Infinite Campus

Transforming K12 Education®

District Edition

Elementary Report Card Manual

Table of Contents

Grading

FYI: Teachers need to be in Campus Instruction (same as Attendance), not Campus Tools to work on report cards.


Description
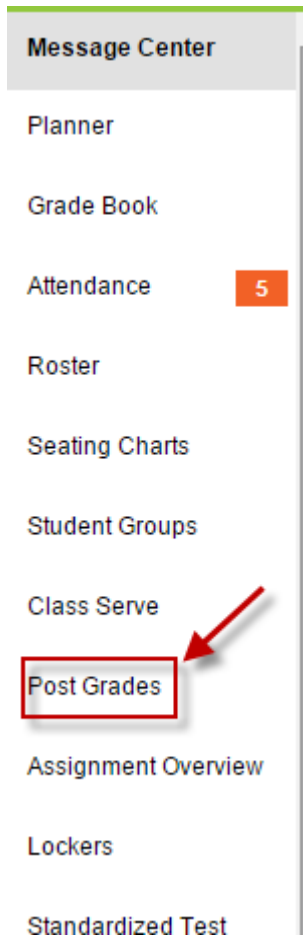
If teachers are <u>not</u> using Grade Book to calculate the grades for each quarter, they will enter the grades by clicking on <**Post Grades**>.

If teachers are using Grade Book, they will post the grades in the <**Grade Book**> and navigate to these modules to add Report Card comments.

After selecting <**Post Grades**>, you may get a blank screen (see below), please be patient. The screen will pop up.

If you get a blank screen like this...
Be Patient. The information will load.
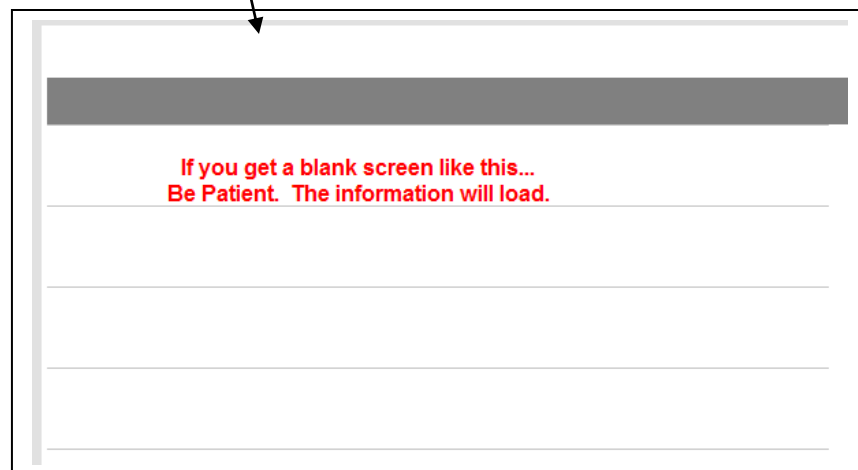
- **Grading by Student** will display all the grading tasks for the Student chosen (i.e., all the grades for James Abbate).

Section 1) 0207-1 Language Arts 6 ▼ Term Q1 ▼ Task Lang Arts: LA.6 Reading Effort ▼
Save   Post by Student   Fill Percent, Grade, Comment

Students   Percent   Grade   Report Card Comments

After selecting <Post by Student>, select section, term and student name.

1 Section 1) 0207-1 Language Arts 6 ▼ **2** Term Q1 ▼ **3** Student Select a Student ▼
Save   Post by Standard/Grading Task   Fill Percent, Grade, Comment

Please select a student

- **Grading by Task** will display all the students for the Grading Task chosen (i.e., Q1 – Quarter Grade, Q2 – Quarter Grade, Q3 – Quarter Grade, Q4 – Quarter Grade).

1 Section 1) 0207-1 Language Arts 6 ▼ **2** Term Q1 ▼ **3** Task Lang Arts: LA.6 Reading Effort ▼
Save   Post by Student   Fill Percent, Grade, Comment

Students   Percent   Grade   Report Card Comments
Student 1   **Don't forget to SAVE!**

After selecting <Post by Standard/Grading Task>, select section, term and task.
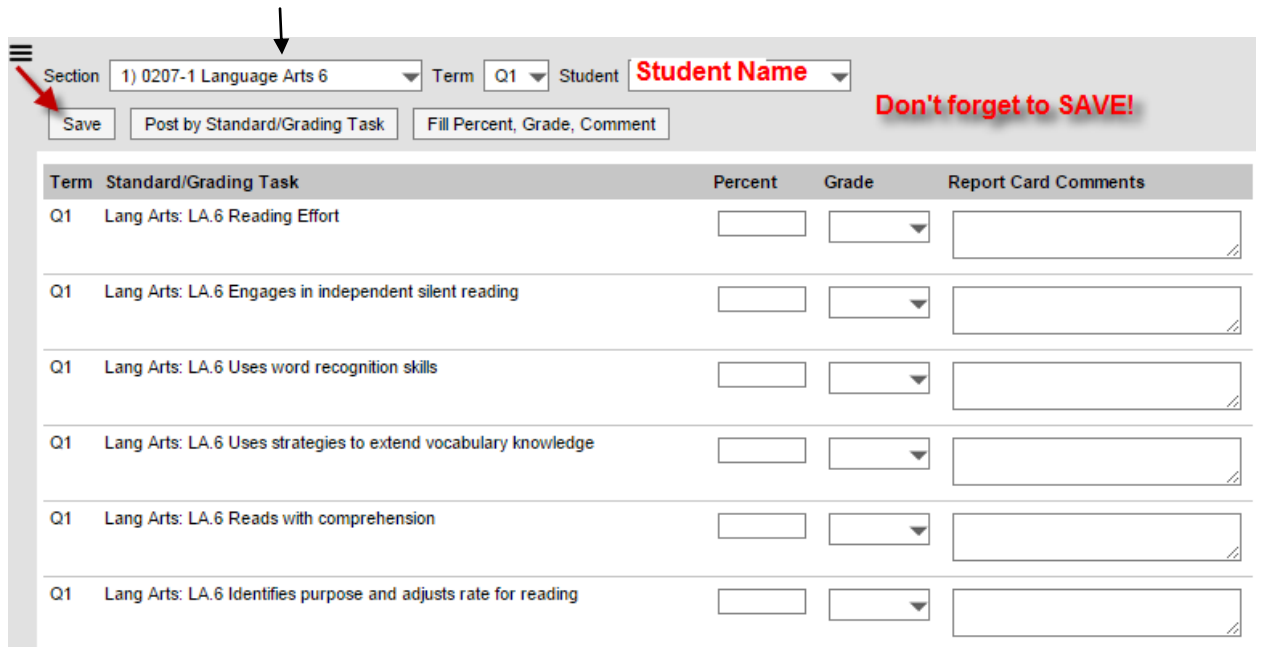
Special Note:

Regardless of which module is chosen, grades can only be entered or updated when the grading task is active. Our district will activate a grading task according to our current schedule to allow the grades to be posted. Then, we will close the task and print the final report cards. If grades need to be changed after the task has been closed, only staff members with special user rights will be able to make those corrections. Teachers will be able to view the grades, but not change them.

Entering Grades (Teacher Task)

1. Choose the correct section from the list (on the top toolbar).

Note: Section lists will vary per teacher/grade level.

2. Select the student to be graded.

3. Choose the correct *Score* for each student from the dropdown list (box under the **Grade** column). The grades appearing in the list are the grades that will print on the report card. Do not enter grades in the *Percent* boxes. You may want to have a copy of the report card handy to refer to the rubrics.

4. The teacher can enter comments in the *10 (20, 30 or 40) Week Comment* field. Do NOT enter comments after each standard (unless instructed differently from building administrator). There is a 1200 character limit in the comment field.
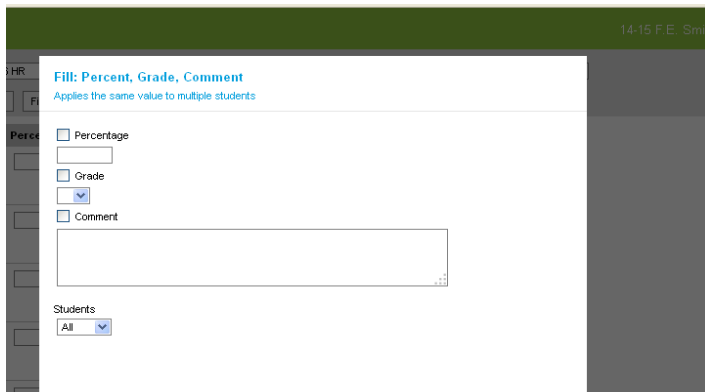

5. Click on the <Save> button.
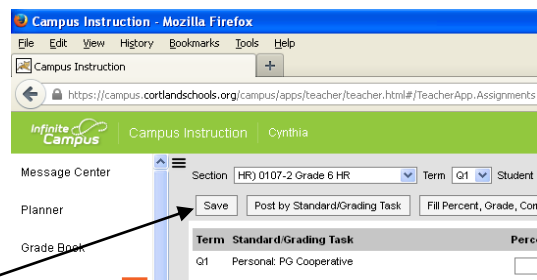
If using Grading by Task, the teacher will choose the Task (Standard) and grade all students for each Task. The teacher will have the ability to post the same grade for all the students.

1. Choose the Task. The Tasks will display in order by Term. They will display with the Description entered in the *Abbreviation* field in the Standard to assist the Teacher in identifying the Standard.

2. Choose the correct *Score* for each student from the list. The grades appearing in the list are the grades that will print on the report card.

    Alternately, the teacher can choose to mass-fill the scores for the student by choosing the <**Fill: Percent, Grade, Comment**> button. Once selecting <Fill Percent, Grade, Comment>, you can check the Grade box and select a grade from drop down menu. The program will fill all boxes with your selection. You may then go in and change the few that need adjustments. You can fill the comment field by following the same procedure. If you wish to remove all grades/comments, check the box and leave blank, click the <Fill> button.
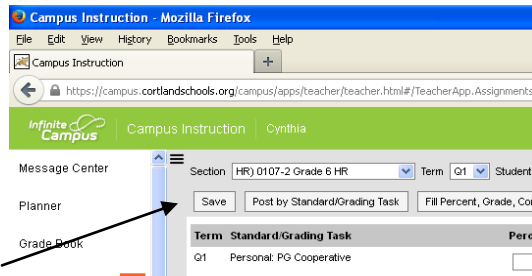

3. Do NOT enter comments after each standard (unless instructed differently from building administrator).

4. Click on the <Save> button.
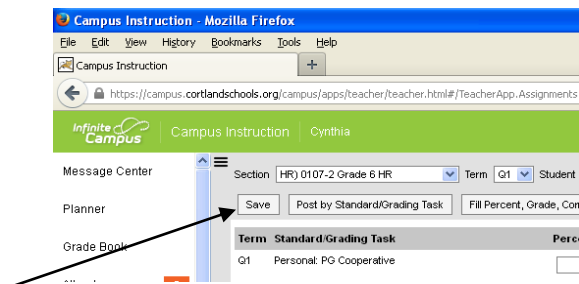
Comments

1. The teacher can enter comments in the *10 (20, 30 or 40) Week Comment* field. There is a 1200 character limit in the comment field.
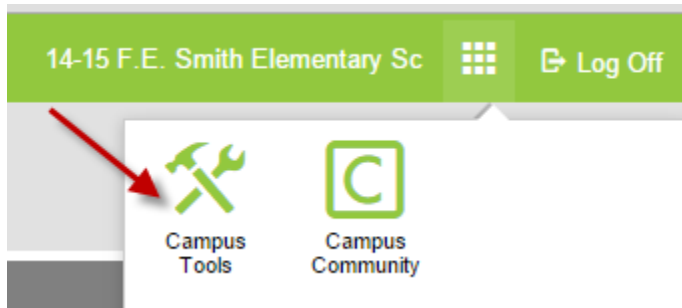

2. Click on the <Save> button

Editing Grades when Grading Window is Closed

Occasionally, we will need to edit grades after the grading window is closed. This process requires user rights to Course/Section. Contact Cindy Dann for editing.

Print Report Cards

You need to switch back to Campus Tools to print report cards.

Report cards can be printed for a batch of students or for an individual student. Batch printing requires user rights to Grading & Standards. Each building secretary can batch print report cards.

Teacher Rights…

Print report card for a single student:

1. Navigate to: *Student Information > General*.

2. Search for student.

3. Click on the **Grades** Tab.

4. *Choose a Report Card Format* – choose a report card from the list (appropriate grade).

The report card for the individual student will display in Adobe Acrobat format. It can be saved or printed, but not edited.

If the report card does not fit on a single page, it will continue on a second page. Do **NOT** run report cards two-sided. (As comment fields fill, the report cards may roll over to three or four pages.)

Sample Landscape Report Card first page:

Sample Landscape Report Card second page:

Secretary/Administrator Rights…

Print report cards for a batch of students:

1. Navigate to: *Grading & Standards > Reports > Report Card.*

2. *Report Options* – choose the report card to print from the list. All the report cards created for the school will display on the list. Choosing *Display Options* will allow the user to create a report card for this one time only.

3. *Ad Hoc Filter or Grade* – choose an Ad Hoc filter or a grade to limit the number of students' report cards printing. This is a very complex report, so it is suggested to limit the number of students printing in a batch. However, *All Students* for the school can be chosen as well.

4. *Active Only* – click on this checkbox to choose only active students' cards.

5. *Effective Date* – enter the effective date of the report cards.
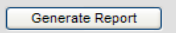
6. *Sort Options* – choose the sort option needed (Alpha, Grade/Alpha, Zip, Teacher).

7. Click the <Generate Report> button.

The report cards for all students selected will display in Adobe Acrobat format. They can be saved or printed, but not edited.

Misc. Reports

1. Navigate to: *Instruction > Reports > Grades Report.*

2. Select students. Select Grading Task. Click on [Generate Report]. A report will print listing all students and standards.