

**Description:** This session will guide district-level staff in charge of setting up Infinite Campus so that teachers may give grades and standard scores to their students.

**Time:** 4 hours

Overview of Campus Grading (30 minutes)	Learn and discuss the processes terminology associated with grading in Campus <ul style="list-style-type: none"> <li>• Credit Groups and Types</li> <li>• Credit v. GPA Weights</li> <li>• Tasks v. Standards</li> <li>• Curve v. score group</li> </ul>
Traditional Grading Setup (90 minutes)	Learn functionality and setup for traditional grade reporting Grading & Standards Module <ul style="list-style-type: none"> <li>• Credit Groups</li> <li>• Grading Tasks</li> <li>• Score Groups</li> </ul> System Administration <ul style="list-style-type: none"> <li>• Curves</li> <li>• Selecting a credit group for a school</li> </ul>
Standards Setup (1 hour)	Learn functionality and setup for standards-based reporting. Grading and Standards <ul style="list-style-type: none"> <li>• Score Group</li> <li>• Standards Bank</li> </ul> System Administration <ul style="list-style-type: none"> <li>• Attaching a standards bank to a school</li> </ul>
Course Setup for Grading and Scoring (30 minutes)	<ul style="list-style-type: none"> <li>• Learn how to attach grading tasks to a course</li> <li>• Learn how to embed or align standards with a course</li> </ul>
Course Catalog & Course Masters (30 minutes)	<ul style="list-style-type: none"> <li>• Learn how to create a course catalog</li> <li>• Discuss locking options on a course catalog</li> <li>• Learn how to create course masters</li> <li>• Learn how to associate a catalog with a school</li> </ul>



## OVERVIEW

The Grading & Standards area of Campus provides one point of entry for the grading and curriculum used in a district. Campus supports both traditional grading systems (such as quarter and semester grades) and standards-based grading. This lesson will provide an overview of the setup needed for a traditional grading system using a set of marks given for a generic grading task.

## OBJECTIVES

At the conclusion of this lesson, learners will be able to

- Create score groups to be used in traditional grading
- Create curves to be used in traditional grading in gradebook
- Create grading tasks as needed
- Create Credit Groups
- Link Credit Groups to a school

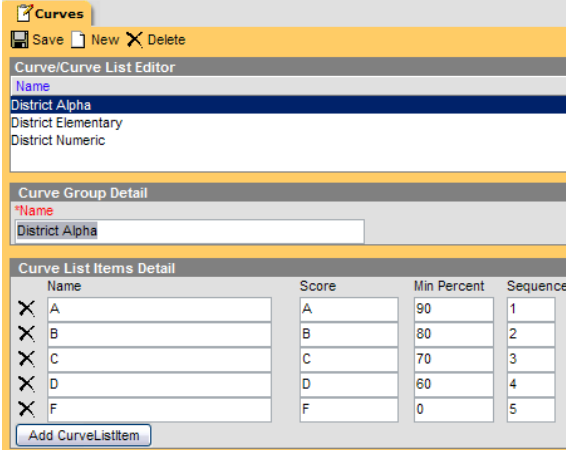
## SCORE GROUPS AND CURVES

A **score group** may be thought of as the set of marks that parents would encounter for a particular grading task on a report card. As an example, a high school that uses A-F +/- system will have a score group that lists each step (including steps for A- and B+ if such grades are used) of a grading scale, plus any marks that the teacher may use in place of an A through F, such as a NC (no credit) I (incomplete) WF (Withdrawal Fail), etc. Score groups are used to calculate credit(s) earned and GPA.

A **curve** is the grading scale used by the Campus gradebook. It will include all grades that should be automatically calculated (such as A-F) but will not include items such as NC or I. Curves are used to calculate grades in the gradebook.

### To create a curve:

1. Expand System Administration.
2. Expand Grading & Standards.
3. Select Curves.
4. Click New.
5. Create a meaningful name for the curve. Teachers will be selecting the curve by this name in the Lesson Planner, so it should be a name recognizable by the teachers.
6. For each step of the grading scale, enter a name and score.
7. Define the minimum percentage for that grade. Campus does not round, so this minimum percentage is an exact number
8. Click Save when finished.



The screenshot shows the 'Curves' administration interface. At the top, there are buttons for 'Save', 'New', and 'Delete'. Below this is the 'Curve/Curve List Editor' section, which contains a list of curves: 'District Alpha', 'District Elementary', and 'District Numeric'. The 'District Alpha' curve is selected. Below this is the 'Curve Group Detail' section, which has a text field for the name, currently containing 'District Alpha'. At the bottom is the 'Curve List Items Detail' section, which is a table with columns for Name, Score, Min Percent, and Sequence. The table contains five rows for grades A through F.

Name	Score	Min Percent	Sequence
A	90	90	1
B	80	80	2
C	70	70	3
D	60	60	4
F	0	0	5



The score group will contain a list of possible scores and GPA values that can be awarded to students in a particular course, so it may be necessary to create several score groups for your school.

### To create a score group

1. Select "Score Group/List" from the grading and standards module.
2. Select "New".
3. Enter a meaningful name for the score group such as Elementary, AP Scores or pass/fail.
4. In the Score List Items Detail box, type in a score. A score is the grade that a student may receive, such as A, B, C, D, or F.
5. The name is a place for a description of the score.
6. The **credit coefficient** column serves as a multiplier for the number of credits a student receives for passing a course. A "1" placed in this column indicates the student will receive one times the number of credits that course is worth. A zero in this column would multiply 0 times the number of credits the student should receive for passing a course, resulting in no credit being given.
7. The **minimum percentage** column is used in conjunction with an automatic composite grading tool called Auto Grade, which averages two posted grading tasks to calculate a third grading task. If this tool will not be used, the minimum percent may be left blank.
8. The next two columns serve to correlate a GPA value to a specific score. If a student earns an A, the GPA value might be 4.0, 4.5 or 5.0. Enter the GPA that corresponds to each score in your score group.
9. If your school utilizes a weighted GPA scale such as a 5.0 scale, enter the corresponding "unweighted GPA" next to the weighted GPA in the "unweighted GPA" column. If your school does not operate on a weighted scale, leave the Unweighted GPA value column blank.
10. If your school awards **GPA Bonus points** for certain scores, enter the bonus point amount in the bonus point column which corresponds to each score. If no bonus points are awarded, leave this column blank.

**Score Group/List**

Save New X Delete

\*Name  
AP Scores (ABCD+-)

Score List Items Detail								
Del	Name	Score	Credit Coeff.	Min Percent	GPA Value	Unweighted GPA Value	Bonus Points	Sequence
X	A	A	1		4.5	4		1
X	A-	A-	1		4.17	3.7		2
X	B+	B+	1		4	3.3		3
X	B	B	1		3.7	3		4
X	B-	B-	1		3.17	2.7		5
X	C+	C+	1		2.5	2.3		6
X	C	C	1		2.83	2		7
X	C-	C-	1		2.17	1.7		8
X	D+	D+	1		1.33	1.3		9
X	D	D	1		1	1		10
X	D-	D-	1		0.67	0.67		11
X	F	F	0		0	0		12
X	Incomplete	I	0					13
X	No Credit	NC	0		0	0		14
X	Pass	P	1					15
X	Satisfactory	S	1					16
X	Unsatisfactory	U	0		0	0		17

Add ScoreListItem

### GPA Formula in Campus

$$\frac{\text{Sum}(\text{GPA Values} * \text{GPA Weights})}{\text{Sum}(\text{GPA Weights})} = \text{GPA}$$

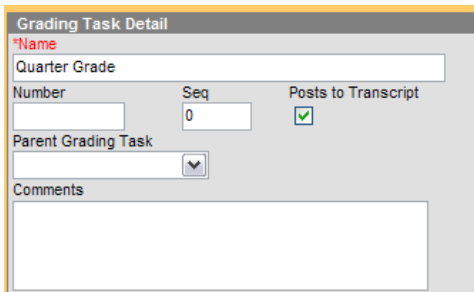
The GPA calculation in Campus uses the value defined on the Score Group and multiplies it by the GPA weight defined for the course. In the case of a Cumulative GPA, the sum of all courses on the transcripts is then divided by the sum of the weights to calculate the GPA. Term GPA uses the Term GPA weight defined on a grading task in a course in the same formula.

## GRADING TASKS

Grading Tasks are items to which instructors will post grades to for report cards, transcripts, midterms, and/or eligibility reports. An example of a grading task would be quarter grade, mid-term progress grade or semester grade. If your school is on trimester terms, your grading tasks might be trimester grade or final grade.

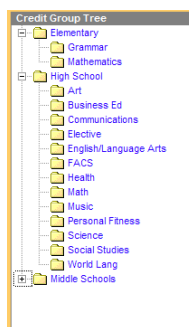
### To create grading tasks

1. Select the “grading tasks” tool under the grading and standards module.
2. Click “new” under the tab “grading task.”
3. Type in the name of the grading task, such as “quarter grade” or “trimester grade.”
4. If this grading task is to post to a transcript, check the “post to transcript” box. An example of a task that might post to transcript would be a semester grade or a final grade. If quarter grades post to transcript in your school, select “posts to transcript” on the quarter grade. An elementary school might not have transcripts, and may therefore leave this checkbox blank.
5. Click Save when finished.



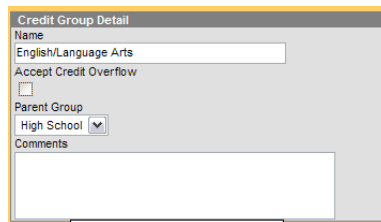
## CREDIT GROUPS

Credit Groups define how credits earned by students are counted on the transcripts. Credits on the transcript will display chronologically, but a summary of their work is available on the transcript showing the number of credits in each category defined in the Credit Group.



### To Create a Credit Group.

1. Click new Group.
2. Create the parent group first. This group will be used to house the actual types of credit. As an example, the parent group may be called “High School Credits.”
3. Click Save.
4. Click New Group.
5. Enter the name of the credit area in the name field.
6. Select the parent group in the Parent Group Drop down.
7. Click Save when finished.
8. Repeat steps 4-7 for each credit group.





*The standards banks as used in standards-based grading are also selected on the School Standards tab. It is allowable to have multiple items selected on the School Standards tab.*


### Attaching Credit Groups to a School

Once the credit group has been created, the next step is to link it to schools that will be awarding credits according to that system, so that the courses at the school may have credits attached to them.

1. Expand System Administration.
2. Expand Resources.
3. Select the school in the school drop down on the gray header bar.
4. Select Resources>Resources and click the School Standards tab.
5. Select the Standards Banks that will be used at the school.
6. Click Save when finished.
7. Repeat steps 4 through 6 for all schools that offer credits according to that credit organization system.

**Van Buren High School**  
School Number: 0195 Principal: Daniel Tompkins

Departments | Rooms | Portal Options | **School Standards** | Locker Location | Lockers | Locks

 Save

**Curriculum Standards**

<input type="checkbox"/>	2nd Grade Standards
<input type="checkbox"/>	Elementary
<input type="checkbox"/>	Foreign Languages
<input checked="" type="checkbox"/>	High School
<input type="checkbox"/>	Intermediate/Primary
<input type="checkbox"/>	Kindergarten
<input type="checkbox"/>	Language Arts
<input type="checkbox"/>	Letter Grade - UE
<input type="checkbox"/>	Lower Elementary
<input type="checkbox"/>	Middle Schools
<input type="checkbox"/>	Progress Toward Literacy Standards
<input type="checkbox"/>	Reading/Math Level - UE
<input type="checkbox"/>	Summary Grades
<input type="checkbox"/>	Upper Elementary Skills
<input type="checkbox"/>	Work Habits, Study Skills

## OVERVIEW

The Grading & Standards area of Campus provides one point of entry for the grading and curriculum used in a district. Campus supports both traditional grading systems (such as quarter and semester grades) and standards-based grading. Standards-based grading will allow the district and schools to record student mastery of learning on particular defined standards or outcomes.

## OBJECTIVES

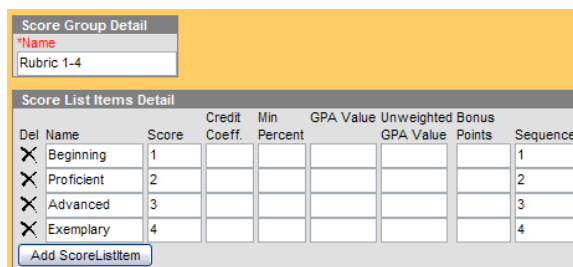
At the conclusion of this lesson, learners will be able to:

- Create a scoring rubric to be used in standards-based grading
- Create a standards bank
- Attach the standards bank to a school

### Creating a Score Group (Rubric)

The first step in defining a system of standards-based grading is to define the system of marks that are used to report progress- known as a score group.

1. Expand Grading & Standards.
2. Select Score Group/ List.
3. Click New.
4. Name the score group or rubric. The name will be seen when creating the standard bank.



The screenshot shows two overlapping forms. The top form is titled "Score Group Detail" and has a text input field for "Name" containing "Rubric 1-4". The bottom form is titled "Score List Items Detail" and contains a table with the following data:

Del	Name	Score	Credit Coeff.	Min Percent	GPA Value	Unweighted Bonus GPA Value	Points	Sequence
X	Beginning	1						1
X	Proficient	2						2
X	Advanced	3						3
X	Exemplary	4						4

Below the table is a button labeled "Add ScoreListItem".

5. For each item on the rubric scale, enter a name and score. The score will display as the student's mark for the particular standard on the standards-based report card, and a key will be available on the report card displaying the name.
6. The remaining fields (credit coefficient, minimum percent, GPA value and bonus points) may be left blank, as the score group/list tool is also used to define the grading system in traditional grading.
7. The items on the rubric scale will be sorted in alphabetical order of the score. If a different order is desired, use the sequence field to re-sequence items on the scale.
8. When finished, click save.

### Creating a Standards Bank

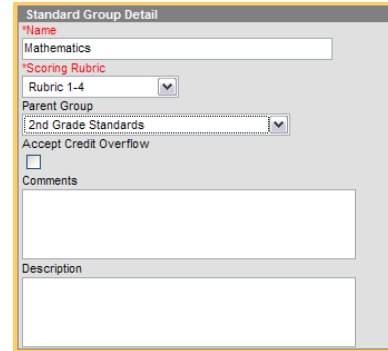
A Standards Bank is used to organize standards into categories; groups can be a part of a larger group. It is recommended that standards banks be organized by grade level and subgroups be created within the grade level groups for academic areas, such as math and language arts.

To create a standards bank:

1. Expand Grading & Standards in the Index outline
2. Select Standards Bank.
3. Click New Group.
4. Enter a name for the group. This name will be seen on the stan-

## Standards Set-Up

- Standards-based report card.
- Select the Scoring Rubric (score group) that will be used to report student progress on the standards that will be in this bank.
- If creating a subgroup, select the parent group in the drop down menu.
- Click save.



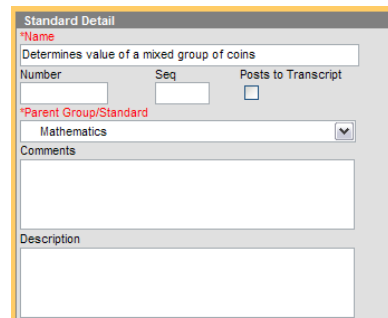
### Creating Standards

Two types of standards exist in Campus.

- A One Time Standard is a standard that is assessed once for a student; once mastered, there is no further scoring of the item. As an example, a student being able to tie his/her shoes may be a one-time standard for Kindergarten students.
- A regular standard can be assessed multiple times for a student, allowing for reporting of student growth over a course.

To Create A Standard:

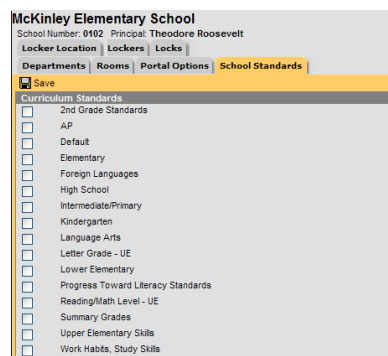
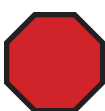
- Click either New Standard or New One-time Standard.
- Enter the name of the standard. This will be seen on the report card.
- If this standard should show on the student transcript, check posts to transcript.
- The standards bank and report card will sort the standards by alphabetical order unless sequence numbers are entered.
- Select the parent group to file the standard.
- Click Save.



### Attaching Standards to a School

Once the standards banks have been created, the next step is to link a set of standards to a school, so that the standards in that bank may be aligned with the courses at the school.

- Select the school in the school drop down on the gray header bar.
- Expand System Administration.
- Expand Resources.
- Select Resources>Resources and click the School Standards tab.
- Select the Standards Banks that will be used at the school.
- Click Save when finished.

*The credit groups as used in traditional grading are also selected on the School Standards tab. It is allowable to have multiple items selected on the School Standards tab.*

Standards may now be aligned with courses in that school.

## OVERVIEW

This lesson will cover the process of defining how a course is graded or scored in terms of traditional grades and standards-based grading.

## OBJECTIVES

By the conclusion of this lesson, learners will be able to:

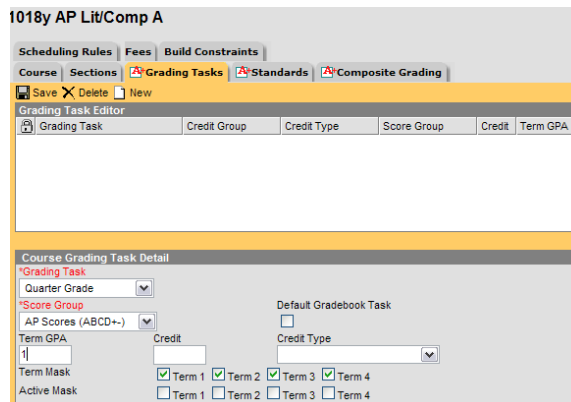
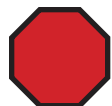
- Define terms associated with course grading.
- Associate grading tasks with a course.
- Align standards with a course for standards-based instruction.
- Create a composite grading task for Auto Grading.

## Navigating to a Course:

1. Search tab.
2. Search for a course
3. Enter part of the name or the course number.
4. Select course from Search Results

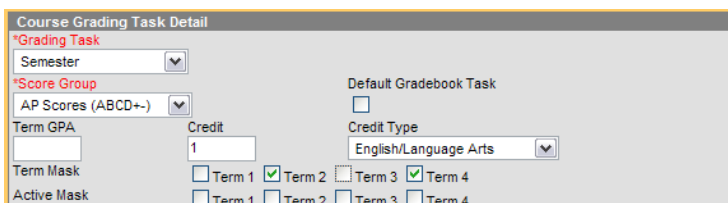
## To assign grading tasks to a course:

1. Click on Grading Tasks Tab.
2. Click New.
3. Select the task in the Grading Task drop down.
4. Select the score group that will be used when teachers submit marks.
5. If the grade will be used in calculating a Term GPA, enter the Term GPA weight.
6. If the grade should be transcribed, enter a credit amount and credit type.
7. Check the term mask boxes for when the grade should be collected from teachers.
8. Click Save.
9. Repeat steps 2 through 8 until the course has all grading tasks it needs.

*Three things must be set correctly for a course to correctly appear on a student's transcript.*

1. *The grading task must be set to "Post to Transcript". This is done in Grading & Standards> Grading Tasks.*
2. *The course must be marked as transcribed on the course tab.*
3. *A credit amount and type must be chosen on the grading task detail.*



**Grading Task**-an item that the school is expecting teachers to submit student marks for, such as term grade, semester exam, or weekly eligibility.

**Score Group**- a list of scores and the GPA values associated with each score. Determines the set of possible values when teachers submit grades.

**Default Gradebook Task**-this checkbox will cause the teacher gradebook to open to assignments linked to this task automatically.

**Term GPA**- the grade point average earned by student in a given term. On a course, the Term GPA field is a weight for how much the grade a student earns is worth in the Term GPA calculation.

**Term Mask**-sets when a grade is to be collected. Terms are based upon the setup of the school's calendar. For example, if a school is a 4-term school, a semester grade would be collected for term 2 and 4, so the term mask would be set to 2 and 4.

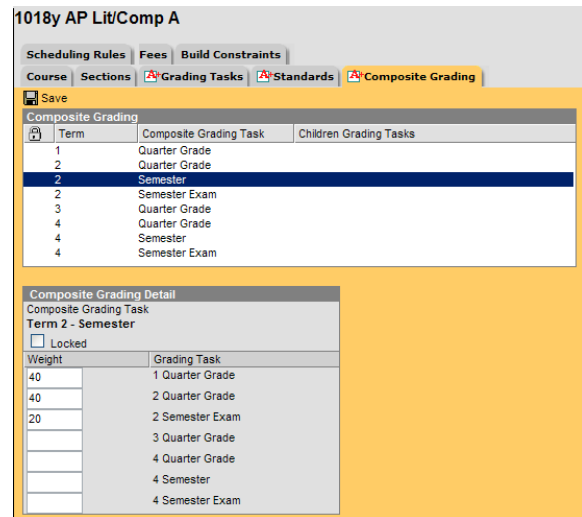
**Active Mask**-when active mask is checked, it allows the teachers to submit grades. If unchecked, the grades cannot be submitted at this time.

**Composite Grading**- a way to create a mathematical relationship between grading tasks so a tool called Auto Grade may be used to calculate grades. As an example, a semester grade could be composited from two term grades and a semester exam.

## Course Setup for Grading

### To create a composite grading relationship:

1. Select the Composite Grading Tab.
2. Select the composited task (the task that will be the product of other grading tasks calculated together).
3. Enter the weight on the tasks you wish to have added to create the composite task.
4. An identical tool for defining a composite grade exists in the Instruction modules for teachers to define the composite grading setup for their sections. If the composite formula set on the course is district policy, it may be locked by checking the locked box.
5. Click Save when finished.



The screenshot shows the 'Composite Grading' configuration for the course '1018y AP Lit/Comp A'. It includes a 'Composite Grading' table and a 'Composite Grading Detail' section.

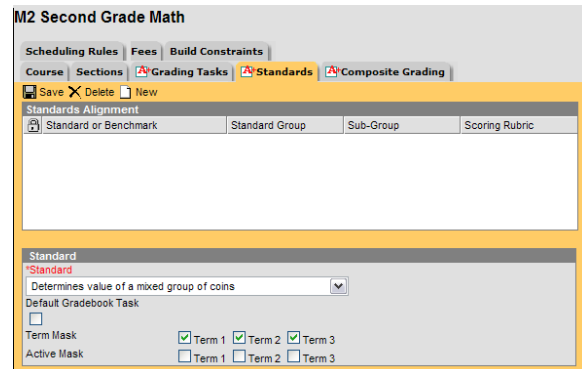
Term	Composite Grading Task	Children Grading Tasks
1	Quarter Grade	
2	Quarter Grade	
2	Semester	
2	Semester Exam	
3	Quarter Grade	
4	Quarter Grade	
4	Semester	
4	Semester Exam	

Weight	Grading Task
40	1 Quarter Grade
40	2 Quarter Grade
20	2 Semester Exam
	3 Quarter Grade
	4 Quarter Grade
	4 Semester
	4 Semester Exam

### To align standards to a course:

1. Select the Standards Tab.
2. Click new.
3. Select the standard in the standard drop down menu.
4. Set the term mask(s) for which term(s) students should be assessed for this particular standard.
5. Click save.
6. Repeat steps 2-5 until all standards aligned with the course are listed in the standards detail.



The screenshot shows the 'Standards Alignment' configuration for the course 'M2 Second Grade Math'. It includes a 'Standards Alignment' table and a 'Standard' detail section.

Standard or Benchmark	Standard Group	Sub-Group	Scoring Rubric

**Standard**  
 \*Standard  
 Determines value of a mixed group of coins  
 Default Gradebook Task  
 Locked

Term Mask  
 Term 1  Term 2  Term 3

Active Mask  
 Term 1  Term 2  Term 3

## OVERVIEW

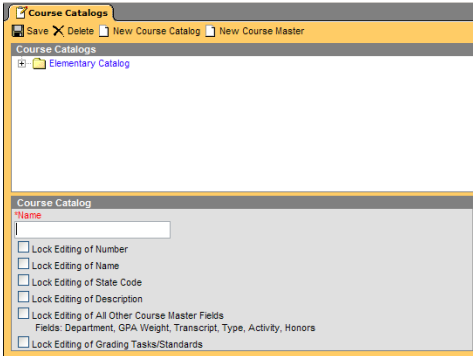
A course master can be used to define elements of courses from a district level, so that all schools have the same number and naming convention for the courses, as well as the same setup for grading. A Course Catalog is a collection of course masters that is then attached to the school. Changes made to the course master are also applied to the courses at the schools.

## OBJECTIVES

- Creating a Course catalog
- Describe and know the lock options available on a course catalog
- Create a course master
- Linking a school to a course catalog

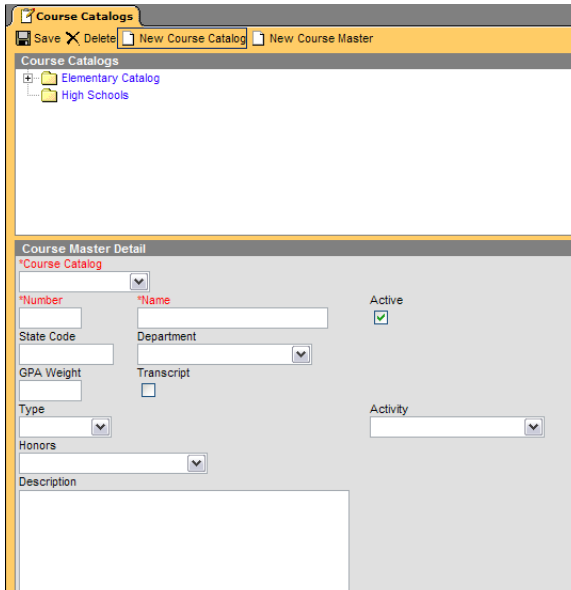
### To create a Course Catalog:

1. Expand Grading & Standards by clicking the name or the plus sign.
2. Select Course Catalog.
3. Click New.
4. Enter a name for the catalog.
5. Select which items on the course masters should be locked down at the building level. Items left unchecked may be changed when the course master is added to the school.
6. Click Save when finished.



### To create a Course Master.

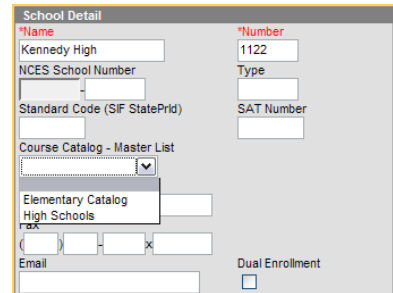
1. From Grading & Standards, select Course Catalog.
2. Click New Course Master.
3. Select which catalog the course master should be a part of.
4. Enter in information about the course master in the fields. Fields in red with an asterisk are required fields.
5. Click Save when finished.



<b>Number</b>	The course number appears on students' schedules and transcripts. It is also used by students when registering for courses through the Portal. This field can be modified at any time, but is a required entry.
<b>Name</b>	The course name can be up to thirty characters in length and can contain either numbers or letters. Appears on transcripts, schedules, the Portal, and on teacher's reports.
<b>Active</b>	This checkbox indicates whether or not a course is active for the selected calendar. If the checkbox is not marked, the course will appear in red when searched and students cannot request the course as part of their schedules. When marked active, the course can be requested and scheduled, and will appear in blue text when searched.
<b>State Code</b>	Based upon state specific guidelines, courses may be given a code that is used in state reporting. This field is an alphanumeric field and can be up to fifteen characters.
<b>Department</b>	This dropdown list contains names of departments within the school. Assigning a department to courses helps in the organization of the schedule. When using the scheduling wizard or when searching by department, all courses in that department will be grouped together.
<b>GPA Weight</b>	This field indicates that the course contributes to the student's cumulative GPA calculation. It is basically a multiplier. A school's score group is on a standard 4.0 scale. A course has a weight of 2. For a student that receives an A (4.0), the GPA value will then equal an 8, thus inflating his calculation. Most often, this field is set to a 1. If the course does not contribute to the GPA at all, leave the field blank.
<b>Transcript</b>	If checked, this course will be posted to the transcript.
<b>Type</b>	The choices in the type drop down may be edited in the Attribute Dictionary as needed for AdHoc reporting.
<b>Activity</b>	A district-defined dropdown that allows tracking activity rosters and groups through the functionality of courses.
<b>Honors</b>	A state-defined list of categories for state reporting.

## Attaching a Catalog to a School

1. Expand System Administration
2. Expand Resources and select Schools.
3. Select the school that should be attached to the catalog in the schools list.
4. In the school detail editor, select the catalog in the course catalog drop down.
5. Click Save.



## Adding Courses

Once a course catalog is defined for a school, the Scheduling>Add Course tool will change. Schools will only be able to add courses that are part of the course master.

