

PCHS Infinite Campus User Guide – Setting Up Your Grade Book
(revised 8/2/16)

WHAT YOU WANT TO DO	GO TO	NOTES
Setting up your grade book		
Set preferences	Campus Instruction → Account Settings	EX: Show Active Students Only Show Student Picture Use Seating Chart for Attendance Use Canned Comments SAVE
Set up categories	Campus Instruction → Grade Book Choose Term and Section Click Settings (left of SAVE) to expand options.	For EACH AND EVERY COURSE – CREATE: 1) Even if you don't want weighted categories, you'll need to set up at least one category. Choose a name and assign a weight of 0. 2) Otherwise create a category and assign it a weight. You may add as many categories as you'd like as long as the total weight is 100. EX: Hwk, Cwk, Projects, Tests, Quizzes, Final 3) Decide whether to exclude from calculation and whether to drop lowest score or not. 4) Choose ALL section(s) that use the same categories. 5) Choose ONLY Semester Grade for the Grading Task. 6) SAVE CATEGORY 7) Go Back to Categories if you want to add another category. CATEGORY COPIER: 1) Select Source section (original from last year or different course) to copy categories from and the Destination section (copy for this course). Make sure the school year is correct! 2) Next to continue ... 3) COPY CATEGORIES (copy and save) 4) You may edit the category later if necessary.
Designate Weighted Categories (REQUIRED if you have weighted categories!)	Campus Instruction → Grade Book → Settings → Grade Calc Options → Show All	For EACH AND EVERY CLASS/SECTION – PROGRESS 1, 2, 3 and SEMESTER GRADE ONLY: 1. Check the box "Weight categories" if your categories have a nonzero weight. 2. DO NOT check the Use Score's % Value. 3. DO NOT check either boxes for the Work Habit and Cooperation tasks. SAVE
Displays a blank spreadsheet with students' names to record scores	Campus Instruction → Reports (Roster) Select Blank Spreadsheet	Change title of report if desired. Choose number of cells, line height, and whether to show student IDs. Generate report.