<u>**How to Setup Your Infinite Campus Grade Book**</u>

The following steps will guide teachers of courses within Mayfield High School or Excel Tecc in establishing an Infinite Campus grade book. Only teachers of courses located within Mayfield High School or Excel Tecc need to follow these instructions. Courses at the elementary and middle school level have had their grade book categories and grade calc options set up on a systems level.

<u>**Creating Categories for Quarters**</u>

1. Log into Infinite Campus with your district supplied Infinite Campus credentials.
2. Click Grade Book in the Infinite Campus dynamic navigation.
3. Click the settings arrow in your Grade Book to display the settings options.
4. Click Categories. <u>You must create categories in order to create assignments.</u>
5. Click Add in the Category List pop up window.
6. Name your category and give your category a weight (all your categories combined should equal 100%). Remember that you can create as many categories as you like.
7. Select which sections will use the category. You will see all sections you are the sole teacher of. If you have a co-teacher, that section will not appear.
8. Select the Grading Task that will use this category by checking the box next to Quarter. Do not place categories created for the Quarter task in Semester or Final Exam.
9. Make sure that you click save in order to save your category. Repeat the above steps in order to create further categories.

<u>**Creating a Final Exam Category**</u>

1. Click the settings arrow in your Grade Book to display the settings options.
2. Click Categories.
3. Click Add in the Category List pop up window.
4. Name your category Final Exam and give your category a weight of 100%.
5. Select which sections will use the category. You will see all sections you are the sole teacher of. If you have a co-teacher, that section will not appear.
6. Select the Grading Task that will use this category by checking the box next to Exam. Do not your Final Exam category in Quarter or Semester.
7. Make sure that you click save in order to save your category.

Setting Grade Calc Options

1. Click the settings arrow in your Grade Book to display the settings options.

2. Click Grade Calc Options.

3. Working above the gray line use the drop down titled Fill Calculation Type to select In Progress Grade.

4. Continuing to work above the gray line, use the Grading Scale drop down to select Regular.

5. If you wish to weigh your categories check the weight categories box. This will weigh the categories based on the weight you gave them during creation. If you don't wish to weigh your categories, don't check the weight categories box. If you don't weigh your categories, the student's grade will be based on total points earned out of total points possible.

6. Click Save.

*In the settings options, there is a Category Copier selection. If you are going to use the same categories for all of your classes, you can create them one time and copy them to your other classes using the Category Copier.