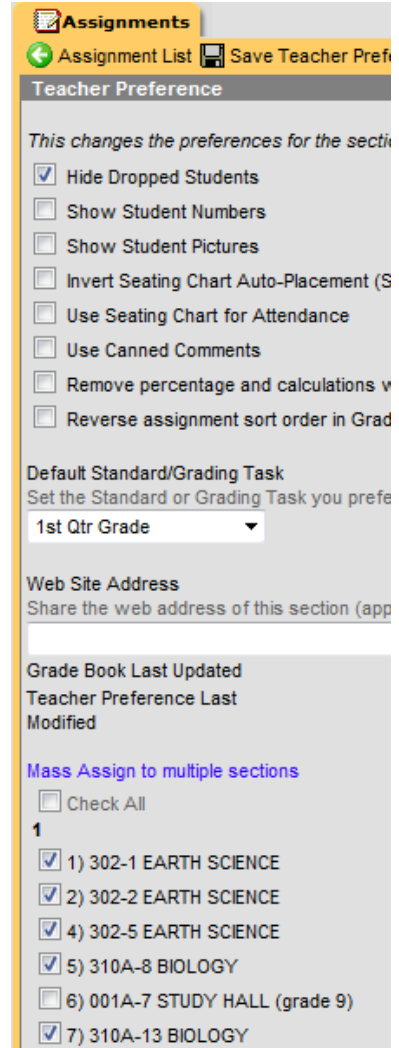


## Composite grade book setup at the High School

1. Log into Infinite Campus and go to Instruction → Assignments
2. Click on Edit Teacher Preferences
3. Check Hide Dropped Students and select 1<sup>st</sup> Qtr Grade as default grading task
4. Mass assign these preferences to 1<sup>st</sup> Semester sections and the Save.



The screenshot shows the 'Assignments' page in Infinite Campus. The 'Teacher Preference' section is expanded, showing the following options:

- Hide Dropped Students
- Show Student Numbers
- Show Student Pictures
- Invert Seating Chart Auto-Placement (S
- Use Seating Chart for Attendance
- Use Canned Comments
- Remove percentage and calculations v
- Reverse assignment sort order in Grad

Default Standard/Grading Task  
Set the Standard or Grading Task you prefer  
1st Qtr Grade

Web Site Address  
Share the web address of this section (app

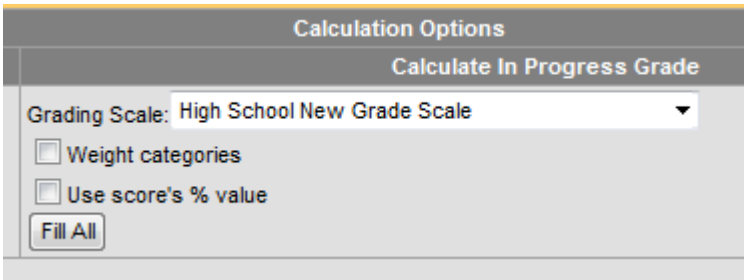
Grade Book Last Updated  
Teacher Preference Last Modified

Mass Assign to multiple sections  
 Check All

1

- 1) 302-1 EARTH SCIENCE
- 2) 302-2 EARTH SCIENCE
- 4) 302-5 EARTH SCIENCE
- 5) 310A-8 BIOLOGY
- 6) 001A-7 STUDY HALL (grade 9)
- 7) 310A-13 BIOLOGY

5. Click on Edit Grade Calc Options
6. Select the "High School New Grade Scale"
7. Click on the Fill All button under the grading scale dropdown. Save.  
*(note: Weight categories is only checked when you will use more than one category **and** want them to be weighted. Example Tests 60%, Homework 40%)*
8. Repeat steps 5,6,7 for each section.



The screenshot shows the 'Calculation Options' dialog box. The 'Calculate In Progress Grade' section is active. The 'Grading Scale' is set to 'High School New Grade Scale'. The 'Weight categories' and 'Use score's % value' options are unchecked. A 'Fill All' button is visible at the bottom.

9. Click on Edit Categories and then Create Category
10. Type in a name for your category.
11. Type in a weight if you checked weight categories in Edit Grade Calc Options.
12. Check the 1<sup>st</sup> Semester sections the category will be used in.
13. Check the 1<sup>st</sup> Qtr Grade and 2<sup>nd</sup> Qtr Grade grading task and Save Category.
14. Click on Back to Categories

Repeat Steps 9 – 14 for each category you would like in this course.

Repeat Steps 9 - 14 for each course.

15. Create the composite grade (weighted quarters) by going to Instruction → Admin → Composite Grading
16. Click on 1<sup>st</sup> Semester Grade
17. Type in the weights for 1<sup>st</sup> Qtr Grade, 2<sup>nd</sup> Qtr Grade, and 1<sup>st</sup> Semester Exam. Save

Repeat Steps 15- 17 for each section.

Term	Composite Grading Task
1	1st Qtr Grade
1	1st Qtr Progress
1	1st Semester Exam
1	1st Semester Grade
1	1st Semester Progress
1	2nd Qtr Grade
1	2nd Qtr Progress

Composite Grading Detail	
Composite Grading Task	
Term 1 - 1st Semester Grade	
Weight	Grading Task
10	1 1st Semester Exam
	1 1st Qtr Progress
45	1 1st Qtr Grade
	1 1st Semester Progress
	1 2nd Qtr Progress
45	1 2nd Qtr Grade