

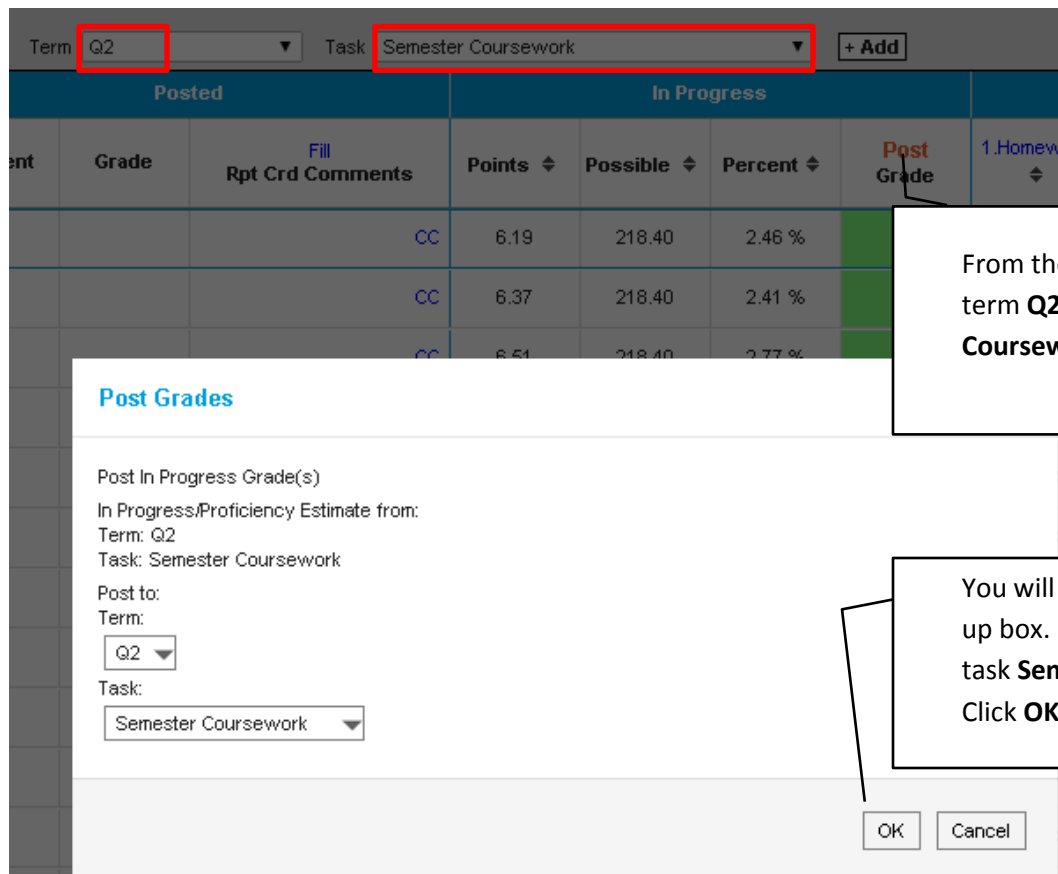
For Semester report cards, there are a few important differences from quarter report cards and progress reports:

Many teachers have Composite Grading set up where the final **Semester** grade is a weighted calculation using **Semester Coursework** and **Semester Exam**. See page 7 for more information on using Composite Grading.

There are a few extra steps in posting Semester grades to make sure all grading tasks that will appear on the report card are populated correctly. These steps are outlined below:

1. First post to **Q2 - Semester Coursework**
2. Next, post Semester Exam grade to **Q2 – Semester Exam**
3. Finally, post to **Q2 – Semester** where the Composite Grading calculation is applied to generate the final Semester grades

Step 1: Post grade for Semester Coursework



Posted			In Progress			
Student	Grade	Fill Rpt Crd Comments	Points	Possible	Percent	Post Grade
		CC	6.19	218.40	2.46 %	
		CC	6.37	218.40	2.41 %	
		CC	6.51	218.40	2.77 %	

Post Grades

Post In Progress Grade(s)

In Progress/Proficiency Estimate from:


Term: Q2

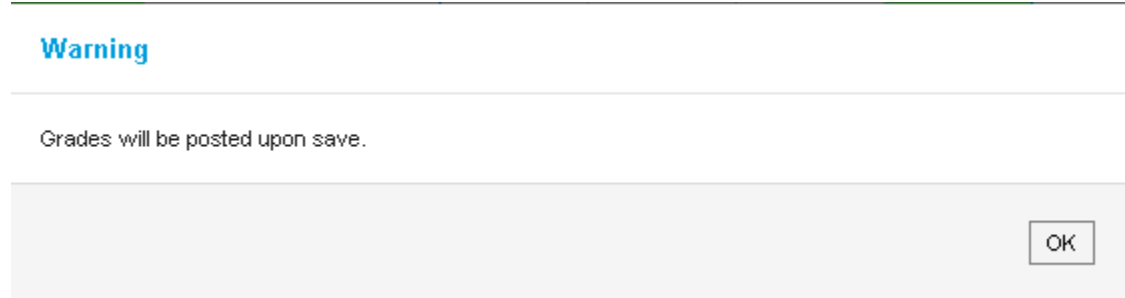
Task: Semester Coursework

Post to:

Term:

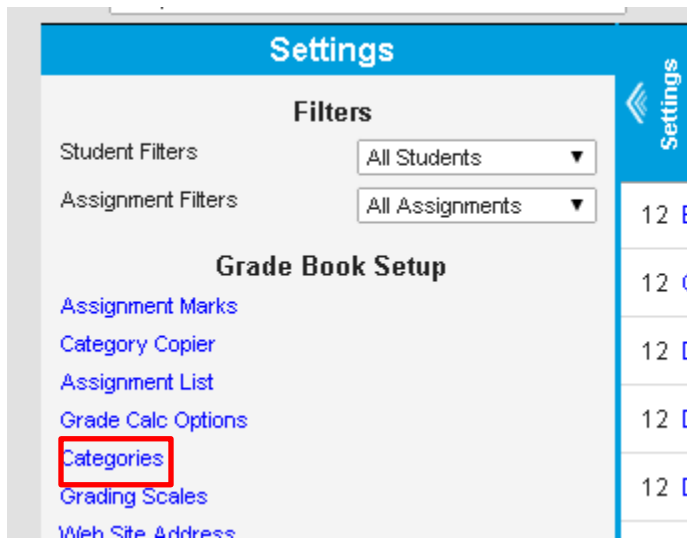
Task:

You will get the following prompt, reminding you that grades aren't posted until you complete the process by hitting 



Step 2: Post grade for Semester Exam

Next, make sure you've created an assignment and category for the grading task "Semester Exam". To do this, go to Categories under Grade Book settings and select **Add**.



Category List

Sequence ▲	Category	*Weight	Exclude	Drop Lowest (%)
<input type="text" value="0"/>	1.Homework	<input type="text" value="20"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="0"/>	2.Quiz	<input type="text" value="30"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="0"/>	3.Test	<input type="text" value="50"/>	<input type="checkbox"/>	<input type="checkbox"/>

Make sure your new category (called "Final Exam" or something similar) is aligned to the grading task **Semester Exam**, not Semester Coursework.

Category Detail

Category Placement

Select which Sections will use this category

Teachers	Section	Term	<input checked="" type="checkbox"/>
Anthony, Gregory	MA670AP1-1 AP STATISTICS	Q1, Q2	<input checked="" type="checkbox"/>
	MA670AP1-2 AP STATISTICS	Q1, Q2	<input checked="" type="checkbox"/>

Select which Grading Tasks will use this category

Grading Task	<input type="checkbox"/>
HS Progress	<input type="checkbox"/>
HS Quarter	<input type="checkbox"/>
Semester Coursework	<input type="checkbox"/>
Semester Exam	<input checked="" type="checkbox"/>
Semester	<input type="checkbox"/>
HS Eligibility	<input type="checkbox"/>

Now you are able to create and score an assignment for your final exam. Make sure this assignment is aligned to the new category you just created and scored using the **U-46 0-4 point marks scale**.

Assignment Detail

Select which grading tasks get this assignment

Grading Task	Scoring Type	*Total Points	*Multiplier
<input type="checkbox"/> HS Progress No Categories			
<input type="checkbox"/> HS Quarter No Categories			
<input type="checkbox"/> Semester Coursework			
<input checked="" type="checkbox"/> Semester Exam	<input type="radio"/> Points <input checked="" type="radio"/> Marks	<input type="text" value="4"/>	<input type="text" value="1"/>
*Assignment Marks <input type="text" value="U-46 0-4 point marks scal"/> ⓘ			

Once you've entered scores for your Semester Exam assignment, you are ready to post the final grade to that Grading Task.

Term: Task:

Student	Posted			In Progress			Final Exam	Final Seq: 1.00 Due: 12/08 Final Exam Points: 4
	Grade	Rpt Crd	Comments	Points	Possible	Percent		
			CC	0.16	4	4.00 %	A	4.00 %
			CC	0.16	4	4.00 %	A	4.00 %
			CC	0.16	4	4.00 %	A	4.00 %

Post Grades


Post In Progress Grade(s)

In Progress/Proficiency Estimate from:
 Term: Q2
 Task: Semester Exam

Post to:
 Term:
 Task:

From the Grade Book, choose the term **Q2** and task **Semester Exam**. Click **Post**.

You will get the following pop up box. Post to term **Q2** and task **Semester Exam**. Click **OK**.

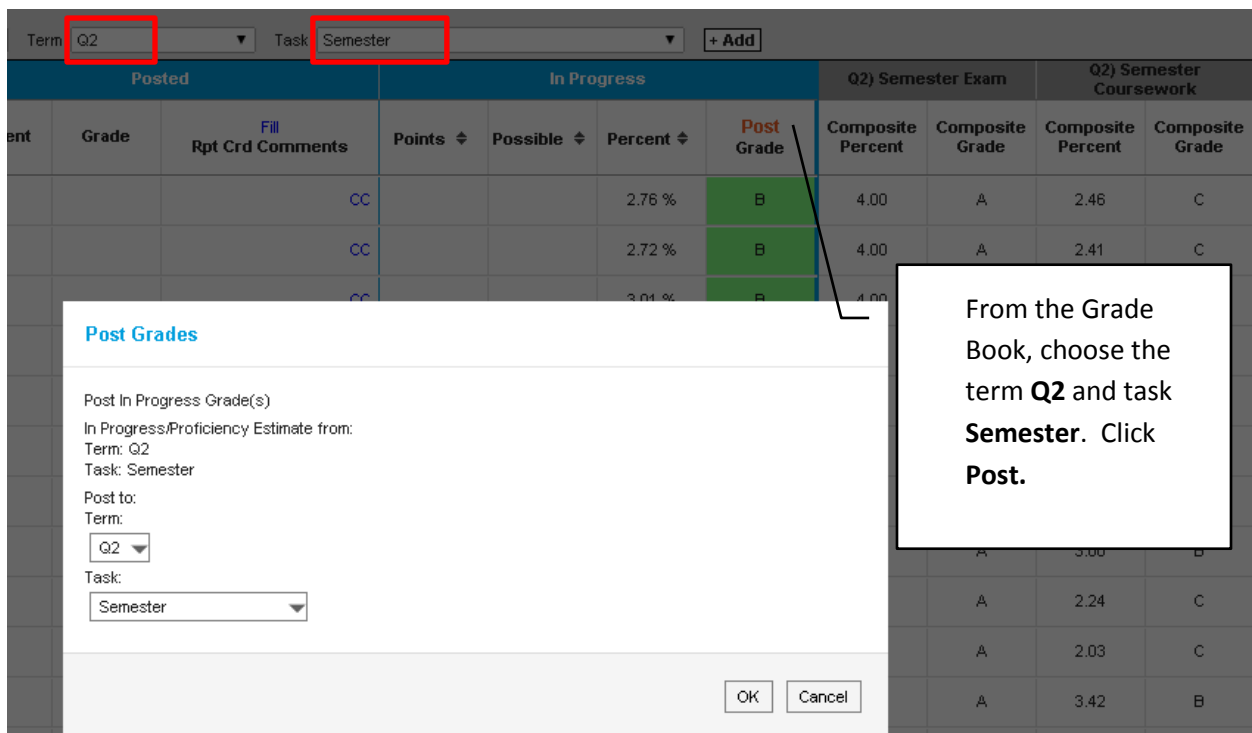
Again, you will get the following prompt, reminding you that grades aren't posted until you complete the process by hitting 

Warning

Grades will be posted upon save.

Step 3: Post final Semester grade

Finally, you are ready to post the final **Semester** grade where Composite Grading is applied. Note how the grade book includes the scores you've already posted for Semester Coursework and Semester Exam here.



Student	Posted		In Progress				Q2) Semester Exam		Q2) Semester Coursework	
	Grade	Fill Rpt Crd Comments	Points	Possible	Percent	Post Grade	Composite Percent	Composite Grade	Composite Percent	Composite Grade
		CC			2.76 %	B	4.00	A	2.46	C
		CC			2.72 %	B	4.00	A	2.41	C
		CC			3.01 %	B	4.00	A	3.00	B
								A	2.24	C
								A	2.03	C
								A	3.42	B

Post Grades

Post In Progress Grade(s)

In Progress/Proficiency Estimate from:

Term: Q2


Task: Semester

Post to:

Term:

Task:

From the Grade Book, choose the term **Q2** and task **Semester**. Click **Post**.

Again, you will get the following prompt, reminding you that grades aren't posted until you complete the process by hitting 

Warning

Grades will be posted upon save.

OK

Before hitting **Save**, you have the option to manually change a grade and/or add comments.

Posted			
Percent	Grade	Fill Rpt Crd Comments	
2.76 %	B	CC	
2.72 %	B	CC	
3.01 %	B	CC	
0.92 %	D	CC	
2.84 %	B	CC	
3.40 %	B	CC	
3.36 %	A	CC	
3.20 %	C	CC	
2.59 %	E	CC	
2.42 %	AU	CC	
3.53 %	M	CC	
	NE		

Click **CC** to choose from a list of canned comments or type in your individualized comments. If you don't see **CC** here, you need to select **"Use Canned Comments"** from your grade book settings.

Composite Grading Overview

Composite Grading is a way to create a mathematical relationship between traditional grading tasks to allow Infinite Campus to calculate grades. If you've chosen to use Composite Grading, you need to ensure the following steps have been followed to ensure accurate calculation of semester grades:

- Create a category for **Final Exam**
- Create an assignment(s) under "Final Exam" for the exam itself. If the exam is multi-event such as a written and lab test you can have more than one assignment.
- Check to ensure that the Composite Grading has been properly set up for the course by choosing **Grade Calc Options** from Grade book settings and checking the small box to the right of the words **Q2 Semester**. Some courses are set at the course level by the district; others are at the school/department/or teacher discretion. To establish a Composite Grading relationship, choose Q2 Semester Exam and Q2 Semester Coursework as "Child Task/Standard" and apply appropriate weights, then hit "Save".

Grade Calculation

Weight Categories
 Use Score's % Value

Q2 Semester

Type:

***Grading Scale**
 ⓘ

*Child Task/Standard	*Weight	Effective %
<input type="text" value="Q2 Semester Exam"/>	<input type="text" value="20.0000"/>	20.00
<input type="text" value="Q2 Semester Coursework"/>	<input type="text" value="80.0000"/>	80.00
<input type="button" value="Add"/>		

Q2 HS Eligibility

Type: