
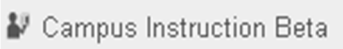


# Setting Up Your Infinite Campus for 2014-2015



## Topic: Preferences

1. Login to Infinite Campus <https://campus.u-46.org/campus/u46.jsp>
2. Set up your preferences by clicking  on in the upper right hand corner of the webpage.
3. Click on 
4. On the lower left side of the screen, click on **Account Settings**.
5. From the drop down menu, select Campus Instruction Beta if you want the grade book to open first when you log into IC.

Select the application you would prefer to load on Campus log in.

6. Next, select your display preferences.

Select your student display preferences.

- Show Active Students Only  
Affects display in Student Course Reco
- Show Student Number  
Affects display in Attendance, Class Se
- Show Student Picture  
Affects display in Attendance, Class Se  
Student Summary, Student Groups
- Use Seating Chart for Attendance

7. Click on .

## Topic: Grade Book

8. Click on **Grade Book** on the left side of the screen.
9. Make sure you have the correct school year and school selected. On the green bar at the top of the page, click on the year and name of your school:

13-14 STREAMWOOD HIGH SCHOOL

10. From the drop down menu, select the correct year:

Year

11. Click 

School

12. Select the section you want to set up. Here is my example:

Section

13. Click on



14. Under Grade Book Set Up click on **Categories**.

15. Click  to add a category.

16. Give the category a name and weight. Here is my example:

\*Name

\*Weight

17. Select the term. **Term**

18. Select Grading Task. For high school teachers, select **Semester Coursework** . Middle school teachers need to select Quarter.

19. Click **Save**.

20. Do this for all your categories.

21. If you are going to use the same categories for multiple classes, click on **Category Copier**.

22.

Select the <b>Copy From</b> class with the categories you just created. Here my example:	Select the class to Copy To
Copy from: 14-15 <b>14-15 STREAMWOOD HIGH SCHOOL</b> 001) MA670AP1-1 AP STATISTICS 001) MA670AP2-1 AP STATISTICS	Copy to: <b>14-15 STREAMWOOD HIGH SCHOOL</b> 003) MA310GE2-3 ALGEBRA 3-4 W/SUPPOR
Here are the categories in this class: Number of Categories: 4	I know there are no categories in the class because it says No Categories.
<input checked="" type="checkbox"/> <b>Category Name</b>	<b>Note: You can only copy to one class at a time.</b>
<input checked="" type="checkbox"/> Final Exam	
<input checked="" type="checkbox"/> Homework (formative)	
<input checked="" type="checkbox"/> Quiz (formative)	
<input type="checkbox"/> Test (summative)	

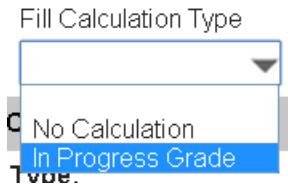
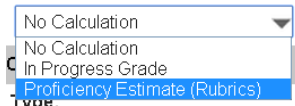
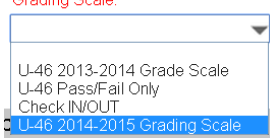
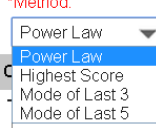
Click **Next** and **Copy**. Do this for all your class that you want to have the same categories. High school teachers, make sure you do both semesters. Middle school teachers, you will set up all four quarters.

23. High School Teachers, the sum your categories for Semester Coursework must equal 100. Your final exam is not part of the Semester Coursework. It is a separate category. Here is my example:

Sequence ▲	Category	*Weight
0	Homework (formative)	10.0
0	Quiz (formative)	20.0
0	Test (summative)	70.0
0	Final Exam	10.0

24. **You must determine what the appropriate weights for your students.** These are the weights for my seniors in an advanced class. These are not my weight for my freshmen, which are much different.

25. Click on **Grade Calc Options**

Traditional Grade Book	Standards Based Grading (SBG) Grade Book												
a) Click on <input type="button" value="Continue"/>	a) Click on <input type="button" value="Continue"/>												
b) Under <b>Grading Task</b> click on the drop down menu and select <div style="text-align: center;">           Fill Calculation Type   </div>	b) Under <b>Standards</b> click on the drop down menu and select <div style="text-align: center;">           Fill Calculation Type   </div> <p>If you want IC to estimate the grade for you, select Proficiency Estimate. <b>Students and parents will not see the estimate.</b></p>												
c) Under Grading Scale select <div style="text-align: center;">           *Grading Scale:   </div>	c) Select the method of the estimate: <div style="text-align: center;">           *Method:   </div> <p>If you use the Power Law, the later assignments will carry more weight.</p>												
d) Check <input checked="" type="checkbox"/> <b>Weight Categories</b>	d) Click on <input type="button" value="Save"/>												
e) High school teachers set up the semester grade by checking <input checked="" type="checkbox"/> <b>Semester</b>	Notes: There is no set up for the final exam.												
f) Add the tasks and weights. <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="color: red;">*Child Task/Standard</th> <th style="color: red;">*Weight</th> <th style="color: red;">Effective %</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> Q4 Semester Exam</td> <td>10.0000</td> <td>10.00</td> </tr> <tr> <td><input checked="" type="checkbox"/> Q4 Semester Coursework</td> <td>90.0000</td> <td>90.00</td> </tr> <tr> <td colspan="3" style="text-align: left;"><input type="button" value="Add"/></td> </tr> </tbody> </table>	*Child Task/Standard	*Weight	Effective %	<input checked="" type="checkbox"/> Q4 Semester Exam	10.0000	10.00	<input checked="" type="checkbox"/> Q4 Semester Coursework	90.0000	90.00	<input type="button" value="Add"/>			
*Child Task/Standard	*Weight	Effective %											
<input checked="" type="checkbox"/> Q4 Semester Exam	10.0000	10.00											
<input checked="" type="checkbox"/> Q4 Semester Coursework	90.0000	90.00											
<input type="button" value="Add"/>													
g) Click on <input type="button" value="Save"/>													

**Topic: Grade Book Preferences**

26. For your grade book preferences, check the appropriate boxes.

Preferences	
Display Sparkline Graph	<input checked="" type="checkbox"/>
Pass/Fail Coloring for Grades	<input checked="" type="checkbox"/>
Pass/Fail Coloring for Scores	<input checked="" type="checkbox"/>
Save Alert	<input checked="" type="checkbox"/>
Use Canned Comments	<input checked="" type="checkbox"/>

**Topic: Seating Charts**

27. Click on **Seating Charts**

28. Click .

29. Select a class. Here is my example:  MA300CT1-1 ALGEBRA 3-4

30. Give the seating chart a name: \*Seating Chart Name

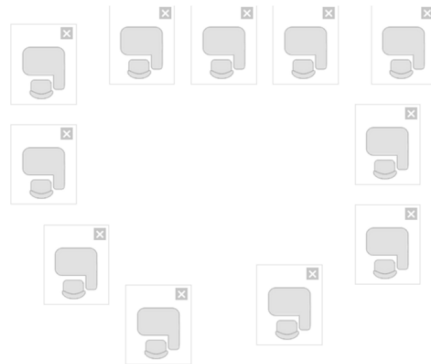
31. Select the number of Columns and Rows. If there are not enough desks for your students, IC will not let you continue.

32. You can have IC place the students in the desks or you can place them yourself.

Place Students

33. Click

34. You can click and drag desks around the room to any configuration you want. Here is an example:



35. You can click on a student and place them in a desk or you can click on

36. If you click on  and selected use seating chart for attendance, this is the seating chart that will be used for attendance.

37. Click .

38. You can create more than one seating chart per class. Click  to create another seating chart. Do this for all your classes.

### Topic: Adding Assignments to Your Grade Book.

39. Click on **Grade Book**. Select a section. Here is my example:

Section

40. Near the top of the web page, select the correct Term. High school teachers need to select Q2 for the first semester. Middle school teachers need to select the current quarter.

Term

41. High school teachers, select .

42. Click on .

43. Fill out the information. If you give students a worksheet or other document, you can attach it to the assignment on IC. Students will be able to download it. Under

**Information for Students** click on . Find the file and upload it to your grade book.



44. You can also allow students to submit their work to your grade book or you can create an **Student Work Product**

- None
- Enable Student Submission
- online assessment:  Enable Online Assessment

45. Click . Enter your grades. If you click on  instead of Score, you can enter the scores from the grade book.

### Topic: Information About Your Students

46. When you are in **Campus Instruction Beta**, click on **Roster**. This will give you basic information about your students.

47. To get detailed information, click on  and select   
Campus Tools


48. Click on **Search**.

49. Click on . All your students will show up in the list. You cannot search your students by class.

### Topic: Planner

50. To see your schedule, click on  and select  Campus Instruction Beta

51. Click on **Planner**.

52. Click on  and select August 18<sup>th</sup> or later to see your schedule 

53. To see other teacher's schedules, click on  and . Fill out the information to find the teacher's schedule.

### Topic: Sending Messages to Parents and Students With IC.

54. Click on **Message Center**.

55. Click on .

56. Fill out the type of message and click next. Since we are using the 0-4 scale, we can send missing assignment messages to parents.

