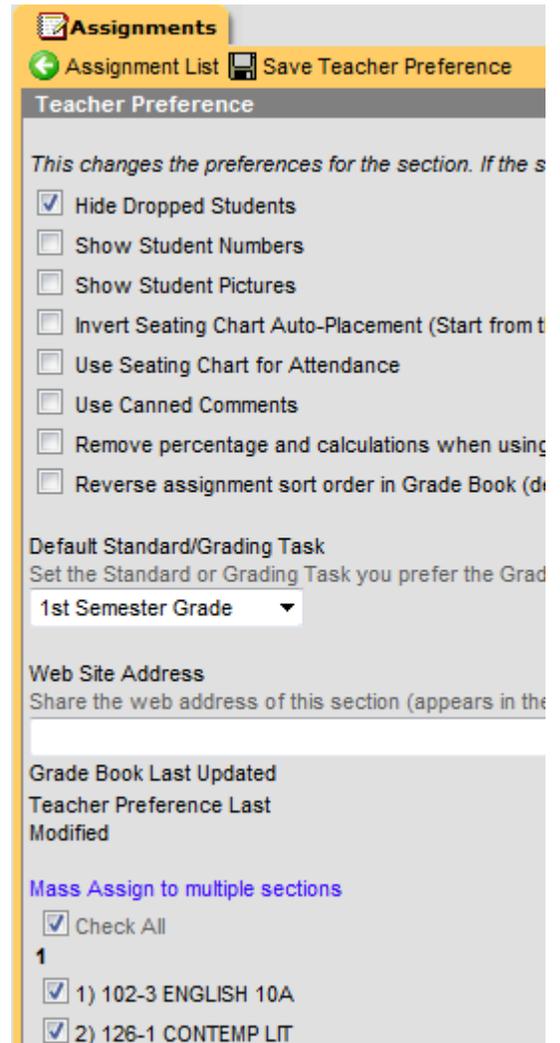


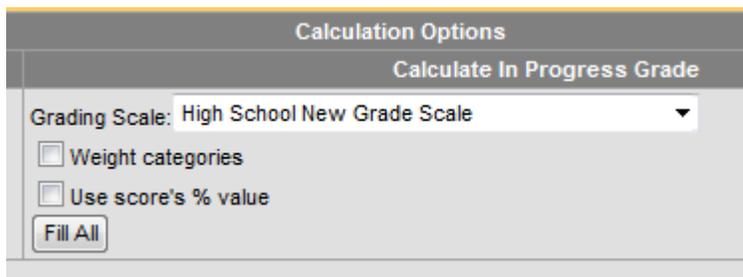
Total Points grade book setup at the High School

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



The screenshot shows the 'Assignments' section of the Infinite Campus interface. At the top, there are links for 'Assignment List' and 'Save Teacher Preference'. Below this is the 'Teacher Preference' section, which includes a description: 'This changes the preferences for the section. If the s...'. The form contains several checkboxes: 'Hide Dropped Students' (checked), 'Show Student Numbers' (unchecked), 'Show Student Pictures' (unchecked), 'Invert Seating Chart Auto-Placement (Start from t...)' (unchecked), 'Use Seating Chart for Attendance' (unchecked), 'Use Canned Comments' (unchecked), 'Remove percentage and calculations when using' (unchecked), and 'Reverse assignment sort order in Grade Book (d...)' (unchecked). Below these is the 'Default Standard/Grading Task' section, with a dropdown menu set to '1st Semester Grade'. The 'Web Site Address' section has a text input field. The 'Grade Book Last Updated' and 'Teacher Preference Last Modified' sections are currently empty. At the bottom, there is a 'Mass Assign to multiple sections' section with a 'Check All' checkbox (checked) and a list of sections: '1) 102-3 ENGLISH 10A' and '2) 126-1 CONTEMP LIT', both of which are checked.

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 1st Qtr Tests 60%, 1st Qtr Homework 40%)*
8. Repeat steps 5,6,7 for each section.



The screenshot shows the 'Calculation Options' form. At the top, it says 'Calculate In Progress Grade'. Below this is a dropdown menu for 'Grading Scale' set to 'High School New Grade Scale'. There are two checkboxes: 'Weight categories' (unchecked) and 'Use score's % value' (unchecked). At the bottom, there is a 'Fill All' button.

9. Click on Edit Categories and then Create Category
10. Name the category: "1st Qtr Grade"
11. Check the sections the category will be used in.
12. Check the 1st Semester Grade grading task and save category.
13. Click on Back to Categories and then Create Category
14. Name the category: "2nd Qtr Grade"
15. Check the sections the category will be used in.
16. Check the 1st Semester Grade grading task and save category.

Repeat Steps 9 – 16 for each course.

The screenshot shows the 'Assignments' interface with the following details:

- Assignments** (Header)
- Navigation: [Back to Categories](#) | [Save & Add Assignment](#)
- Category Detail** (Section Header)
- GroupID** (Label)
- *Name**: 1st Qtr Grade
- *Weight**: 0
- Sequence**: 1
- Exclude this category from c...
- Drop Lowest Score (by Per...
- Last Modified** (Label)
- Sections** (Section Header)
- Select sections for category placement. NOTE: Sections c...
- Section** (Table Header)
- 102-3 ENGLISH 10A
- 102-10 ENGLISH 10A
- Grading Tasks** (Section Header)
- Select grading tasks to create alignments. NOTE: Tasks c...
- Grading Task** (Table Header)
- 1st Qtr Progress
- 1st Qtr Grade
- 2nd Qtr Progress
- 1st Semester Progress
- 2nd Qtr Grade
- 1st Semester Exam
- 1st Semester Grade