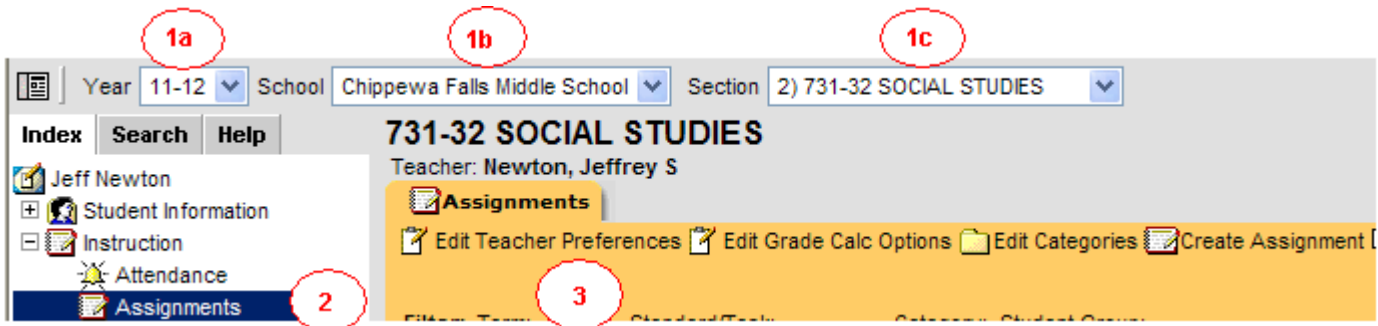
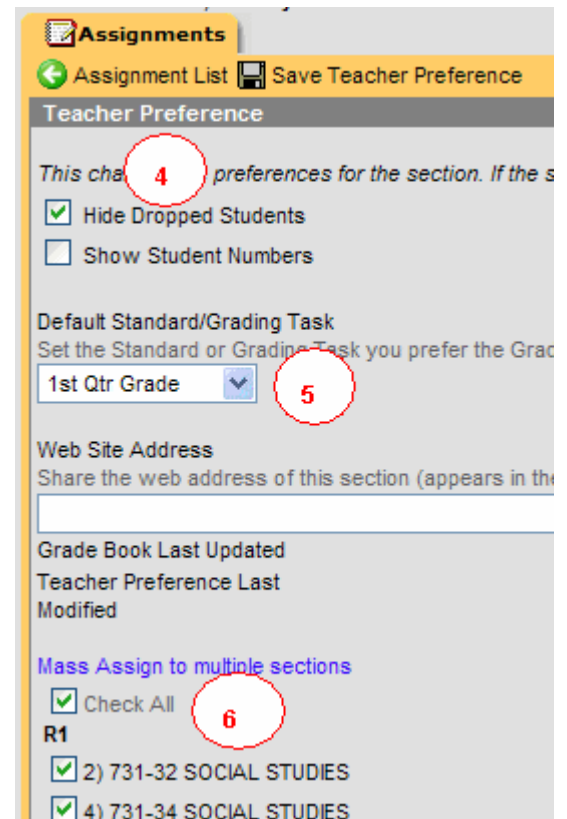


High School/Middle School Infinite Campus setup of assignments area.

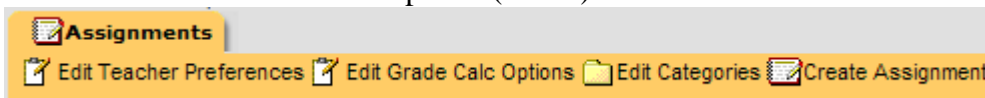
1. After logging into Infinite Campus, make sure you select the current Year, School and then select the first section in your dropdown.



2. Click on Instruction → Assignments (above)
3. Click on Edit Teacher Preferences (above)
4. Check the “Hide Dropped Students” box (right)
5. Select 1st Qtr Grade dropdown (right)
6. Click Check All (cancel any popups)
7. Save Teacher Preference (right)

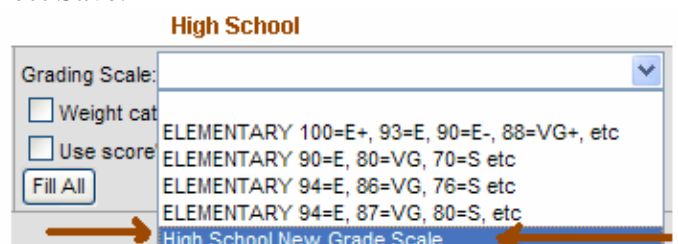
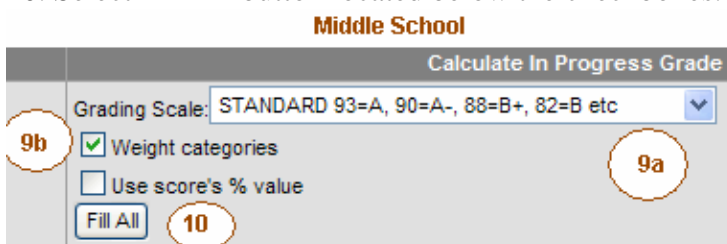


8. Click on Edit Grade Calc Options (below)

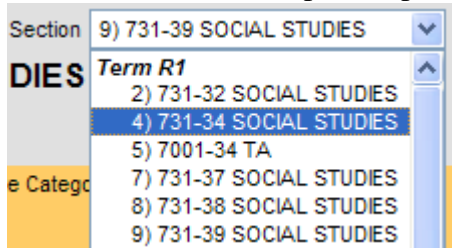


9. Select a Grade Scale from the dropdown. Weighting categories is optional. Some teachers just use one category called “Grades” which would not need to be weighted. I’m going to assume we’ll use two categories “Tests” and “Homework” that are weighted 40/60.

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

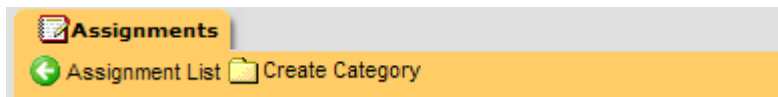
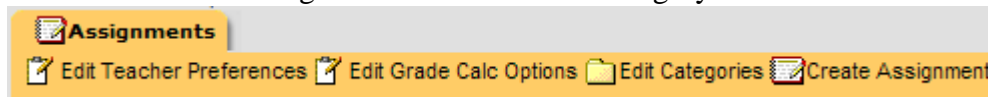


11. For each section, repeat steps 8-10.



12. After you complete the Edit Grade Calc Options for each section, select your first section from the section dropdown. We'll now need to add categories for your courses. In the example above, I said we would use two weighted categories "Tests" and "Homework" You can use different names depending on your situation or simply use one category called "Grades".

13. Click on Edit Categories and then Create Category.



14. Enter "Tests" in the Name field. Weight of "40". (right)

15. Check the all section boxes next to Social Studies.

16. Check 1st Qtr, 2nd Qtr, 3rd Qtr and 4th Qtr Grade checkboxes.

17. Save Category.

18. Repeat steps 13-17 for "Homework" weight of "60".

19. If you have sections from any other courses, repeat steps 13-17 for again.

