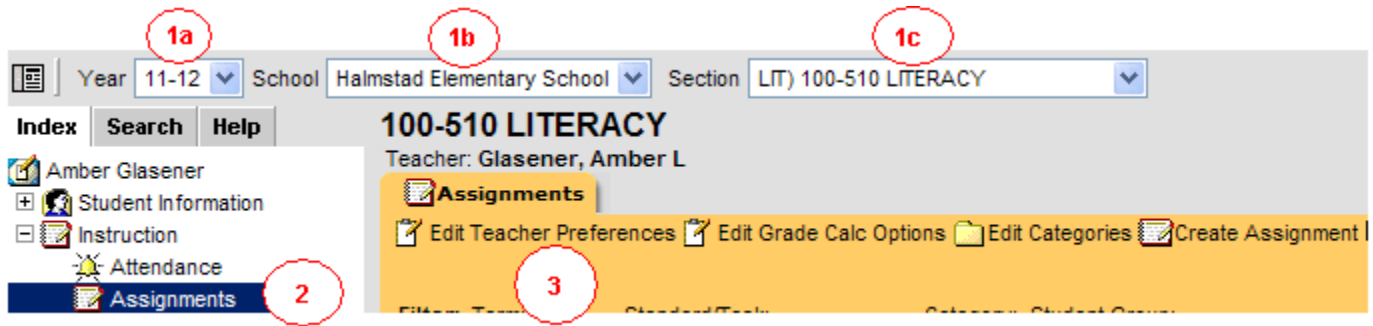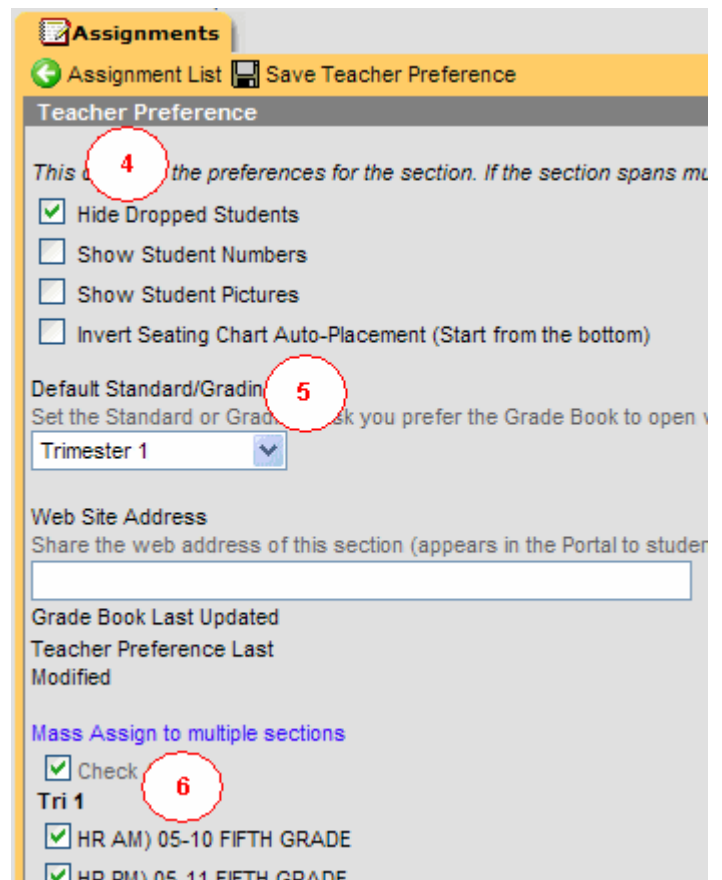Elementary School Infinite Campus setup of assignments area.
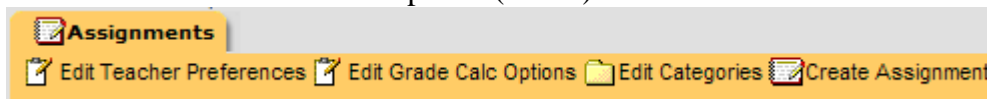
1. After logging into Infinite Campus, make sure you select the current Year, School and then section "Literacy"

2. Click on Instruction → Assignments (above)

3. Click on Edit Teacher Preferences (above)

4. Check the "Hide Dropped Students" box (right)

5. Select Trimester 1 dropdown (right)

6. Click Check All (cancel any popups)
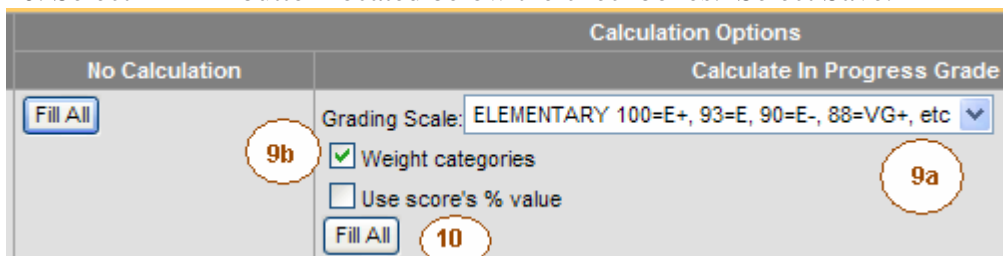
7. Save Teacher Preference (right)

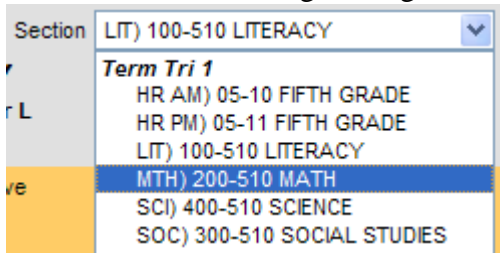8. Click on Edit Grade Calc Options (below)

9. Select a Grade Scale from the dropdown. Most teachers use 3 categories for Literacy so check the Weight categories checkbox. (below)

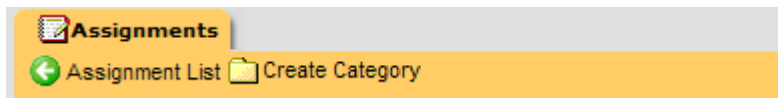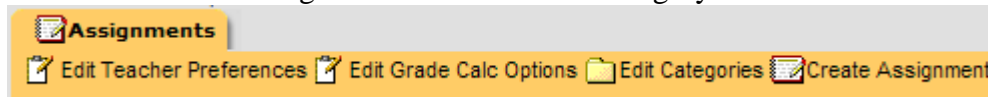10. Select Fill All button located below the checkboxes. Select Save.

11. Select your next section from the dropdown and repeat steps 8-10. If you only use one category, then do not check the "Weight categories" option.

Section	LIT) 100-510 LITERACY

Term Tri 1
- HR AM) 05-10 FIFTH GRADE
- HR PM) 05-11 FIFTH GRADE
- LIT) 100-510 LITERACY
- MTH) 200-510 MATH
- SCI) 400-510 SCIENCE
- SOC) 300-510 SOCIAL STUDIES

12. After you complete the Edit Grade Calc Options for each section, select Literacy from your section dropdown. We'll now need to add categories for you Literacy class. I'm assuming you'll use 3 categories called Reading, Language, and Spelling. You can use different names depending on your situation.

13. Click on Edit Categories and then Create Category.

Assignments
Edit Teacher Preferences   Edit Grade Calc Options   Edit Categories   Create Assignment

Assignments
Assignment List   Create Category

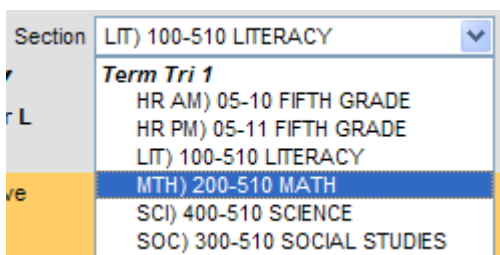14. Enter "Reading" in the Name field. Weight of "45".

15. Check the section box next to Literacy

16. Check Trimester 1, Trimester 2 and Trimester 3 checkboxes.

17. Save Category.

18. Repeat steps 13-17 for "Language" weight of "45" and "Spelling" weight of "10".

19. Select your next section from the dropdown.

Section	LIT) 100-510 LITERACY

Term Tri 1
- HR AM) 05-10 FIFTH GRADE
- HR PM) 05-11 FIFTH GRADE
- LIT) 100-510 LITERACY
- MTH) 200-510 MATH
- SCI) 400-510 SCIENCE
- SOC) 300-510 SOCIAL STUDIES

20. For Math, Science, and Social Studies, we'll assume you're using only one category called "Grades" and no weighting is needed.

21. Repeat steps 13-17 using "Grades" as the name and "0" for Math, Science and Social Studies.

Assignments
Back to Categories   Save Category

Category Detail
GroupID

*Name   Reading

*Weight   45

Sequence   1

☐ Exclude this c
☐ Drop lowest s

Last Modified

Sections
Select sections for category placement. N
Section
☑ 100-510 LITERACY

Grading Tasks
Select grading tasks to create alignments.
Grading Task
☐ Trimester 1 Progress
☑ Trimester 1
☐ Trimester 2 Progress
☑ Trimester 2
☐ Trimester 3 progress
☑ Trimester 3