is viewable by the moderator and the original poster. Mark Archive All Replies to also archive all replies to the removed post. 

© 2018 Custom Computer Specialists, Inc. All Rights Reserved

Option	Description
Restore	Restores an archived post. Restored posts are visible to all participants.
Flag	Flags the post to be reviewed. These posts should be reviewed for possible inappropriate content and marked as Archive to remove them from participant view if necessary. A yellow flag icon displays for the thread and post viewable by the moderator and the reporter.
Resolve Flag	Opens a window to address the flag. Resolve a flag by archiving the post or removing the flag. 

© 2018 Custom Computer Specialists, Inc. All Rights Reserved

Option	Description
View History	For posts that have been edited, shows the different versions of the post that have been saved. 
Approve/ Reject/ Return	When a post is submitted for approval, the moderator has three options: • Approve - post becomes visible in the discussion. • Reject - post is not visible in the discussion, moderator provides Reason for rejection, student cannot edit post. • Return - post is not yet visible in the discussion, moderator provides a Reason for return, student can edit post and resubmit. 

© 2018 Custom Computer Specialists, Inc. All Rights Reserved

Post Filter Options

Filter options appear in the top right of the discussion view. These options are useful if there are a large number of discussions or threads, and to view discussions and threads with different statuses.

Filter Option	Description	Directions
No Selected Filter	Lists all active posts.	N/A
Highlighted	Lists posts indicated as highlighted.	The highlight designation can be used as desired, such as marking posts of interest.
Pending	Lists posts that are pending moderator review. These posts are not yet viewable by other participants.	When a post is submitted for approval, the moderator has three options: • Approve - post becomes visible in the discussion. • Reject - post is not visible in the discussion, moderator provides **Reason** for rejection, and the student cannot edit post. • Return - post is not yet visible in the discussion, moderator provides a **Reason** for return, and the student can edit post and resubmit.
Flagged	Lists posts marked as "Flagged" by the moderator or a participant. These posts should be reviewed for possible inappropriate content and marked as Archive to remove them from participant view if necessary. A yellow flag icon displays for the post viewable by the moderator and the reporter.	To flag a post, click on the title to open the thread and click <**Flag**> under the questionable post. Click <**Resolve Flags**> to archive the post with a reason or remove the flag.

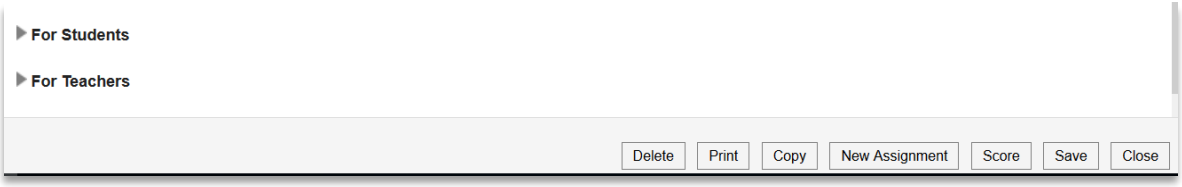
Next to the filter dropdown list is the option to filter posts by **Author**. This dropdown list includes all participants in the thread.

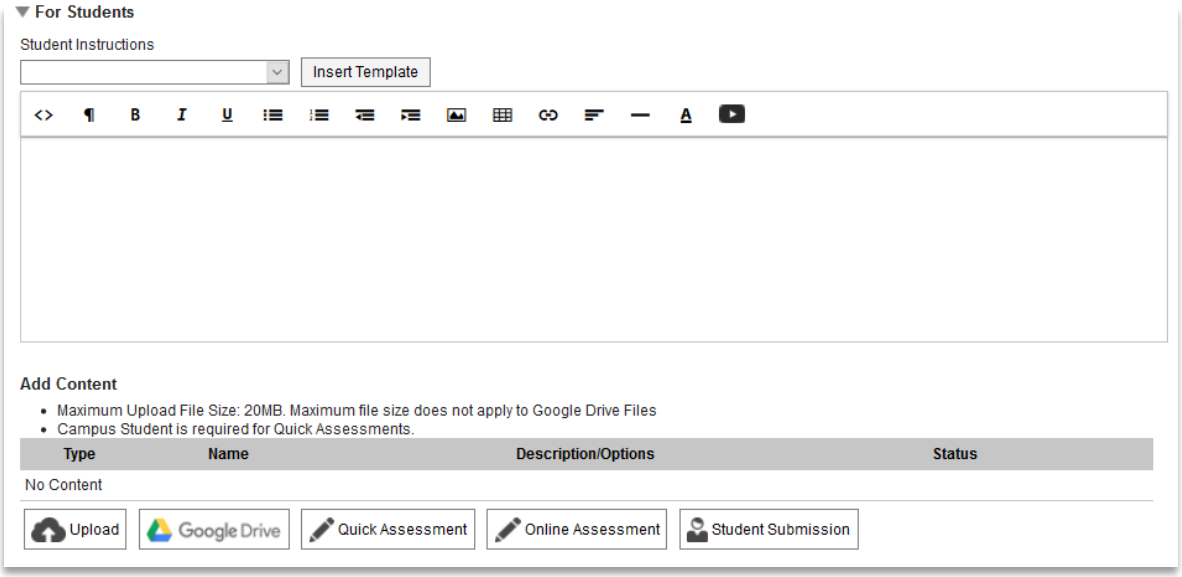
© 2018 Custom Computer Specialists, Inc. All Rights Reserved

GRADEBOOK OPTIONS

The Gradebook options are a continuation of the Assignment Creation steps as laid out previously in this manual. The following steps assume the basic Assignment information has been entered.

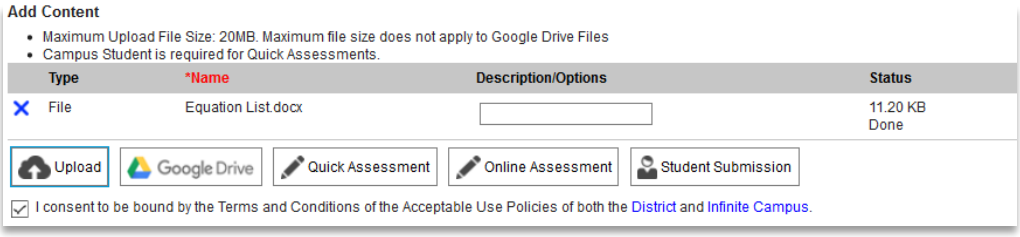
17. *Draft* – Marking an assignment as a draft allows the user to continue to modify it while limiting its availability to others. The assignment will appear in the Curriculum List but will not appear on the Campus Portal or be a part of grade totals.
18. *For Students/For Teachers* – Click on either to open up options for notes, files attachments, etc.



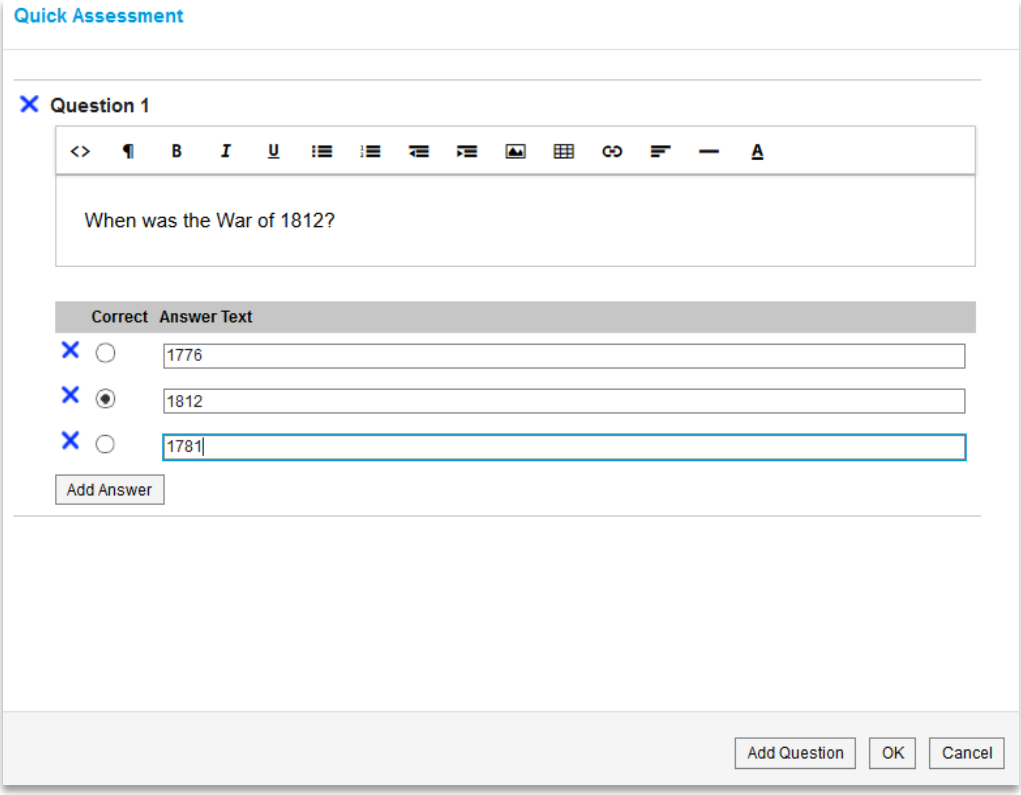


19. *Student Instructions* - This field is a text box, with formatting tools, used to display instructions, notes, links, etc. to students when viewing assignments in the Portal.
20. *Add Content* – This will allow an upload of a file that students can access on the Portal. Be sure to mark the checkbox to consent to the *Terms and Conditions* of uploading files in Campus. Maximim file size is set by the district. If the district has integrated with Google Drive®, the option to upload a file from there will also appear.

© 2018 Custom Computer Specialists, Inc. All Rights Reserved



21. *Quick Assessment* – Allows teachers to create simple assessments attached to assignments.
    a. Select <Quick Assessment>.
    b. Enter question text using the formatting options provided. Add additional questions by clicking <Add Question> at the bottom of the editor. Questions are numbered in the order that they display.
    c. For each question, enter possible answers in the lines provided. Add additional answer options using the <Add Answer> buttons.
    d. Verify that the Correct answer is selected for each question.
    e. Click <OK> to attach the assessment to the assignment.



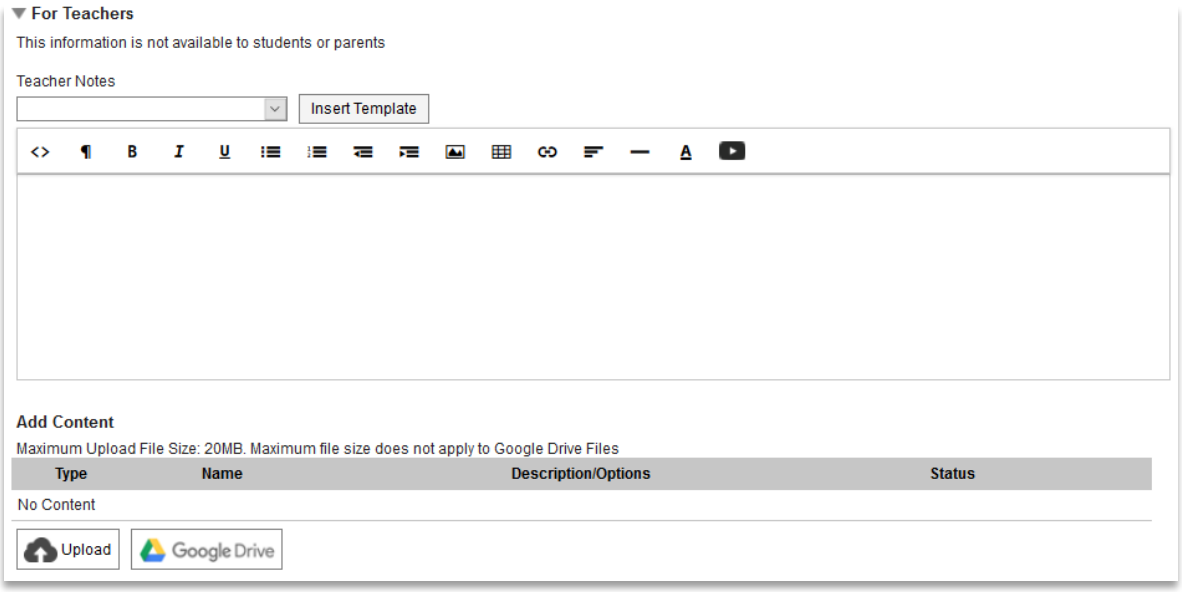
 © 2018 Custom Computer Specialists, Inc. All Rights Reserved

Special Note: Quick Assessments

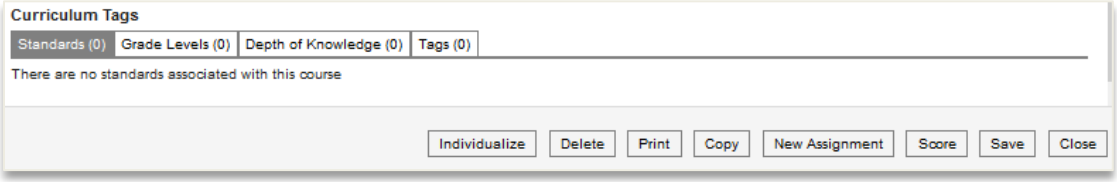
- Quick Assessments can only be attached to assignments with a Scoring Type of Points and can only be aligned to a single Grading Task.
- Students cannot view assessments until the Assigned Date of the assignment. To hide an assessment from Campus Student, unmark the Portal checkbox or mark the Draft checkbox on the assignment.
- Quick assessment can only be used if the school is using Campus Student.
- Questions are each worth an equal number of points, based on the points possible. For example, if an assessment has 3 questions and is worth 9 points total, each question is worth 3 points. Scores with decimals are rounded to the nearest hundredth.
- Assignments with Quick Assessments can be shared through the Curriculum Library. A user may search for both questions and answer text as well as assignment details.
- Student progress is saved prior to Submitting answers. Thus, if students accidentally leave the assessment prior to completing it, their answers will be saved.

22. *Naiku* - If enabled by the district, teachers have the option of administering Naiku assessments through assignments. Students take assessments through Campus Student. Refer to Campus Community for links to Naiku help.
23. *Student Submission* – This describes the way the students will be expected to submit written responses to this assignment, via the Portal. If the district is using the Digital Repository additional options may be available.
    a. The *Editor* function provides a text editor for students to complete the assignment, such as responses to questions posed in the Information for Students section.
    b. The *File Attachment* function allows students to upload files in response to an assignment. The Digital Repository for this must be turned on at the district level for this to function.
    c. *Google Drive Submissions* allows for file upload from there, if integrated.

© 2018 Custom Computer Specialists, Inc. All Rights Reserved



24. *Teacher Notes* – This section stores information about the assignment that is not accessible by students. It can be used to create a reminder for the teacher, or to inform other teachers via the Curriculum Library, what worked well, what could be done to improve it, etc.
25. *Add Content* – use this section to attach files that can only be accessed by the teacher, such as an answer key or scoring rubric. Options for files may include *File Attachment* or *Google Drive File*, depending on district settings.
26. *Curriculum Tags*- This information is useful when searching for an assignment in the Curriculum Library. Options include:
    a. *Standards*: Which standards this assignment is designed to address. This list includes all standards aligned to the Course. Selecting a standard here has no link to grading.
    b. *Grade Levels*: For which grade levels the assignment is designed. Options are Pre-K, each grade between K and 12, and 12+.
    c. *Depth of Knowledge:* The complexity of thinking required by the assignment. Options are Recall and Reproduction, Skills and Concepts, Strategic Thinking, and Extended Thinking.
    d. *Tags:* Keywords that describe the assignment. Tags can be multiple words. When a tag is added to an assignment, it becomes available to other users in the district.



 © 2018 Custom Computer Specialists, Inc. All Rights Reserved

27. Choose an option:
    a. <Individualize>-Saves assignment and opens screen to allow custom assigned ane due dates by individual student.
    b. <Delete> or <Print>—these options will not save the assignment.
    c. <Copy>– Click on this button to save as a copy of the assignment; a copy of the Original Assignment Detail will open and be renamed beginning with "Copy of."
    d. <New Assignment> – Click on this button to save the assignment; a blank Assignment Detail will open.
    e. <Score> – Score this current assignment for the chosen section.
    f. <Save> – Click on this button to save the assignment; the Assignment Detail will remain open.
    g. <Close> – To close the saved assignment.

Units and Lesson Plans

Units provide a curriculum structure for assignments. Teachers use Lesson Plans differently, but many use them to record classroom activities and reflect the teacher's work for a day, as assignments reflect student work. Units and Lesson Plans are not visible to students and parents on the Portal.

Creating a Unit

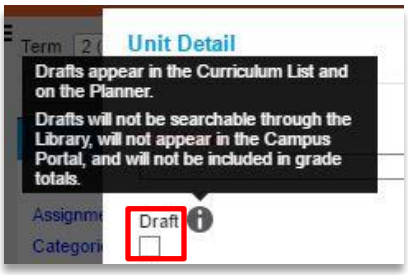
A Unit is the highest level of the curriculum hierarchy and organizes thematically related lesson plans and assignments. Units also maintain the hierarchy of lesson plans and assignments. Units are not scored and therefore contain fewer fields than assignments.

1. Navigate to *Planner > My Curriculum > New > Unit*

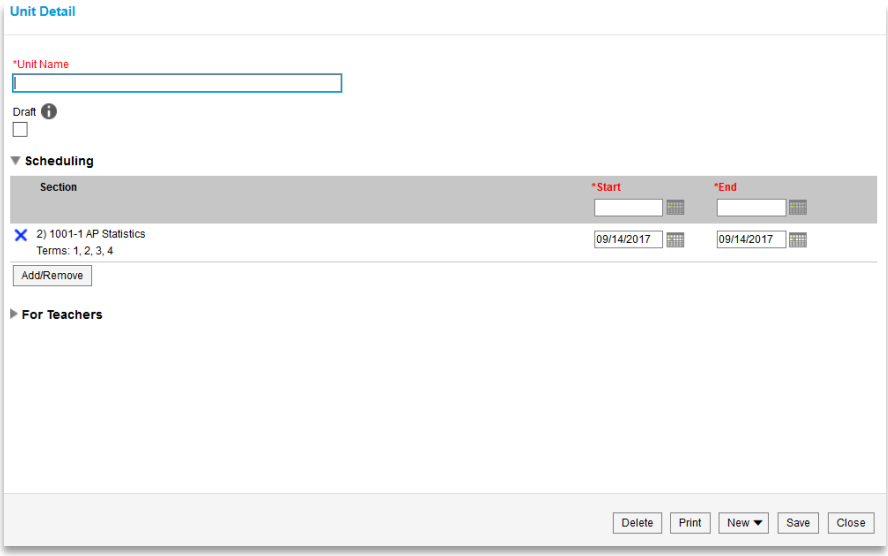
   OR

   Navigate to *Gradebook > Settings > Curriculum List > New > Unit*
2. Enter a Unit Name. This is a required field.
3. Mark the unit as a Draft, if desired. Draft units require only a name, do not display in many areas of Campus Instruction, and display with a hashed background in the Planner. Marking a Unit as a draft allows the user to continue to modify it while limiting its availability to others. When checked, the Unit will appear in the Curriculum List and on the Planner. It will not be searchable through the Library and will not appear on the Campus Portal.

© 2018 Custom Computer Specialists, Inc. All Rights Reserved

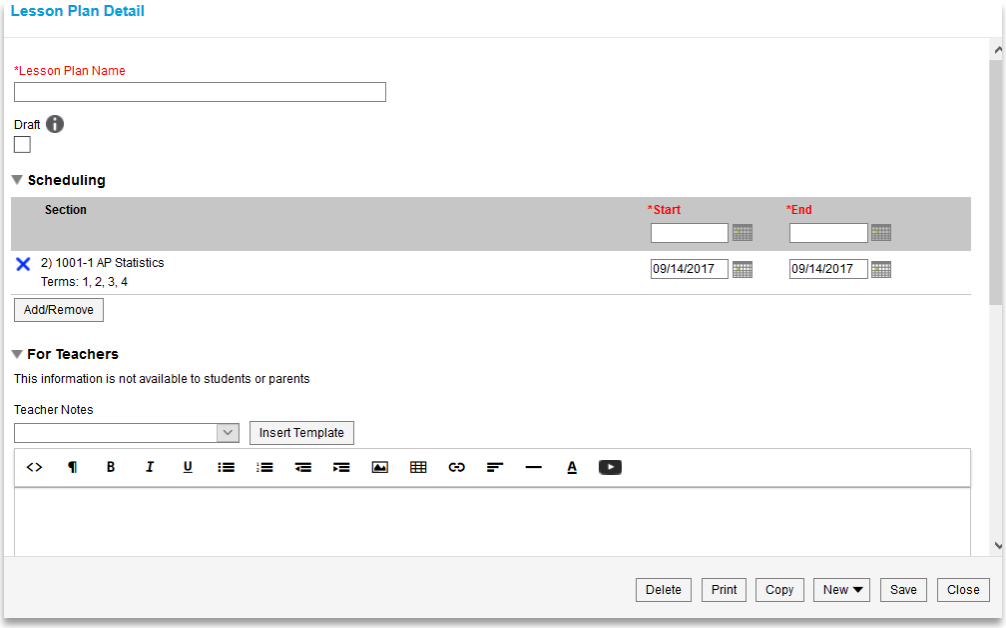


4. Indicate which Section(s) should include this unit and enter Start and End dates. Normally, unit dates span all of the included lesson plan and assignment dates. These are required fields.



5. Select a Template if desired. Templates are created by the district.
6. Enter a description of the unit in the Teacher Notes.
7. If the digital repository is available and/or the district has participated in Google Integration files may be uploaded and attached to the unit.
8. Add applicable metadata to the unit. This metadata is used in searching for items in the library, although units are not yet available in the library. Options include:
    a. Standards: Which standards attached to the course are addressed by this unit.
    b. Grade Levels: For which grade levels the assignment is designed. Options are Pre-K, each grade between K and 12, and 12+.
    c. Tags: Keywords that describe the assignment. Tags may be multiple words. When a tag is added to an assignment, it becomes available to other users in the district.
9. Save the unit when finished, or select another New item to create, which saves the unit and opens a new editor.

 © 2018 Custom Computer Specialists, Inc. All Rights Reserved



Creating a Lesson Plan

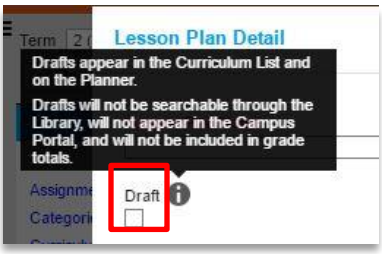
While teachers may use lesson plans differently, these items are generally considered to reflect the work completed during a class session, such as lectures, discussions, and activities. Many teachers prefer to have a lesson plan for each day a class meets. To create a Lesson Plan is similar to creating a Unit although more metadata is available to add.

1. *Planner > My Curriculum > New > Lesson Plan*

   OR

   Gradebook > Settings > Curriculum List > New > Lesson Plan

2. Enter a Lesson Plan Name. This is a required field.
3. Mark the unit as a Draft, if desired. Draft lesson plans require only a name, do not display in many areas of Campus Instruction, and display with a hashed background in the Planner. Marking a Lesson Plan as a draft allows the user to continue to modify it while limiting its availability to others. When checked, the Lesson Plan will appear in the Curriculum List and on the Planner. It will not be searchable through the Library and will not appear on the Campus Portal.



© 2018 Custom Computer Specialists, Inc. All Rights Reserved

4. Indicate which Section(s) should include this section and enter Start and End dates. Normally, lesson plan dates span all of the included assignment dates and fall within the parent unit. These are required fields.
5. Select a parent Unit if desired. If the user created this lesson plan by selecting New > Lesson Plan from an existing unit, that unit is selected by default. Lesson plans display within their parent units in the Outline. To change the linked unit, click Clear, then Save the lesson plan, then select a new Unit.
6. Select a Template if desired. Templates are created in Curriculum Templates tool by the district.
7. Enter a description of the lesson plan in the Teacher Notes.
8. Add applicable metadata to the lesson plan. This metadata is used in searching for items in the library. Options include:
    a. Standards: Which standards this assignment is designed to address. This list includes all standards aligned to the Course. Selecting a standard here has no link to grading.
    b. Grade Levels: For which grade levels the assignment is designed. Options are Pre-K, each grade between K and 12, and 12+.
    c. Depth of Knowledge: The complexity of thinking required by the assignment. Options are Recall and Reproduction, Skills and Concepts, Strategic Thinking, and Extended Thinking.
    d. Tags: Keywords that describe the assignment. Tags can be multiple words. When a tag is added to an assignment, it becomes available to other users in the district.
9. Save the Lesson Plan when finished, or select another New item to create, which saves the Lesson Plan and opens a new editor. Selecting New to create a lesson plan or assignment from a unit automatically adds that unit as the parent.

Once a Lesson Plan has been created for the Unit an Outline drop down will appear in the upper right corner of the Unit Detail. Click on it to view the Unit Name, Lesson Plans, and Assignments associated with the Unit. Click on the name to view and/or edit.

Lesson plans and assignments are sorted by date within the items that contain them. The number in parenthesis following each item indicates how many sections include that item, which may vary by item.

For example, a teacher teaches two sections of English 9 and determines that one section doesn't need a planned review assignment that benefits another section. In this instance,

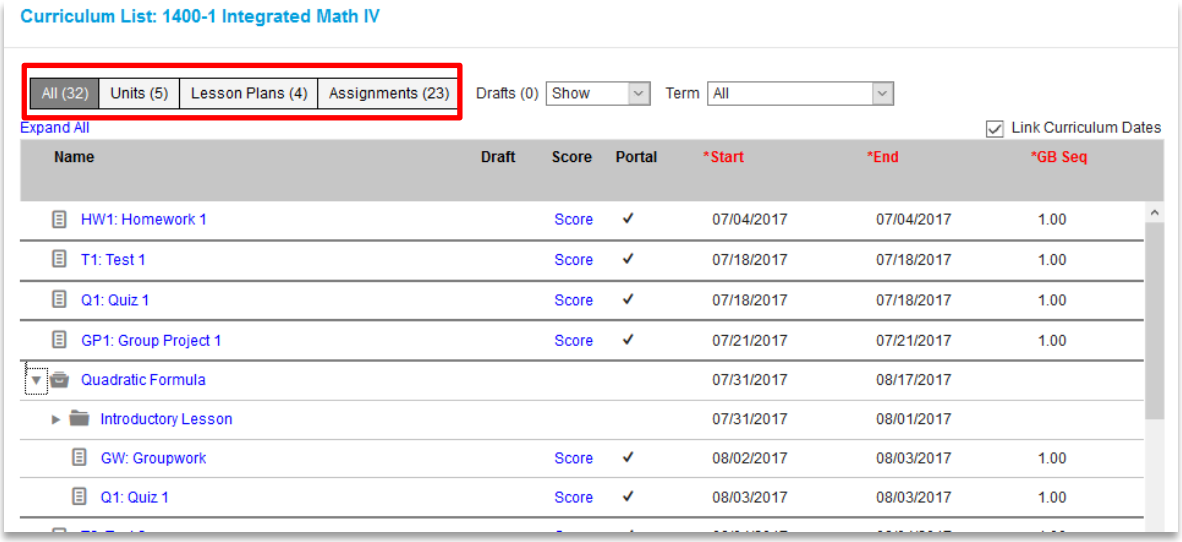
 © 2018 Custom Computer Specialists, Inc. All Rights Reserved

removing the checkmark from the Section Placement for one section and leaving it for the other keeps the assignment in the unit but removes it from the section that doesn't need it. In the Outline, that assignment would have a (1) instead of a (2).

Viewing and Editing Units and Lesson Plans

Teacher can view a list of all curriculum in their section(s) through the Grade Book or the Planner. From the List, they can filter by Units, Lesson Plans, Assignments, and assignment attributes, and modify basic information.

1. Navigate to *Gradebook* > *Settings* > *Curriculum List*
2. The Curriculum List appears for the section selected in the task bar. The default filter will be Assignments.
3. Click on All to view all Units, Lesson Plans, and Assignments. Arrows will appear next to Unit Plans with Lessons and/or Assignments.



4. Click on the arrow to open the Unit. Lesson Plans will display with an arrow as a subset.
5. Click on the arrow to open the Lesson Plan to view the assignments associated with it.
6. Click on the name of the Unit/Lesson Plan/Assignment to open and/or edit it.
7. Click <Save> after changes have been made.

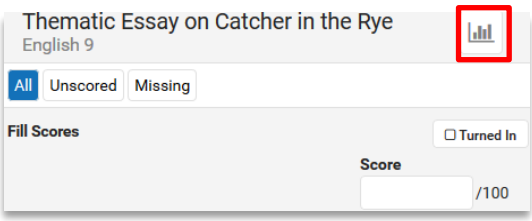
© 2018 Custom Computer Specialists, Inc. All Rights Reserved

Score Analysis

The Score Analysis tool is available through the Grade Book and Control Center. It allows teachers to view a distribution of student scores on an assignment and visually break down how each student scored.

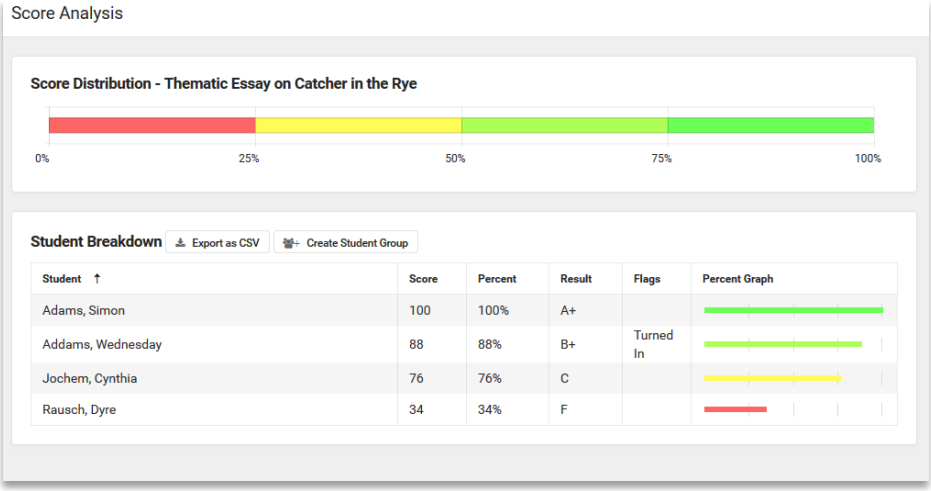
Open the score analysis window for a single assignment from these two places:

From the *Control Center*, click Score for an assignment. Click All, then select the assignment and click the graph icon in the top right. Score analysis opens in a separate browser window.



From the *Grade Book*, expand an assignment and click Score Analysis:

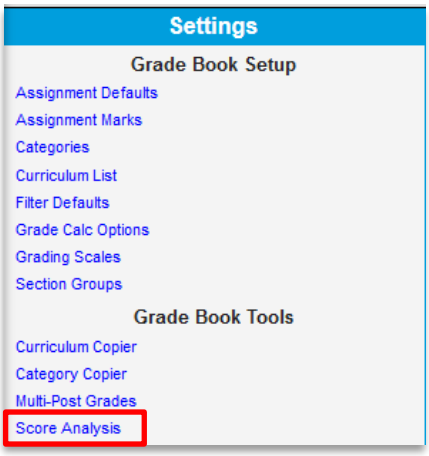
Score analysis for a single assignment displays a score distribution graph representing all scores for the assignment. The percentages on this graph indicate the number of students who received that score. Hover over each section of the graph to see the score it represents and how many students received that score.

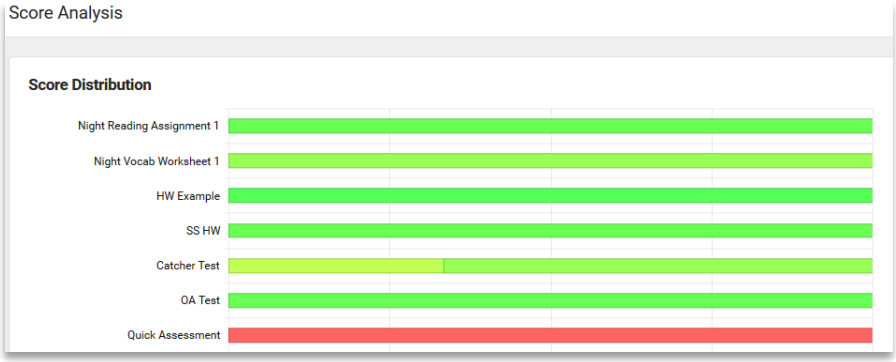


 © 2018 Custom Computer Specialists, Inc. All Rights Reserved

Below the distribution, the breakdown section lists each student who has received a score, displaying score information and an individual graph. From this area a teacher may also: Export this data as a CSV or create a Student Group based on scores.

To view score analysis for all assignments in the section, click Score Analysis from the Settings menu of the Grade Book:





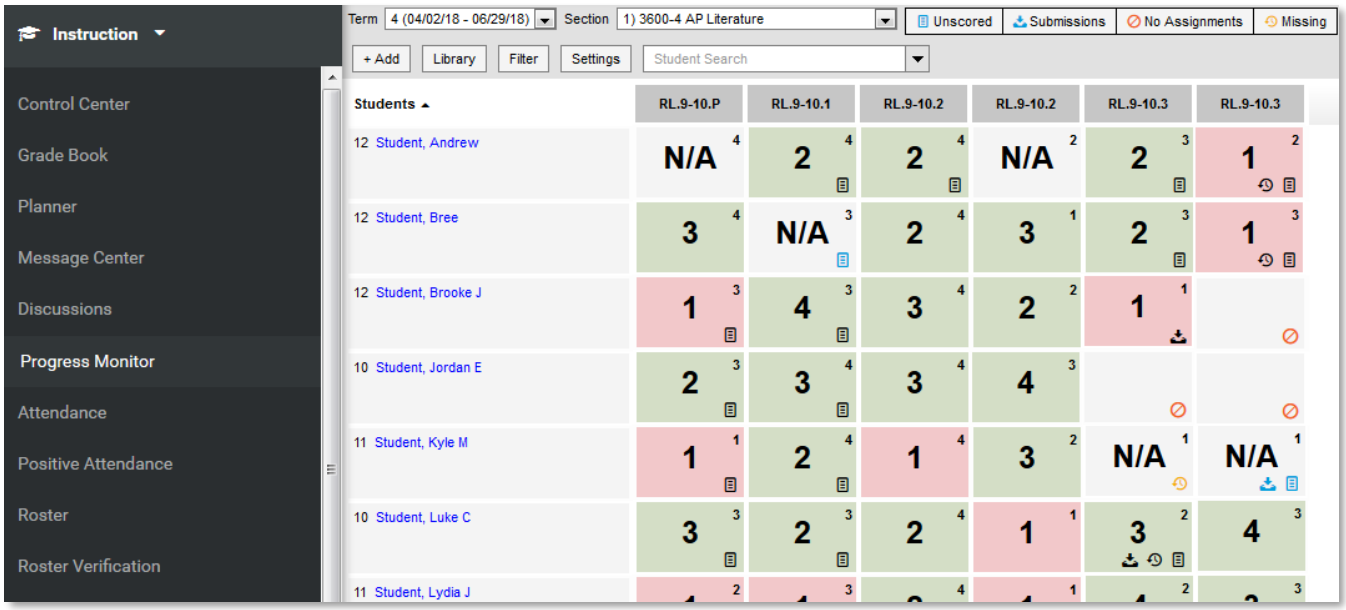
Score analysis from the Settings menu of the Grade Book starts with just distributions of all assignments in the section. Assignments display in order by Due Date, starting with the most recent.

© 2018 Custom Computer Specialists, Inc. All Rights Reserved

PROGRESS MONITOR

The Progress Monitor allows teachers in standards-based classrooms to view students' proficiency at a glance and easily manage assignments across all standards in a section. The option to individualize assignments means teachers can assign work to only students that need it and give them each the time they need.

The Progress Monitor only displays assignments aligned to standards. For classes graded based on Grading Tasks, use the Grade Book.



 © 2018 Custom Computer Specialists, Inc. All Rights Reserved

Understanding the Progress Monitor

The Progress Monitor lists students along the left side and standards across the top.

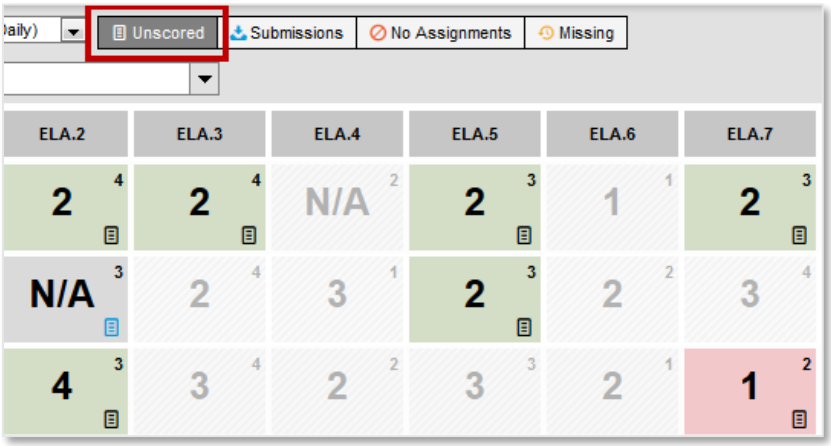
- **Students** are sorted alphabetically by last name. Reverse sort order by clicking the triangle next to the Students column header.
- **Standards** are sorted based on the sequence entered in the Standards Bank.

Indicators within each grid square provide information about assignments aligned to that standard.

Indicator	Description
Center Score	The In Progress rubric score displays at the center of the square. This value calculates based on the Grade Calc Options set for the standard. The score shown is the In Progress calculation; post grades in the Grade Book or the Post Grades.
Top Right Number	The number of scored assignments aligned to the standard.
	Indicates that the student has submitted a file for this assignment.
	Indicates that an assignment aligned to the standard is flagged as Missing.
	Indicates that there is an unscored assignment aligned to the standard. Unscored assignments have Due Dates in the past but not scores entered or flags selected.
	Indicates the student does not have upcoming work assigned. Click the grid square to create an assignment or add one from the library. Or click the column header to review assignments aligned to the standard and one to the student.

© 2018 Custom Computer Specialists, Inc. All Rights Reserved

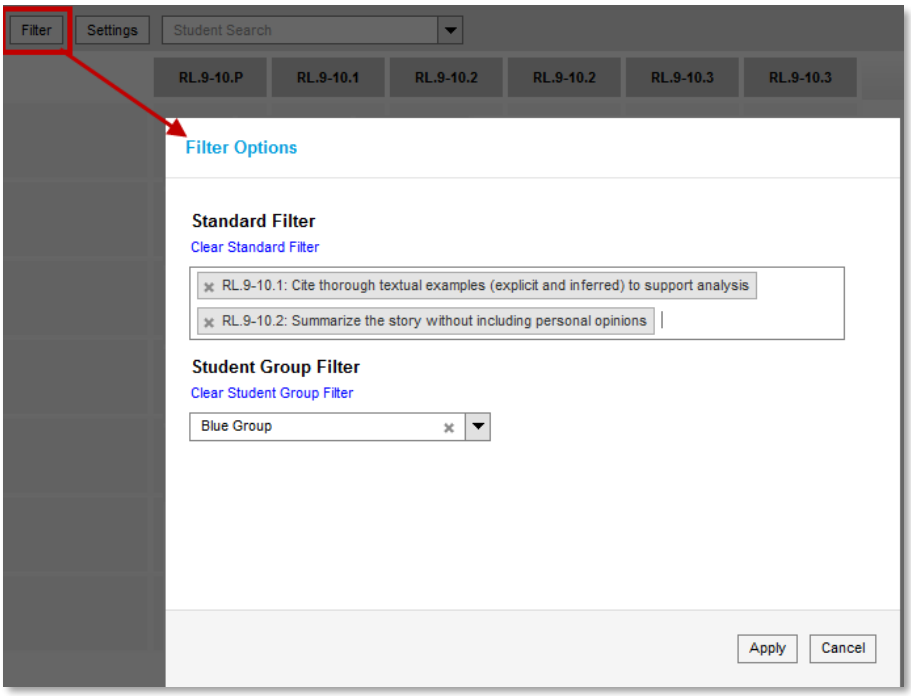
Use the buttons along the top to highlight only those items:



In this example, only standards that have unscored assignments are highlighted, making it easy for teachers to see what assignments need their attention. Click on a grid square to enter scores.

Filtering

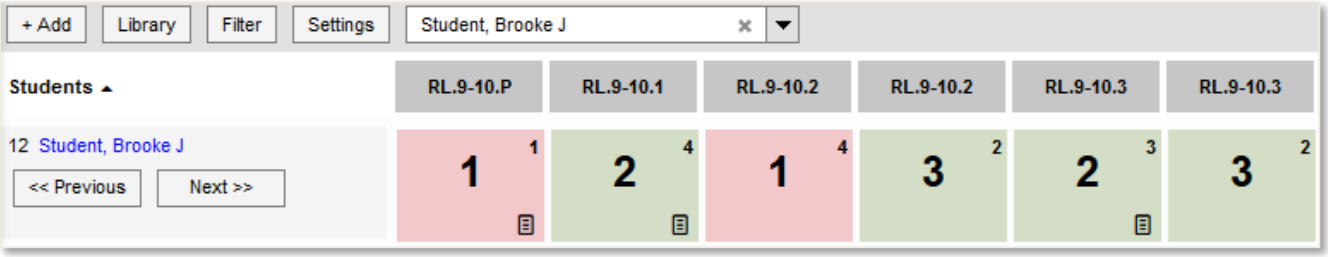
The **Filter** button at the top of the Progress Monitor allows teachers to filter by standard(s) and/or by a student group.



 © 2018 Custom Computer Specialists, Inc. All Rights Reserved

When a filter is applied, a blue dot displays in the Filter button. Click to open Filter Options and to clear the filters.

The Progress Monitor can also be filtered by individual students.

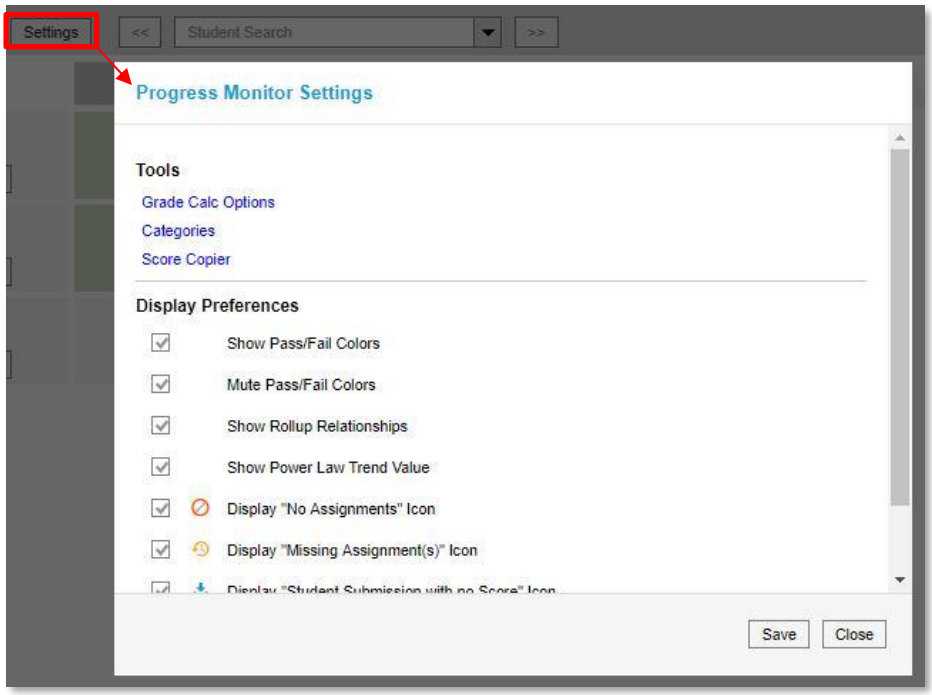


Use the **Previous** and **Next** buttons to page through individual students.

Filter and highlight options may be combined. For example, select a student and click the Missing highlight to page through only students who have missing assignments.

Settings

Access related tools and display preferences from the Settings menu.



Tools

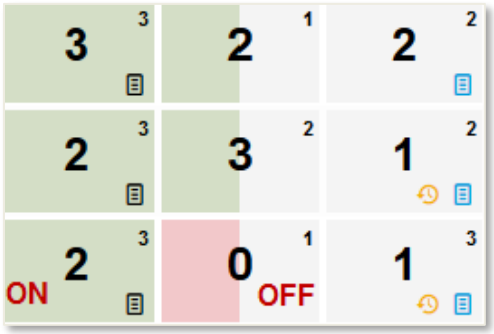
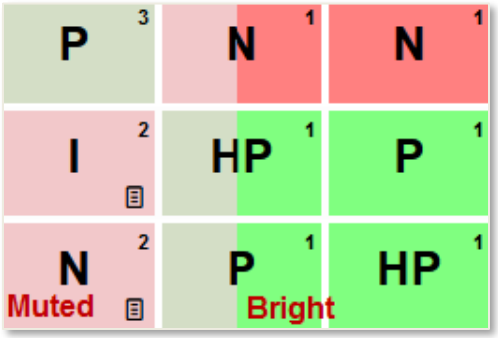
- Grade Calc Options - This tool determines how the In-Progress proficiency estimate calculates. Options may be read-only if they have been pushed to the section from the Course level.
- Categories - Categories collect related assignments so that grade calculations can be applied to them en masse, such as weighting tests more heavily that

© 2018 Custom Computer Specialists, Inc. All Rights Reserved

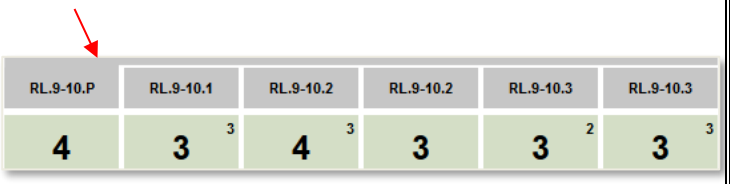
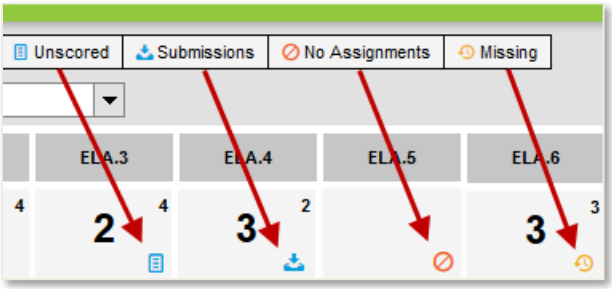
assignments. Common categories for standards-based sections are Formative and Summative.

- Score Copier- The Score Copier allows teachers to receive scores for students who have transferred into one of their sections. Assignment scores that the student received in the previous section can be copied to unscored assignments in the new section. Teachers can also generate the Student Summary report for the student's previous section to review assignments and scores.

Display Preferences

Preference	Description	
Show Pass/Fail Colors	Color codes the grid with passing scores indicated in green and failing scores in red. Passing scores are indicated in the Rubric**.** This option also applies to the scoring editor.	
Mute Pass/Fail Colors	Uses lighter shades to color code grid squares. Some users find the muted colors less intrusive, but color-blind users may find these shades more difficult to distinguish.	

 © 2018 Custom Computer Specialists, Inc. All Rights Reserved

Show Rollup Relationships	Rollup relationships calculate the grade of a parent standard based on the scores a student has received for child standards. This relationship is established at the Course level. In the Progress Monitor, Rollup relationships display with a grey tail in the column header, as show in the image to the right.	
Show Power Law Trend Value	Power law is a mathematical calculation that determines a student's proficiency on a standard based on the trend shown by the scores a student has earned. This preference only applies if In-Progress grades are set to calculate Power Law in the Grade Calc Options and if the appropriate setup has been completed for the Rubric.	
Highlights	Each of the four highlights can be turned on/off: • No Assignments • Missing Assignments • Unscored Student Submissions • Unscored Assignments	

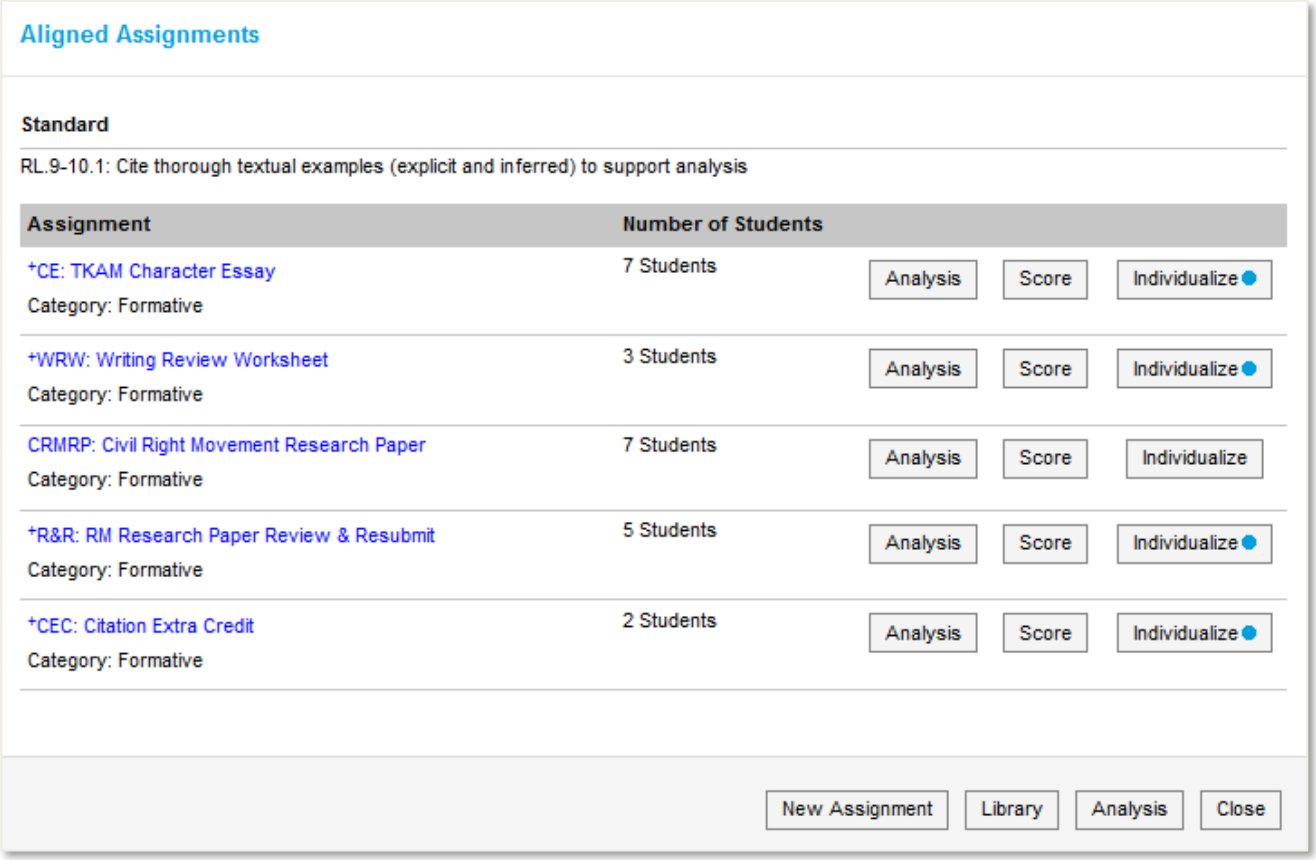
© 2018 Custom Computer Specialists, Inc. All Rights Reserved

Navigating the Progress Monitor

The following provides a quick guide of where teachers can click in the Progress Monitor and what they'll find there.

Student's Name- Clicking a student's name opens details about the student, including contact and household information.

Standard in a Column Header- Clicking a column header opens a list of all assignments aligned to the standard.



 © 2018 Custom Computer Specialists, Inc. All Rights Reserved

Options in the Aligned Assignments List

- **Assignment Name**: Click to edit assignment details, including scoring information, instructions, and file attachments.
- **Number of Students**: Indicates the number of students who are assigned each assignment.
- Click <**Analysis**> to open the individual assignment, or for all aligned assignments using the option at the bottom.
- Click<**Score**> to open the scoring editor for the assignment, which lists all students who have received the assignment.
- Click <**individualize**> assignments and dates. Assignments can be assigned to select students, as in the case of remedial or advanced work. Assigned and Due Dates can also be individualized to give students the time they need to complete assignments. Individualized assignments are indicated with a blue dot.

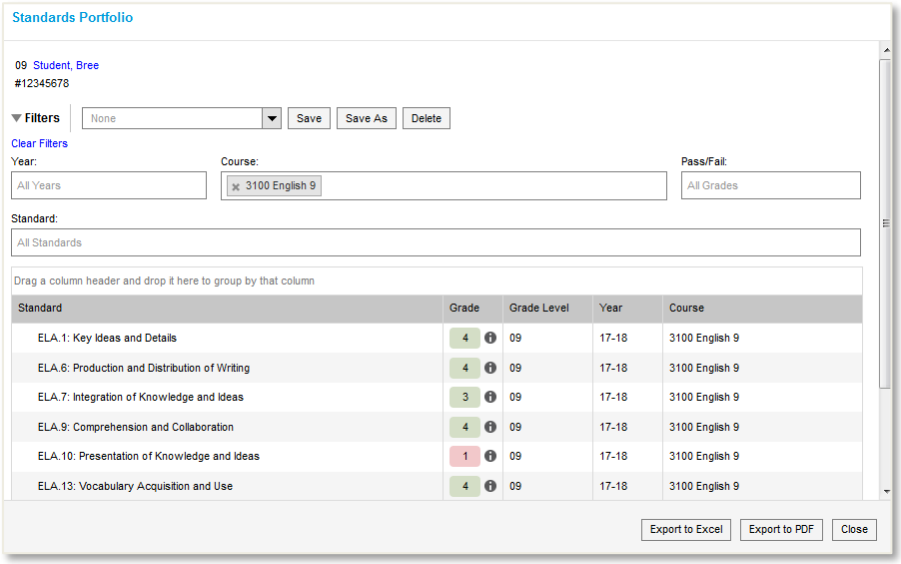
In this window, teachers can also create assignments, add assignments from the Library, and view Score Analysis for all assignments aligned to the standard.

Grid Square

Click a square in the grid to display a list of all assignments aligned to that standard for that student and enter scores. See the Scoring section for more information.

Portfolio

Click <Portfolio> to view all grades given for standards across a student's school career. Teachers must have the appropriate tool rights to view data for previous calendars. This view allows teachers to track student progress towards proficiency on standards in previous courses, as well as progress on standards aligned to the current section.

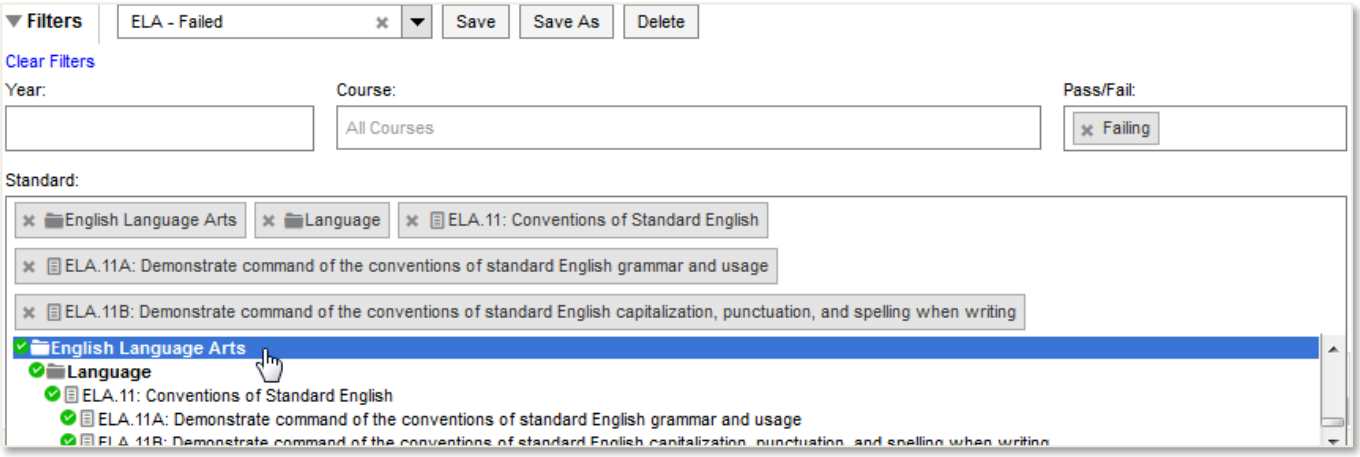


© 2018 Custom Computer Specialists, Inc. All Rights Reserved

Portfolio Filters

Upon opening the Portfolio, the view is filtered to the current course. Filter data by **Year**, by **Course**, by whether the student received a **Passing** or **Failing** score, or by **Standard**. These filters are specific to the student so only courses the student has taken are listed.

Teachers can <Save> a filter to return to it later, or access filters created by others in the Standards tab. For example, this image shows a saved filter that shows instances where the student received a failing grade on English Language Arts standards:

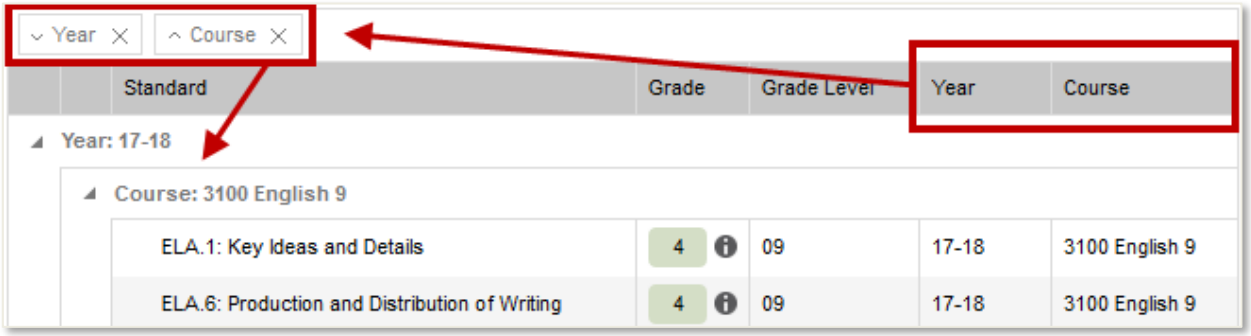


Export filter results to an Excel file or a PDF using the options below the standards table.

Standards & Grades

Standards are listed based on the filter options selected. The **Grade** displayed is the posted grade the student received for the standard, with an info button to view the rubric used. The grade level, year, and course are also shown.

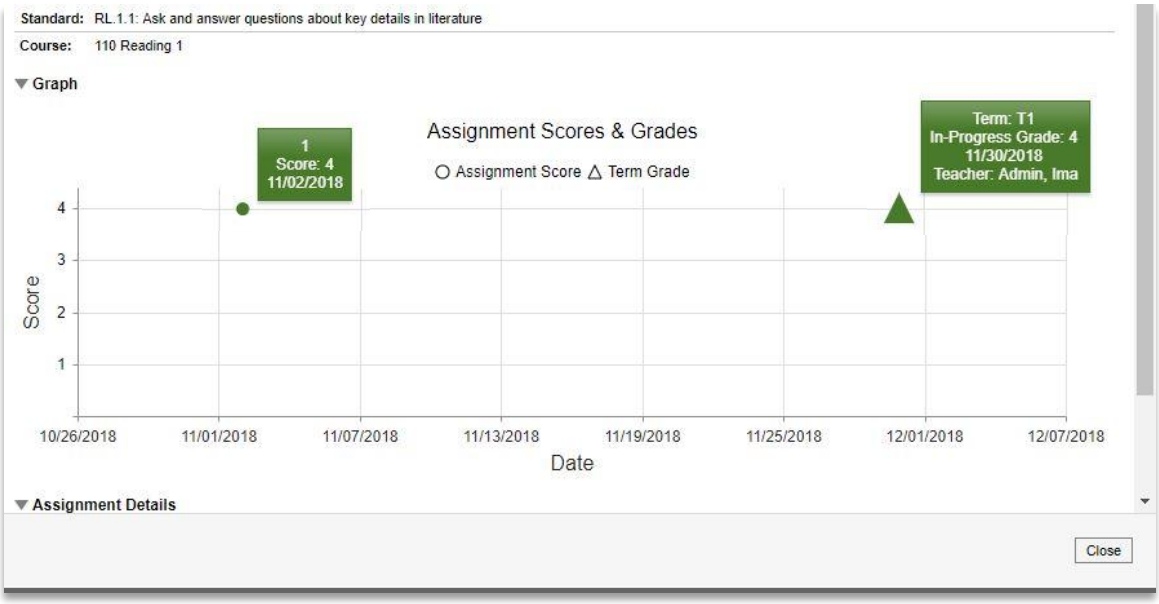
Click on a header to sort results or click and drag a header above the table to group results.



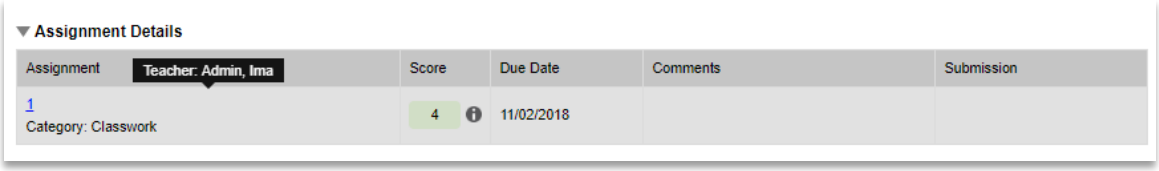
© 2018 Custom Computer Specialists, Inc. All Rights Reserved

Assignment Scores & Grades

Click on a standard to view assignment scores that contributed to the grade. In the graph that displays, assignment scores are indicated by ○ and posted term grades by △. Hover over an assignment score to see the name of the assignment, score, and due date. Hover over a term grade to view the term, course, posted date, and teacher.

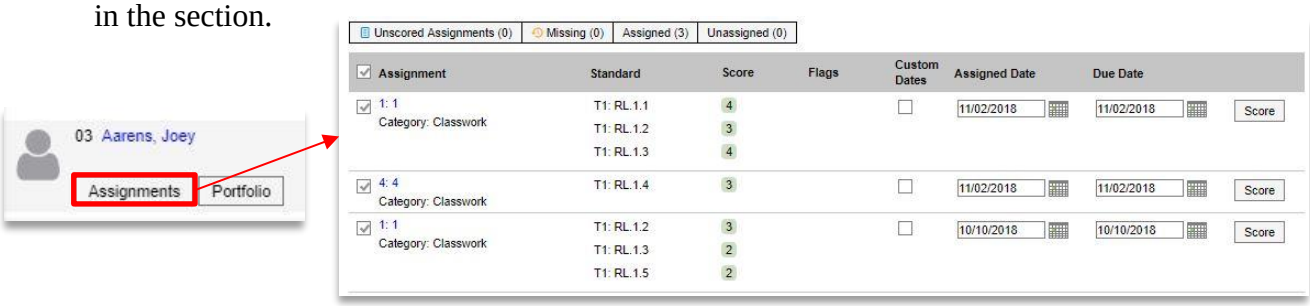


Assignments are listed below the graph. For an assignment to display, it must have a grading alignment to the standard. Click an assignment name to view read-only details for the assignment. Click the timestamp in the submissions column to view work submitted by the student.



Assignments

Click<Assignments> below student name to view a list of all of a student's assignments in the section.



© 2018 Custom Computer Specialists, Inc. All Rights Reserved

Assignments can be created in various areas of the Progress Monitor.

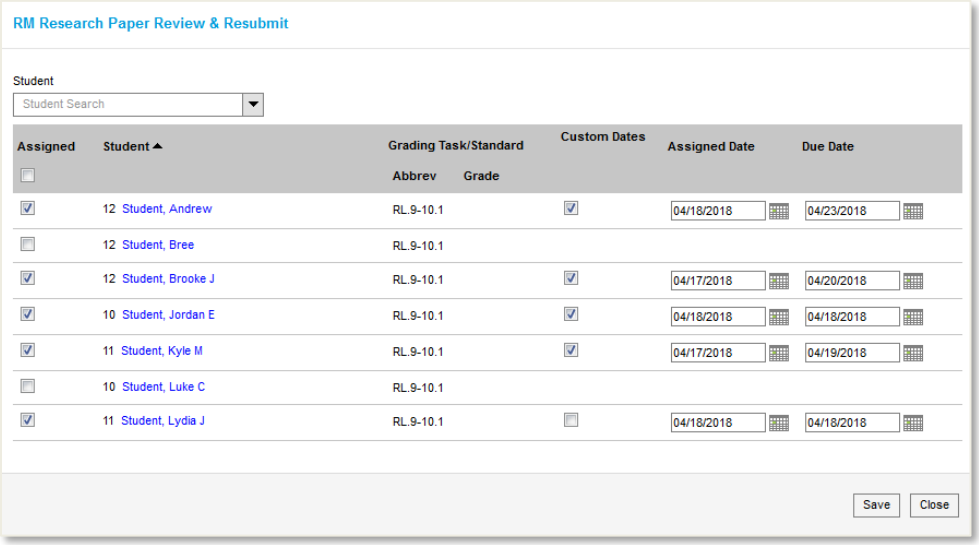
- Click <Add>in the action bar.
- Click <New Assignment> from the Aligned Assignments list or the Scoring screen.
- Enter the Assignment information and click <Save>.

Assignments can also be added from the Library, the Aligned Assignments list, or the Scoring screen.

Individualized Assignments

Individualizing assignments allows teachers to specify which students receive an assignment and each student's Assigned and Due Dates.

Click <Individualize> from the assignment editor or the Aligned Assignments list.



Mark the **Assigned** checkbox for each student who should receive the assignment. Customize **Assigned** and **Due Dates** as desired for each student. The **Custom Dates** checkbox is marked by default if dates are changed.

Considerations

- Individualized assignments are indicated with a + throughout Campus.
- Scores for individualized assignments calculate towards the grade of the term in which the Due Date falls. If a student's Due Date falls in Term 4 for an assignment from Term 3, the score contributes to the Term 4 grade.
- A student's individualized dates display in the Campus Student and Parent Portals and other student-specific areas of Campus.

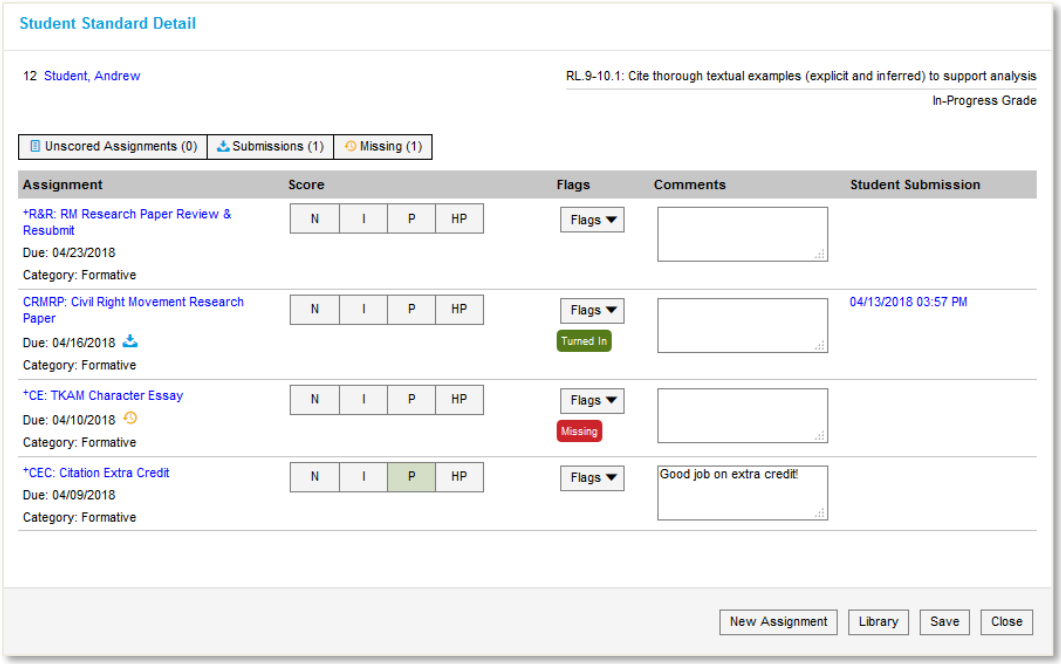
 © 2018 Custom Computer Specialists, Inc. All Rights Reserved

- The Assigned and Due Dates in the main assignment editor are not affected by individualized dates. Reports, such as the Section Summary and Student Summary report the due date entered on the assignment editor, not individualized dates.
- Student Groups cannot be selected for individualized assignments.
- Individualized assignments are indicated in the Control Center, with each student's due date listed in the scoring area.

Scoring

Score assignments by clicking <Score> in the Aligned Assignments list or assignment editor, or by clicking a square in the grid.

Depending on the context from which you access the scoring editor, it may list all assignments for a single student or all students for a single assignment.



Score assignments by selecting a rubric score. Score options display in a dropdown list if there are more than 6 options. If Pass/Fail Colors are turned on in Settings, selected scores display in green or red.

Add **Flags** from the dropdown list; click a flag to remove it.

Highlight icons of Unscored, Submission, and Missing display next to assignments. Use the Highlight buttons at the top of the editor to filter listed assignments.

View a submission by clicking the blue hyperlink in the **Student Submission** column. Enter comments to display in Campus Student Portal and Campus Parent.

The number in the top right of each grid square indicates the number of assignments aligned to that standard that have scores.

© 2018 Custom Computer Specialists, Inc. All Rights Reserved

REPORTS

There are several reports available to teachers. All the reports will be produced based on the course/section selected.

Area	Report	Description
Attendance	**Attendance Change Tracking**	This report displays (by date range), the changes to a student's attendance in a section. Each modification to a student's attendance record displays as a separate row.
	Attendance Register	This report displays (by term), each student's attendance by day (in grid form). The codes displayed are as follows: A – Absent Excused U – Absent Unexcused X – Absent Exempt ? – Absent Unknown T – Tardy
	Attendance Summary	This report displays each student's attendance (by term). It provides totals for Absent Excused, Unknown, Unexcused, Exempt, Total Absent, and Tardy for each student by term.
	Positive Attendance	This report displays a summary of attendance that was recorded using the Positive Attendance tool. It shows the total amount of time each student spend in the class for each term. This report only has functionality if the Positive Attendance tool is used.
Roster	**Blank Spreadsheet**	This report provides a blank spreadsheet of the class roster for the teacher. The user can choose the number of cells (columns) to print as well as the line (row) height. The spreadsheet will print the student's name in the first column with blank cells (fields).
	Portal Usage	This report prints a summary of student and parent portal accounts and weekly login activity for a monthly period.
	Roster Label	This report will print mailing labels for every student in the roster. They should be printed on Avery 5160 labels (or the generic equivalent). This report can also be configured to print student roster labels suitable for file folder identification.
Gradebook	**Assignment Standards**	The Assignment Standards report provides a list of standards associated with assignments for the selected Section. To be included in the report, standards must first be aligned to a category and then an assignment in the Scoring Alignment section.
	Flagged Assignments	This report displays assignments flagged as missing, exempt, late, or incomplete for students. It prints one (or more) pages per student and is suitable for mailing home to the parent/guardian.
	Grade Book Export	This report allows the teacher to export the Grade Book out of Infinite Campus. File format options include – Comma Separated (recommended) [this format will allow the teacher to save the file into

© 2018 Custom Computer Specialists, Inc. All Rights Reserved

		Microsoft Excel®], Tab Delimited, XML and HTML. It is recommended to open the file in Comma Separated format, then click on <File>, <Save As…>. Name the file and change the 'Save as type:' (on the bottom) to Excel®. ***The Grade Book can only be exported out of Infinite Campus; no information can be imported into Campus from an outside source.***
	Grades Report	The Grades Report provides a view of selected students in a section and their grades on selected tasks and standards. All students who have been scheduled into that section can be selected with actively enrolled students selected automatically. Students who have dropped the course display in red text and are not selected automatically.
	Missing Assignments	This report displays missing assignments. It will print assignments that are either past their Due Date (without a grade entered) or marked in the Grade Book as missing. It prints one (or more) pages per student and is suitable for mailing home to the parent/guardian.
	Online Assignment Item Analysis*	This report displays student performance on each test item of an assessment. The report can be used to determine if any test items were difficult for students overall.
	Online Assessment Student Response*	This report displays, per student, the results of selected assessments taken. It shows each item response the student selected on the assessment, as well as, the correct answer.
	Section Summary	This report is a printable view of the teacher's grade book. It displays the selected assignments with the students on an X/Y grid. This report shows all the scores for each student on only a few pages. It can also be printed with the student numbers instead of names so the scores can be posted on the bulletin board, thus ensuring privacy.
	Section Standards	The Section Standards report provides a list of standards aligned to the selected section's course. To be included in the report, standards must be aligned to a category in the section. Standards do not need to be aligned to Assignments to be included. Use this report to view a list of standards to be addressed by a course, including the full standard description.
	Student Assessment Summary	This report lists the students' best test results for the selected District, State, and/or National Test. In order to run this report, at least one test category and test result must be selected.
	Student Summary	This report displays per student, all the grades posted to the Grade Book by category and assignment. It can be printed as a summary or with detail. If printing the detail (one page per student), it is suitable for mailing home to the parent/guardian as a progress report. It is used in conjunction with the Assignments and Grade Book tools.
Planner*	**Curriculum***	This report creates a scope and sequence view of the curriculum in the selected section.

© 2018 Custom Computer Specialists, Inc. All Rights Reserved