



# **Infinite Campus**

## **Teacher Guidebook (Attendance, Gradebook, Posting Grades and Reports)**

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# Log onto the System

The default application for teachers is called "Campus Instruction." In Campus Instruction, you can take attendance, access your grade book, post grades and run reports.

If you would like to practice and see a fully setup grade book, you can use the sample teacher account below in the **training site**:

Login to the **training site** below for use with this course.

<https://training.infinitecampus.com/enhancement/training2455.jsp>

Username: teacher.01

Password: C@mpus01

**NOTE:** Please do not change the password since other teachers are using this account.

Your login for the [live/production Infinite Campus](#) is the same as your username and password for Windows/Outlook.

Infinite Campus Live site:

<https://infinite.sweetwaterschools.org>

To login to the system:

1. *Type* **Username**
2. *Type* **Password**
3. *Click* on the **Sign In** button

The screenshot shows the Infinite Campus login interface. At the top left is the Infinite Campus logo with the tagline 'Transforming K12 Education®'. Below this is a login form with two input fields: 'Username' and 'Password'. To the right of the form, it says 'District Edition' and 'Version: Campus.1613.1 Training Site - training2455'. Below the form is a 'Sign In' button with a right-pointing arrow and a 'Logged off' link. There are also links for 'Forgot your password?' and 'Forgot your username?'. At the bottom of the form, it says 'Trouble accessing your account? Contact your administrator.' Below the form is a 'Notice' box with the text: 'Welcome to Infinite Campus! If you have any questions, please contact the help desk at 999-999-9999'. At the very bottom, there is a small copyright notice: '©2003-2016 Infinite Campus, Inc. www.infinitecampus.com'.

**NOTE:** Your username and password for the live site will be the same as your active directory (outlook) login.

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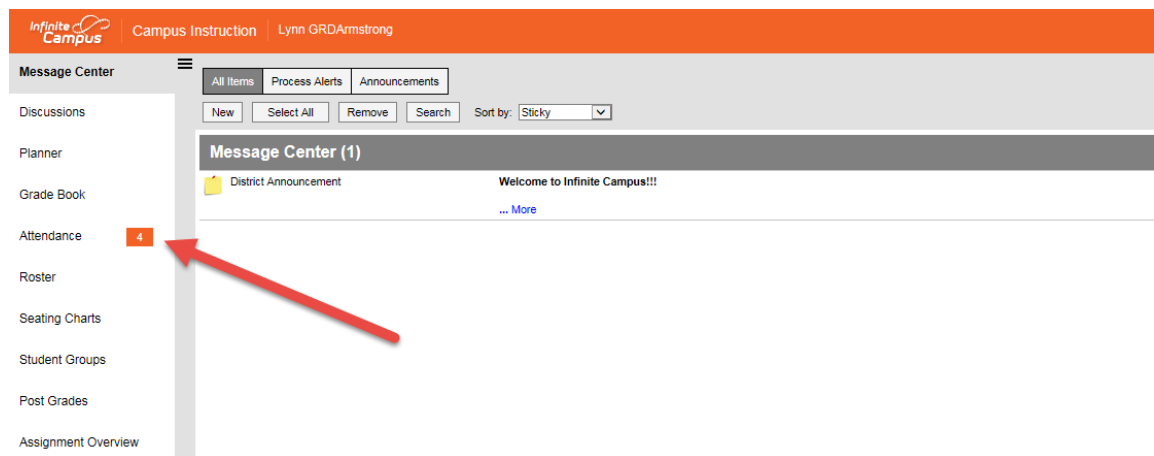
# Taking Attendance in Infinite Campus

In Infinite Campus you can take attendance by list or by seating chart. You have the ability to update your attendance until the end of business day. Unlike PowerSchool, Infinite Campus does not have a submit button. Just click on Save and the system will record that attendance has been taken. If you wish to modify your attendance, you have until the end of the day to make changes.

Video link: [Complete Attendance for a specific period.](#)

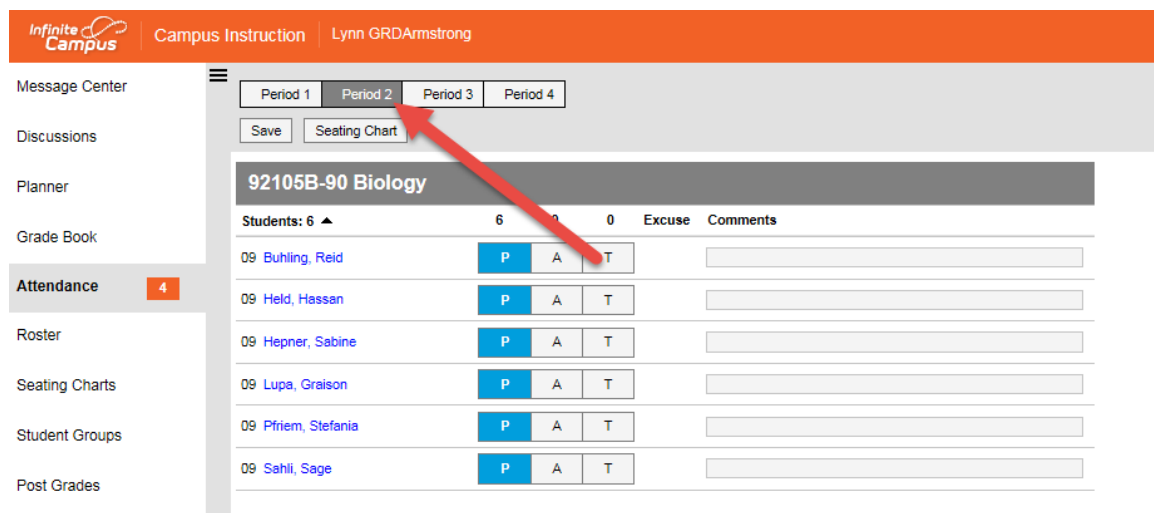
To take attendance:

## 1. Click on **Attendance**



NOTE: The status bar is color **ORANGE** to indicate that it is a training site. The real live site will be color **GREEN**.

## 2. Select the **Period**



### 3. Select Attendance List or Seating Chart

Attendance List

Students: 6 ▲	6	0	0	Excuse	Comments
09 Buhling, Reid	P	A	T		
09 Held, Hassan	P	A	T		
09 Hepner, Sabine	P	A	T		
09 Lupa, Graison	P	A	T		

Seating Chart

Chart: Biology Section 90

92105B-90 Biology

Students: 6 Present: 6 Absent: 0 Tardy: 0

Buhling, Reid	Held, Hassan	Hepner, Sabine	Lupa, Graison	Pfriem, Stefania
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### 4. Take Attendance

P = Present  
 A = Absent  
 T = Tardy

92105B-90 Biology

Students: 6 ▲

Students: 6 ▲	4	1	1	Excuse	Comments
09 Buhling, Reid	P	A	T		
09 Held, Hassan	P	A	T		
09 Hepner, Sabine	P	A	T		

NOTE: For regular school sites, the default attendance is Present. There is a running total on top of the column to indicate the total per attendance type. The teacher can also put comments to the student. **ALL comments can be seen in the student/parent portal.**

5. Click on **Save**.

The screenshot shows the Infinite Campus interface for a teacher named Lynn GRDArmstrong. The left sidebar lists various tools, with 'Attendance' highlighted and showing a counter of 4. The main content area displays the attendance for class 92105B-90 Biology. At the top, there are tabs for Period 1, Period 2, Period 3, and Period 4. Below the tabs are 'Save' and 'Seating Chart' buttons. A red arrow points to the 'Save' button. The attendance table shows the following data:

Students: 6	4	1	1	Excuse	Comments
09 Buhling, Reid	P	A	T		
09 Held, Hassan	P	A	T		
09 Hepner, Sabine	P	A	T		late again for 15 minutes
09 Lupa, Graison	P	A	T		
09 Pfriem, Stefania	P	A	T		
09 Sahli, Sage	P	A	T		

NOTE: Saving the class is the same as submitting the class. **There is no more submit lock out for the teacher.** The teacher will have till the end of business day to make necessary changes.

There will be a checkmark to indicate that the teacher has taken attendance for the class. Also the period attendance counter will decrease.

The screenshot shows the Infinite Campus interface after saving attendance. The 'Attendance' counter in the sidebar is now 3. The main content area shows the same class, 92105B-90 Biology. The 'Period 2' tab is now selected and has a checkmark. The 'Save' button is highlighted with a red arrow. The attendance table shows the following data:

Students: 6	4	1	1	Excuse	Comments
09 Buhling, Reid	P	A	T		
09 Held, Hassan	P	A	T		
09 Hepner, Sabine	P	A	T		late again for 15 minutes
09 Lupa, Graison	P	A	T		
09 Pfriem, Stefania	P	A	T		
09 Sahli, Sage	P	A	T		

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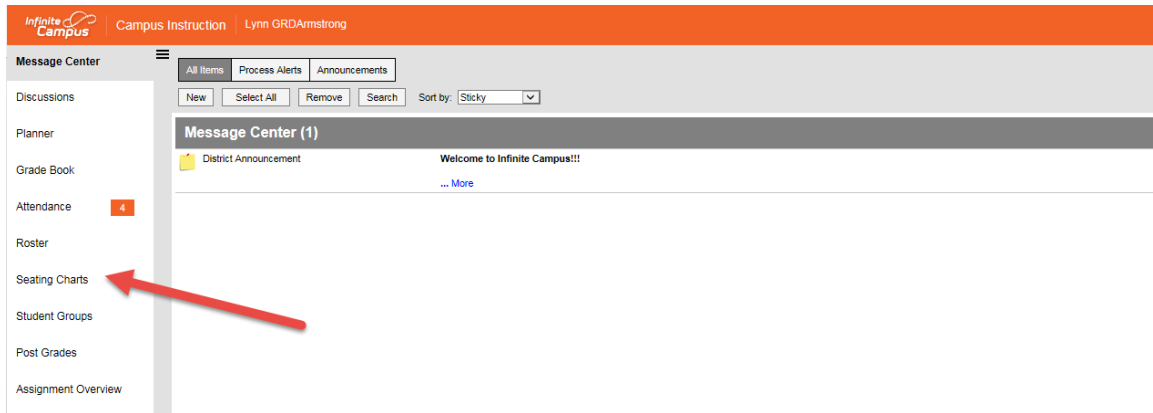
## How to Create Seating Charts

You now have the ability to create seating charts. You can use seating charts to take attendance. You also have the ability to customize seating arrangements per class section.

Video Link: [Setup Seating Charts](#)

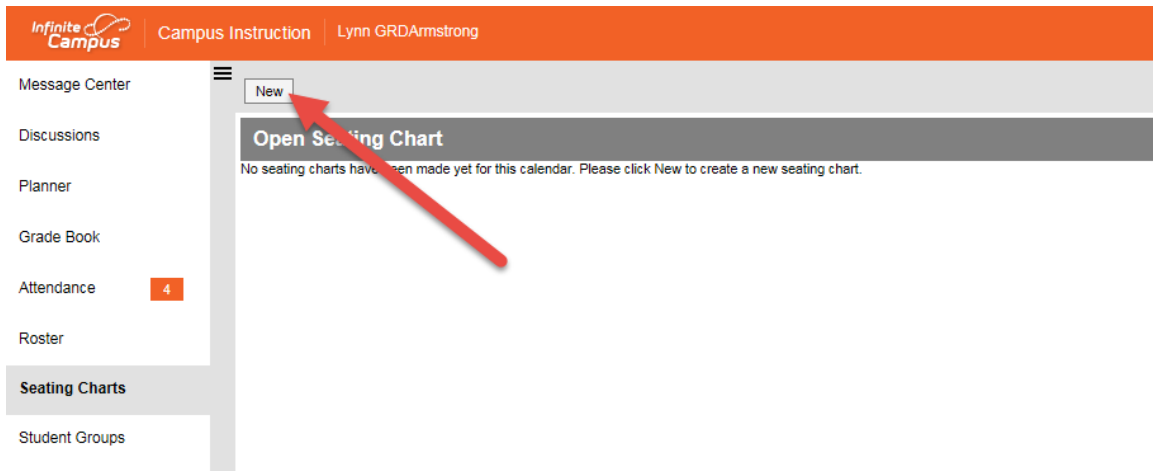
To setup your seating chart:

1. Click on **Seating Charts**



NOTE: The status bar is color **ORANGE** to indicate that it is a training site. The real live site will be color **GREEN**.

2. Click on **New** button



3. Select the **Section** you want to create a seating chart → Enter the **Seating Chart Name** → Change the **Column** and **Rows** as needed.

The screenshot shows the 'Create New Seating Chart' form in a web application. On the left is a navigation menu with items like 'Message Center', 'Discussions', 'Planner', 'Grade Book', 'Attendance', 'Roster', 'Seating Charts', 'Student Groups', 'Post Grades', 'Assignment Overview', 'Reports (Attendance)', 'Reports (Grade Book)', 'Reports (Planner)', 'Reports (Roster)', 'Custom Links and Reports', and 'Account Settings'. The 'Attendance' item has a red '4' next to it. The 'Seating Charts' item is highlighted. The main form area has a title bar 'Create New Seating Chart' and an 'Open' button. Below the title bar is a section labeled '\*Section(s)' with a list of radio buttons: '91224A-94 Spanish I', '91224A-95 Spanish I' (selected), '91224B-94 Spanish I', and '91224B-95 Spanish I'. A red arrow labeled '1' points to the selected section. Below this is a text field for '\*Seating Chart Name' containing 'Room 805 Seating Chart', with a red arrow labeled '2' pointing to it. Below the name field are two dropdown menus: 'Column' set to '5' and 'Rows' set to '5'. Red arrows labeled '3' and '4' point to these dropdowns. Below these are two more dropdown menus: 'Horizontal space between desks' set to 'None' and 'Vertical space between desks' set to 'None'. A red arrow labeled '5' points to the 'Horizontal space between desks' dropdown. At the bottom is a 'Place Students' dropdown menu set to 'Alphabetically A to Z'. A red arrow points to this dropdown. A 'Create Chart' button is at the bottom right.

**NOTE:** If you have classes taught on the same period (combined classes), scroll all the way down on the list to see a selection that has all those courses combined.

4. Select the preferred **Placement of the students.**

\*Seating Chart Name  
 Room 805 Seating Chart

Column  
 5 Students: 6

Rows  
 5 Desks: 5 x 5

Horizontal space between desks  
 None

Vertical space between desks  
 None

Place Students  
 Alphabetically A to Z  
 Alphabetically Z to A  
 Random  
 Do Not Place



5. Click on **Create**

**\*Seating Chart Name**  
Room 805 Seating Chart


Column  
5 ▾ Students: 6

Rows  
5 ▾ Desks: 5 x 5

Horizontal space between desks  
None ▾

Vertical space between desks  
None ▾

Place Students  
Alphabetically A to Z ▾

**Create Chart** 

6. *Modify* Seating Chart as needed.

Message Center

Discussions

Planner

Grade Book

Attendance **4**

Roster

**Seating Charts**

Student Groups

Post Grades

Assignment Overview

Reports (Attendance)

Reports (Grade Book)

Reports (Planner)

Reports (Roster)

Custom Links and Reports


Save Delete Copy Layout Report Options New Open

Clear Students Place Students Make Default Expand Workspace Contract Workspace

New Desk

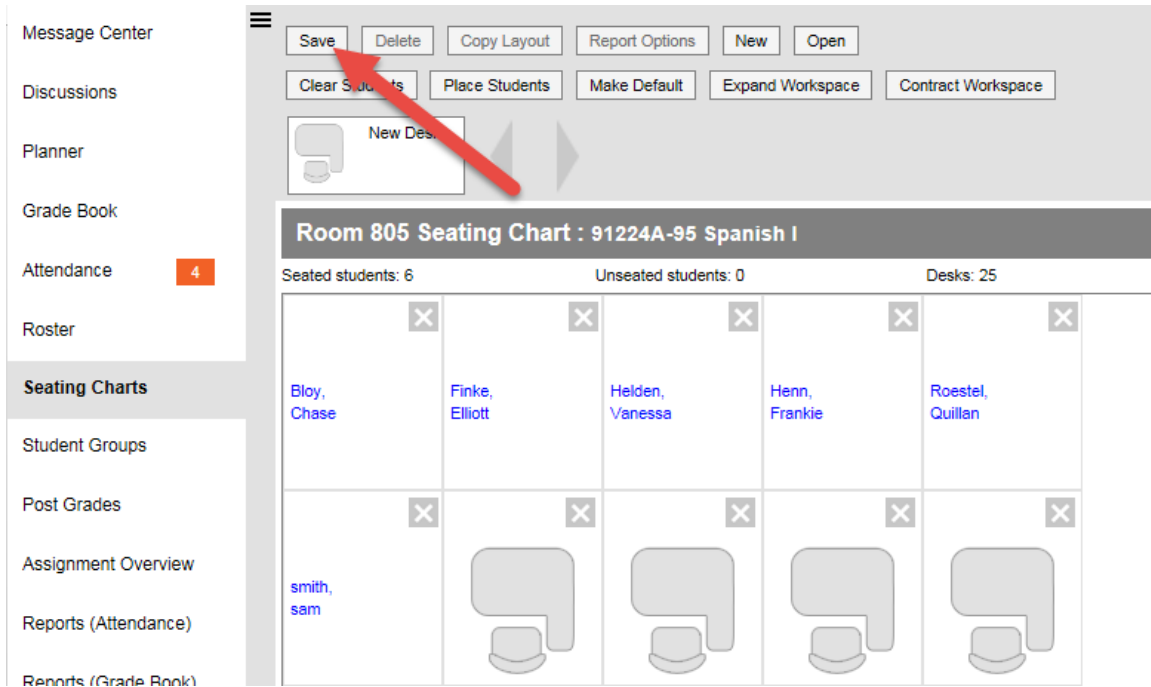
**Room 805 Seating Chart : 91224A-95 Spanish I**

Seated students: 6 Unseated students: 0 Desks: 25

Bloy, Chase	Finke, Elliott	Helden, Vanessa	Henn, Frankie	Roestel, Quillan 
smith, sam				

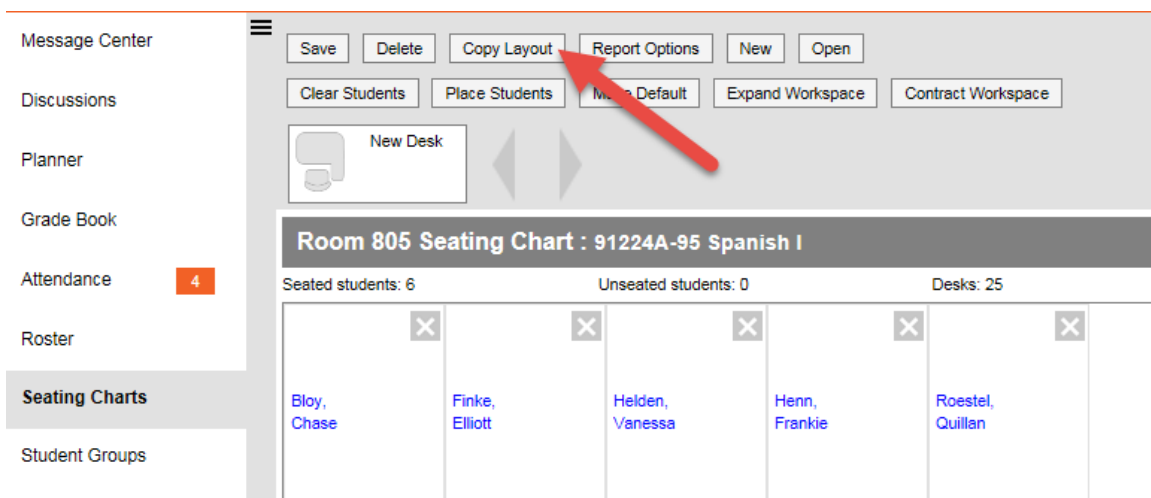
**NOTE:** You can move around a desk by clicking on the name of the student and hold and drag the desk icon to the desired position. You can delete extra desks by clicking on the “X” symbol on the top right hand of the desk icon

7. Click on **Save**



The screenshot shows the 'Room 805 Seating Chart : 91224A-95 Spanish I' interface. The top toolbar contains buttons for 'Save', 'Delete', 'Copy Layout', 'Report Options', 'New', and 'Open'. A red arrow points to the 'Save' button. Below the toolbar are buttons for 'Clear Students', 'Place Students', 'Make Default', 'Expand Workspace', and 'Contract Workspace'. The main area displays a grid of desks. The top row shows five desks with student names: 'Bloy, Chase', 'Finke, Elliott', 'Helden, Vanessa', 'Henn, Frankie', and 'Roestel, Quillan'. The bottom row shows five desks, with the first one containing 'smith, sam' and the others containing desk icons. Each desk has an 'X' icon in the top right corner. The left sidebar lists navigation options: Message Center, Discussions, Planner, Grade Book, Attendance (with a red '4' badge), Roster, Seating Charts (highlighted), Student Groups, Post Grades, Assignment Overview, Reports (Attendance), and Reports (Grade Book).

8. Click on **Copy Layout.**



This screenshot is identical to the one above, showing the 'Room 805 Seating Chart : 91224A-95 Spanish I' interface. In this view, a red arrow points to the 'Copy Layout' button in the top toolbar. The rest of the interface, including the desk grid and sidebar, remains the same.

9. Select the **Section** you want the layout to copy to → Enter a **Seating Chart Name** → Select type on how to **Place Students** → Click on **Create Chart**

Copy Seating Chart

Copying from: Room 805 Seating Chart: 91224A-95 Spanish I (25 Desks)

\*Copy to section(s)

- 92105A-89 Biology
- 92105A-90 Biology
- 92105B-89 Biology
- 92105B-90 Biology

Number of students: 6

\*Seating Chart Name  
Biology Section 90

Place Students  
Alphabetically A to Z

Create Chart

10. Modify **Seating Chart** arrangement as needed → Click on **Save**

Message Center

Discussions

Planner

Grade Book

Attendance 4

Roster

**Seating Charts**

Student Groups

Save Delete Copy Layout Report Options New Open

Clear Students Place Students Make Default Expand Workspace Contract Workspace

New Desk

**Biology Section 90 : 92105B-90 Biology**

Seated students: 6 Unseated students: 0 Desks: 25

Buhling, Reid	Held, Hassan	Hepner, Sabine	Lupa, Graison	Pfriem, Stefania
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**NOTE:** Repeat STEPS 8-10 to copy the layout to the other sections.

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## **Advantages when you use the Infinite Campus Gradebook**

Infinite Campus has a native grade book that integrates with the student information system. While other grade books (Jupiter and Canvas) are still available we hope you will try Infinite Campus' grade book.

Advantages of using the Infinite Campus grade book:

1. No sync needed. The grade book is part of the core product of Infinite Campus. Changes will reflect in real time.
2. No need to transfer grades. Infinite Campus grade book users just need to click on post and grades are done during the grading period.
3. Student progress can be seen by parents, teachers, counselors, and administrators. Notifications to parents are quicker via the Infinite Campus mobile app. Parents and students have 24/7 access to the Infinite Campus portal account.
4. Infinite Campus provides one system for the parents to use. Parents will only need to log in into one portal account instead of logging in to multiple parent portal accounts.
5. Infinite Campus will have a complete integration with Canvas LMS (currently in progress). Infinite Campus will not have a complete integration with Jupiter Grades.

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### ***Using your gradebook for the first time***

The properly take advantage of all the features of your gradebook; you will need to set it up first.

Below are the steps to completely setup your gradebook:

- A. Setup Grading Scales**
- B. Setup the Grade Calculation Options**
- C. Setup your Categories**
- D. Copy your Categories to all sections**
- E. Add Assignments**

Video Link: [Set up Grade Book](#)

After completely setting up your gradebook, you can proceed to enter scores and post grades.

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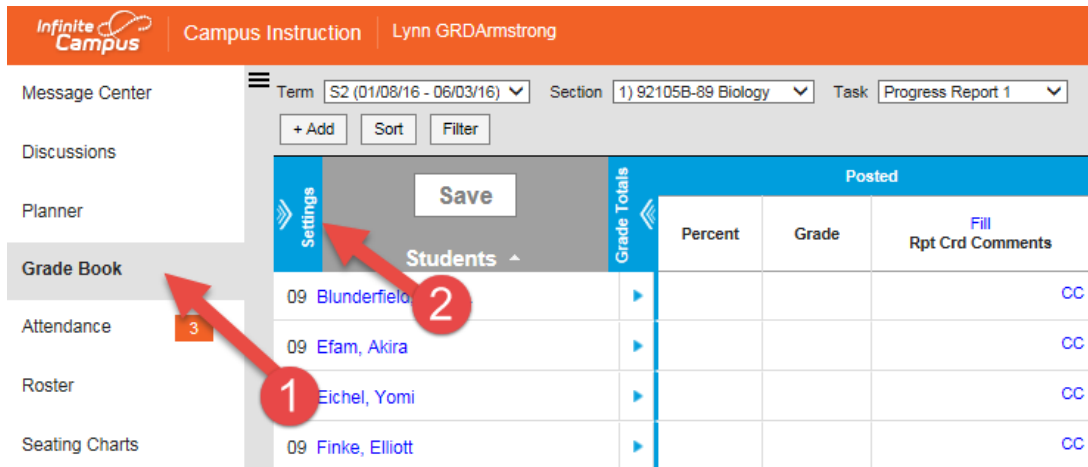
## How to setup the Grading Scale

You have the option to use the District provided grading scale or create your own grading scale. There is no additional set up if you are using the district provided scale. If you want to create your own scale, see instructions below.

Video link: [Create Grading Scales](#)

To create your own grading scale:

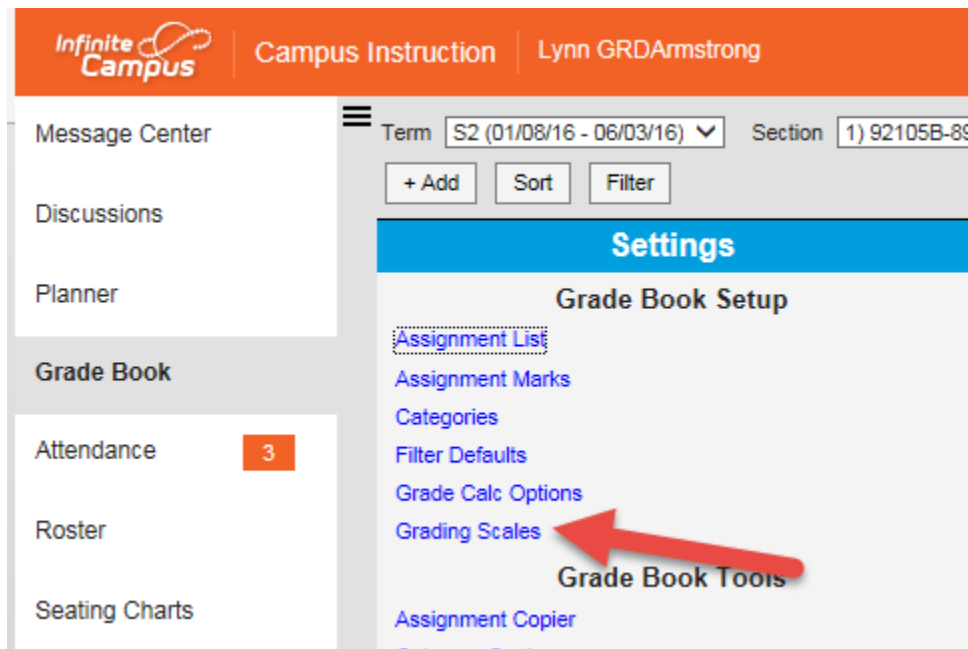
1. Click on **Gradebook** → Click on **Settings**



The screenshot shows the Infinite Campus interface. The top navigation bar includes the Infinite Campus logo, "Campus Instruction", and the user name "Lynn GRDArmstrong". The left sidebar contains a menu with "Grade Book" highlighted. A red arrow labeled "1" points to "Grade Book". The main content area shows a "Students" table with columns for "Percent", "Grade", and "Fill Rpt Crd Comments". A red arrow labeled "2" points to the "Settings" button in the top left of the table area. A third red arrow labeled "3" points to the "Grade Book" item in the sidebar.

Settings	Save	Grade Totals	Posted		
	Students ^		Percent	Grade	Fill Rpt Crd Comments
	09 Blunderfield				CC
	09 Efam, Akira				CC
	09 Eichel, Yomi				CC
	09 Finke, Elliott				CC

2. Click on **Grading Scale**



The screenshot shows the Infinite Campus interface with the "Settings" menu open. The "Settings" menu is titled "Grade Book Setup" and contains several options: "Assignment List", "Assignment Marks", "Categories", "Filter Defaults", "Grade Calc Options", "Grading Scales", and "Grade Book Tools". A red arrow points to the "Grading Scales" option. The left sidebar shows "Grade Book" highlighted, and a red arrow labeled "3" points to it.

**Settings**

**Grade Book Setup**

- Assignment List
- Assignment Marks
- Categories
- Filter Defaults
- Grade Calc Options
- Grading Scales
- Grade Book Tools

Assignment Copier

3. Click on **Add**

### Grading Scale List

Name ▲	Owner
A,B,C,D,F (plus/minus no rounding)	District
A,B,C,D,F (whole letters with rounding)	District
AM Grading Scale	District
AV Grading Scale	District
BA Grading Scale	District
BEST_Grading_EVER	District
CA Grading Scale	District
CA Test Grading	District
DE Grading Scale	District
ESNU	District
GCJ Grading Scale	District
GG 2 Grading Scale	District
GG Grading Scale	District
GTS_GrdScale	District
JG Grading Scale	District
KR Grading Scale	District
LS 2 Grading Scale	District
LS Grading Scale	District
MAM Grading Scale	District

4. Enter a name for your **Grading Scale**

### Grading Scale Detail

**\*Name**

**Owner:**  
GRDArmstrong, Lynn

Seq ▲	Name	Min %	Grade	Passing
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5. Click on **Add Row** → Click on **Save** → Enter the **Grade Details**

**\*Name**  
My Biology Grading Scale

Owner:  
GRDArmstrong, Lynn

Seq	Name	Min %	Grade	Passing
X <input type="text" value="1"/>	<input type="text" value="A"/>	<input type="text" value="90"/>	<input type="text" value="A"/>	<input checked="" type="checkbox"/>
X <input type="text" value="2"/>	<input type="text" value="B"/>	<input type="text" value="80"/>	<input type="text" value="B"/>	<input checked="" type="checkbox"/>
X <input type="text" value="3"/>	<input type="text" value="C"/>	<input type="text" value="70"/>	<input type="text" value="C"/>	<input checked="" type="checkbox"/>
X <input type="text" value="4"/>	<input type="text" value="D"/>	<input type="text" value="60"/>	<input type="text" value="D"/>	<input checked="" type="checkbox"/>
X <input type="text" value="5"/>	<input type="text" value="F"/>	<input type="text" value="0"/>	<input type="text" value="F"/>	<input type="checkbox"/>

NOTE: Add as many rows as needed.

6. Click on **Save**

#### Grading Scale Detail

**\*Name**  
My Biology Grading Scale

Owner:  
GRDArmstrong, Lynn

Seq	Name	Min %	Grade	Passing
X <input type="text" value="1"/>	<input type="text" value="A"/>	<input type="text" value="90"/>	<input type="text" value="A"/>	<input checked="" type="checkbox"/>
X <input type="text" value="2"/>	<input type="text" value="B"/>	<input type="text" value="80"/>	<input type="text" value="B"/>	<input checked="" type="checkbox"/>
X <input type="text" value="3"/>	<input type="text" value="C"/>	<input type="text" value="70"/>	<input type="text" value="C"/>	<input checked="" type="checkbox"/>
X <input type="text" value="4"/>	<input type="text" value="D"/>	<input type="text" value="60"/>	<input type="text" value="D"/>	<input checked="" type="checkbox"/>
X <input type="text" value="5"/>	<input type="text" value="F"/>	<input type="text" value="0"/>	<input type="text" value="F"/>	<input type="checkbox"/>

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## How to setup Grade Calculation Options

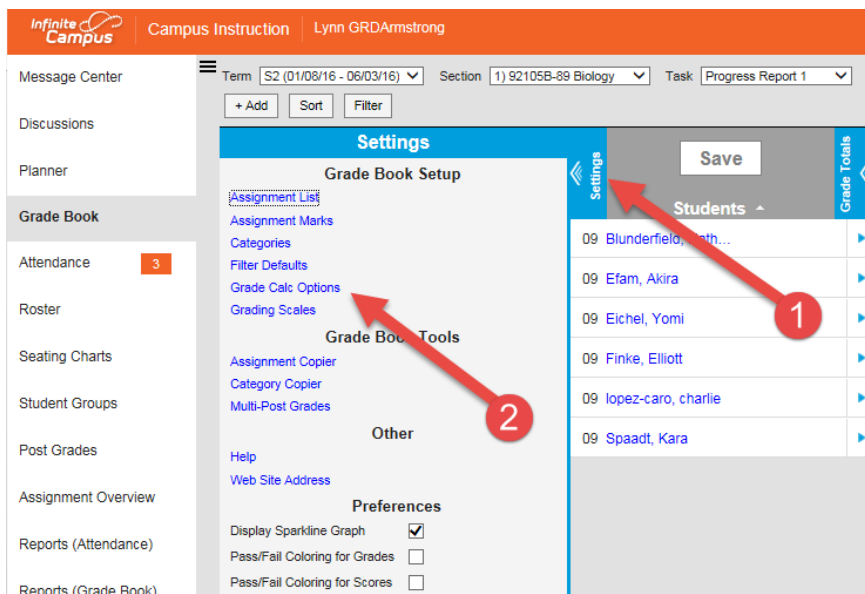
This section is where you decide how your grades are calculated. One of the changes for next school year is that year-long courses are broken down into A and B sections.

For example: 92105 Biology course is now 92105A Biology A and 92105B Biology B.

When setting up your grade calculation, remember that the progress reports are only a snapshot of how the students are doing during any point in time. Always align your grades towards the Semester grade.

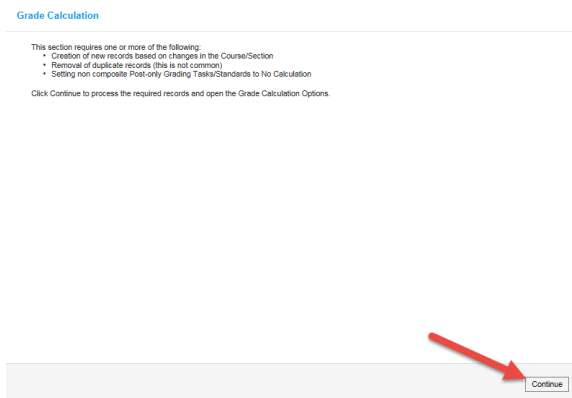
To set up your grading calculation option:

1. Click on **Settings** → Click on **Grade Calc Options**



The screenshot shows the Infinite Campus interface. At the top, there's a navigation bar with 'Infinite Campus', 'Campus Instruction', and 'Lynn GRDArmstrong'. Below that, there's a 'Message Center' and a 'Grade Book' section. The 'Grade Book' section is expanded, showing 'Attendance' (3), 'Roster', 'Seating Charts', 'Student Groups', 'Post Grades', 'Assignment Overview', 'Reports (Attendance)', and 'Reports (Grade Book)'. The 'Settings' menu is open, showing 'Grade Book Setup', 'Grade Book Tools', 'Other', and 'Preferences'. 'Grade Calc Options' is highlighted under 'Grade Book Setup'. A red arrow points to 'Grade Calc Options' with a '2' in a red circle. Another red arrow points to the 'Settings' menu with a '1' in a red circle.

2. Click on **Continue**



The screenshot shows a warning message titled 'Grade Calculation'. The message states: 'This section requires one or more of the following: • Creation of new records based on changes in the Course/Section • Removal of duplicate records (this is not common) • Setting non-composite Post-only Grading Tasks/Standards to No Calculation'. Below the message, there is a 'Continue' button. A red arrow points to the 'Continue' button.



3. Click on **Show All**.

Grade Calculation

Grading Tasks

Term/Grading Tasks:

Term	Grading Task	Composite	Calculation
All	All		Type: <input type="button" value="No Calculation"/> <input type="button" value="v"/>

4. Select **No Calculation** on the **Progress Reports** → Select **In Progress Grade** for the **Semester Grading** task

Grade Calculation

S1	Progress Report 1 Citizenship	<input type="checkbox"/>	Type: <input type="button" value="No Calculation"/> <input type="button" value="v"/> *Post-only Grading Task.
S1	Progress Report 2	<input type="checkbox"/>	Type: <input type="button" value="No Calculation"/> <input type="button" value="v"/> *Post-only Grading Task.
S1	Progress Report 2 Citizenship	<input type="checkbox"/>	Type: <input type="button" value="No Calculation"/> <input type="button" value="v"/> *Post-only Grading Task.
S1	Semester Citizenship	<input type="checkbox"/>	Type: <input type="button" value="In Progress Grade"/> <input type="button" value="v"/> *Grading Scale <input type="button" value="Secondary"/> <input type="button" value="i"/> <input checked="" type="checkbox"/> Weight Categories <input type="checkbox"/> Use Score's % Value

NOTE: Progress reports will always be “No Calculaton” and the Semester grade will be “In Progress Grade”. Assign the

5. Select your **Grading Scale**

S2	Semester	<input type="checkbox"/>	Type: <input type="button" value="In Progress Grade"/> <input type="button" value="v"/> *Grading Scale <input type="button" value="My Biology Grading Scale"/> <input type="button" value="v"/> <input type="button" value="i"/> <input checked="" type="checkbox"/> Weight Categories <input type="checkbox"/> Use Score's % Value
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NOTE: Check the box for Weight Categories if you want your categories to be weighted.

6. Click on **Save**

The screenshot shows the 'Grade Calculation' interface. At the top, there is a 'Term/Grading Tasks' section with a 'Hide All' button. Below this is a table with columns: Term, Grading Task, Composite, and Calculation. The table contains three rows of data for 'S2' term, including 'Progress Report 1', 'Progress Report 2', and 'Semester'. To the right of the table, there are settings for 'Fill Calculation Type' and 'Type'. Below the table, there are checkboxes for 'Weight Categories' and 'Use Score's % Value'. A red arrow points to the 'Save' button at the bottom right of the interface.

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## How to setup Categories

This section is where teachers indicate their own categories.

Video link: [Configure assignment categories via Grade Book Setup](#)

To set up your grading categories:

1. Click on **Settings** → Click on **Categories**

The screenshot shows the Infinite Campus interface. At the top, there is a navigation bar with the Infinite Campus logo, 'Campus Instruction', and 'Lynn GRDArmstrong'. Below this is a 'Message Center' section. The main content area is divided into several sections: 'Discussions', 'Planner', 'Grade Book', 'Attendance', and 'Roster'. The 'Grade Book' section is highlighted. In the 'Grade Book' section, there is a 'Settings' menu with options: 'Assignment List', 'Assignment Marks', 'Categories', 'Filter Defaults', 'Grade Calc Options', and 'Grading Scales'. A red arrow points to the 'Categories' option. To the right of the 'Settings' menu, there is a 'Students' table with a 'Save' button above it. A red arrow points to the 'Save' button. The 'Students' table has a 'Grade Totals' column on the right. The 'Students' table contains three rows of data: '09 Blunderlie, Nath...', '09 Efam, Akira', and '09 Eichel, Yomi'. A red circle with the number '1' is placed over the 'Save' button, and a red circle with the number '2' is placed over the 'Categories' option in the 'Settings' menu.

## 2. Click on **Add**

### Category List

Sequence ▲	Category	*Weight	Exclude	Drop Lowest (%)
No Results				

Save Add Close



3. Enter a **Category Name** → Enter the **Weight** for that category → Click on the checkbox for the **Terms** using this category → Click on the checkbox for the **Semester Grading Task**

### Category Detail

\*Name  
Homework

\*Weight  
50

Sequence  
0

Exclude from Calculation

Drop Lowest Score (%)

**Category Placement**

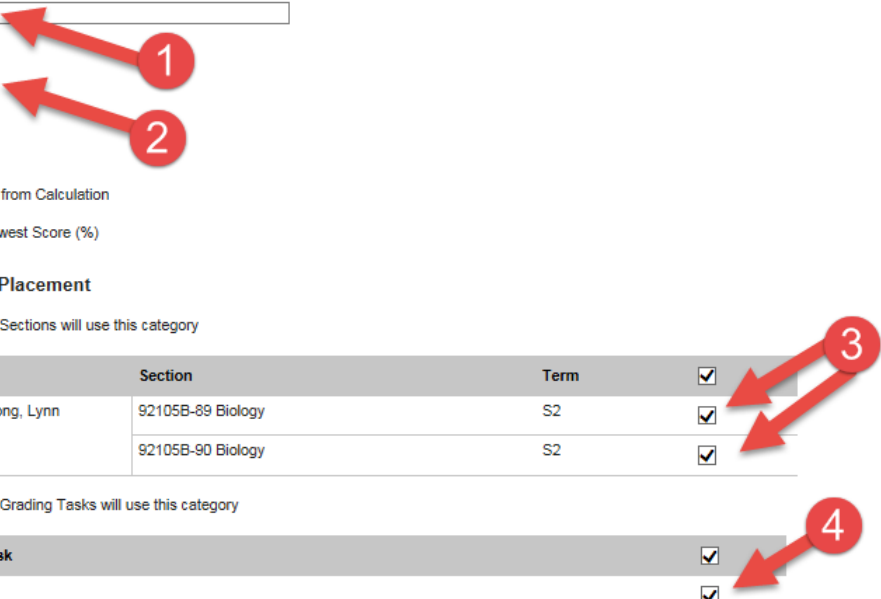
Select which Sections will use this category

Teachers	Section	Term	<input checked="" type="checkbox"/>
GRDArmstrong, Lynn	92105B-89 Biology	S2	<input checked="" type="checkbox"/>
	92105B-90 Biology	S2	<input checked="" type="checkbox"/>

Select which Grading Tasks will use this category

Grading Task	<input checked="" type="checkbox"/>
Semester	<input checked="" type="checkbox"/>

Save Delete Close



#### 4. Click on Save

Category Detail

\*Name  
Homework

\*Weight  
50

Sequence  
0

Exclude from Calculation

Drop Lowest Score (%)

Category Placement

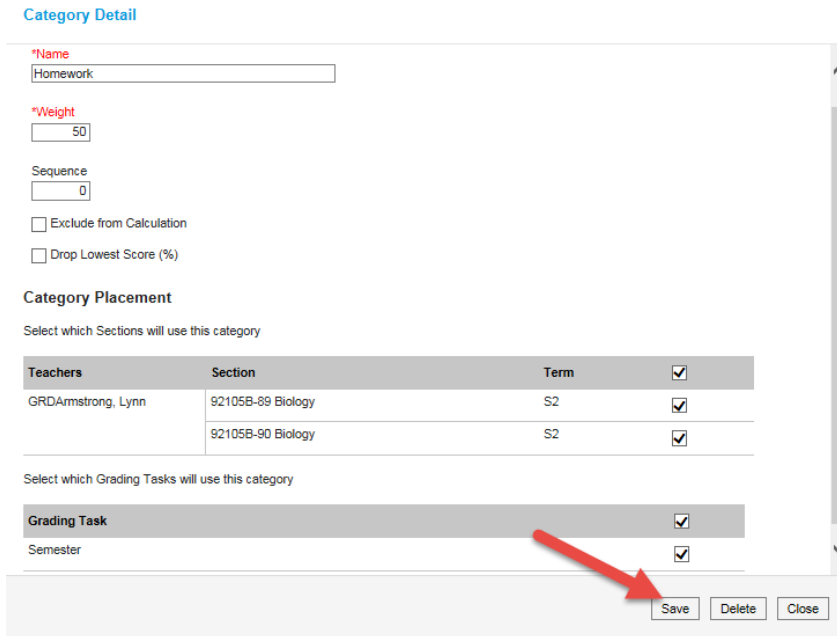
Select which Sections will use this category

Teachers	Section	Term	
GRDArmstrong, Lynn	92105B-89 Biology	S2	<input checked="" type="checkbox"/>
	92105B-90 Biology	S2	<input checked="" type="checkbox"/>

Select which Grading Tasks will use this category

Grading Task	
Semester	<input checked="" type="checkbox"/>

Save Delete Close



NOTE: Repeat Steps 2-4 to add the other categories. If you are doing weighted categories, you want your total to add up to 100. **Categories cannot be deleted once assignments are aligned to them.**

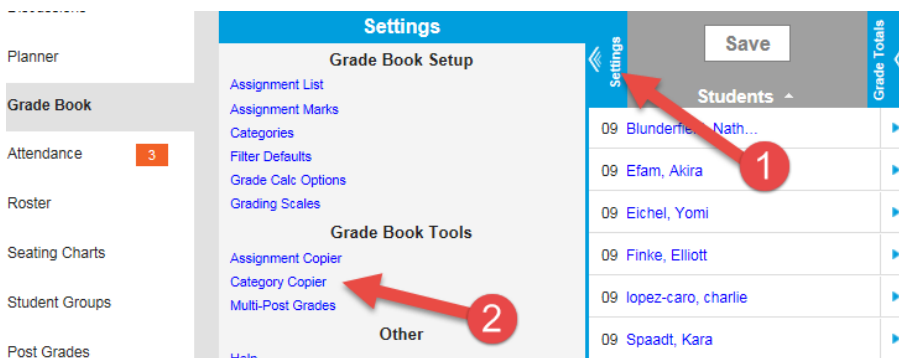
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### How to Copy your Categories

This section is where you create your own categories. You have the option to weigh your categories if you choose to.

To copy your Categories:

#### 1. Click on Settings → Click on Category Copier



2. Select the **Section** where you want to copy the **Categories** from → Select the **Section(s)** where you want to copy the **Categories** to

### Category Copier

The Category Copier is used to copy assignment categories from one section to another.

The screenshot shows the 'Category Copier' interface. On the left, under 'Copy from:', a dropdown menu is set to '15-16'. Below it, a list of sections is shown, with '1) 92105B-89 Biology' selected. A red arrow labeled '1' points to this selection. Below the list, 'Number of Categories: 3' is displayed. A table of categories is shown with checkboxes: 'Category Name', 'Homework', 'Project', and 'Quizzes', all of which are checked. Red arrows labeled '2' point to these checked categories. On the right, under 'Copy to:', a list of sections is shown, with '3) 91224B-94 Spanish I' selected. A red arrow labeled '3' points to this selection. Below this list, it says 'No Categories.' At the bottom right of the interface are 'Next' and 'Cancel' buttons.

3. Verify the **Categories** → Click on **Copy**

### Category Copier

Copy From 92105B-89 Biology To 91224B-94 Spanish I:

This screenshot shows the 'Category Copier' interface for verifying categories. It has a table with two columns: 'Category Name' and 'Standard/Grading Task'. The 'Category Name' column has checkboxes for 'Homework', 'Project', and 'Quizzes', all of which are checked. The 'Standard/Grading Task' column has a dropdown menu set to 'Semester' for each category, with an 'Add' button below each dropdown. Red arrows labeled '1' point to these 'Add' buttons.

This screenshot shows the bottom of the 'Category Copier' interface. It features three buttons: 'Back', 'Copy', and 'Cancel'. A red arrow labeled '2' points to the 'Copy' button.

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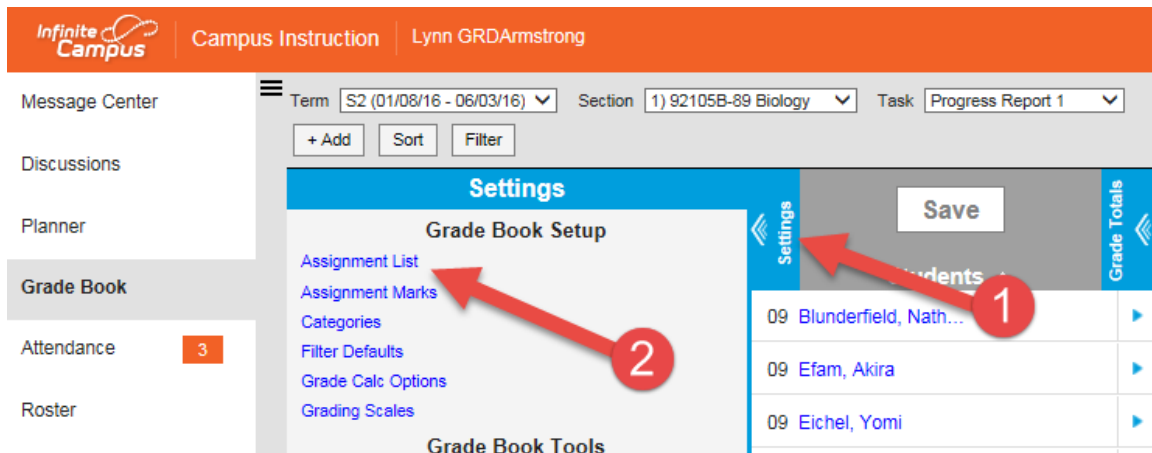
## How to Add Assignments

This section is where teachers indicate their own categories.

Video link: [Add Assignment](#)

To add assignments:

1. Click on **Settings** → Click on **Assignment List**

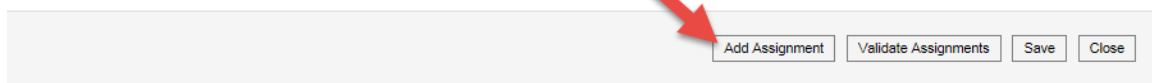


The screenshot shows the Infinite Campus interface. At the top, there's a navigation bar with 'Infinite Campus', 'Campus Instruction', and 'Lynn GRDArmstrong'. Below this, there are filters for 'Term' (S2 (01/08/16 - 06/03/16)), 'Section' (1) 92105B-89 Biology, and 'Task' (Progress Report 1). A sidebar on the left lists various tools like 'Message Center', 'Discussions', 'Planner', 'Grade Book', 'Attendance', and 'Roster'. The main area is titled 'Settings' and contains a 'Grade Book Setup' menu with options like 'Assignment List', 'Assignment Marks', 'Categories', 'Filter Defaults', 'Grade Calc Options', and 'Grading Scales'. A red arrow labeled '2' points to 'Assignment List'. To the right, there's a 'Save' button and a list of students with a red arrow labeled '1' pointing to it.

2. Click on **Add Assignment** → Click on **Assignment List**

[Assignment List: 92105B-89 Biology](#)

*GB Seq	Assignment Name	Score	*Assigned	*Due ▲	Campus Portal
No Results					



The screenshot shows the bottom of the assignment list interface. There are four buttons: 'Add Assignment', 'Validate Assignments', 'Save', and 'Close'. A red arrow points to the 'Add Assignment' button.

3. Create an **Assignment Name** → Create an **Abbreviation** → Click on the checkbox for **Active and Campus Portal** → Enter **Assigned** → Enter **Due Date**

\*Assignment Name  
Homework #1

\*Abbreviation  
HW1 Delivery View

Section	Term	Active	Campus Portal	*Assigned	*Due	*GB Seq	Student Group
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input checked="" type="checkbox"/> 92105B-89 Biology	S2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="04/14/2016"/>	<input type="text" value="04/14/2016"/>	<input type="text" value="1.00"/>	No Groups
<input checked="" type="checkbox"/> 92105B-90 Biology	S2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="04/14/2016"/>	<input type="text" value="04/14/2016"/>	<input type="text" value="1.00"/>	No Groups

NOTE: Checking the Campus Portal box will make it visible to the parents/students.

4. Enter **Teacher Notes** → Enter **Portal Notes**

Assignment Detail

Teacher Notes

For teacher's eyes only. 1

Portal Description

For the parents and students to see. You can also insert links here 2

NOTE: The teacher notes are only for the teachers to see. The Portal Description will be published when the assignment is marked active and available in the portal.

5. Upload Files → Enable Student Submission → Align to Gradebook → Assign to Grading Task and Points

Assignment Detail

Student Work Product

None

Enable Student Submission

Editor

File Attachment (Limit 3MB per file)

Enable Online Assessment

Align to Grade Book

Grading Tasks

Select which Grading Tasks get this assignment

Grading Task	Scoring Type	*Total Points	*Multiplier
<input checked="" type="checkbox"/> Semester	<input checked="" type="radio"/> Points	100	1
<input type="radio"/> Homework	<input type="radio"/> Marks		
<input type="radio"/> Project			
<input type="radio"/> Quizzes			

Standards (0) | Grade Levels (0) | Depth of Knowledge (0) | Tags (0)

There are no standards associated with this course.

Delete | Print | Copy | New Assignment | Score | Save | Close

NOTE: Currently the Online Assessment option is not yet available.

6. Click on Save

Assignment Detail

Student Work Product

None

Enable Student Submission

Editor

File Attachment (Limit 3MB per file)

Enable Online Assessment

Align to Grade Book

Grading Tasks

Select which Grading Tasks get this assignment

Grading Task	Scoring Type	*Total Points	*Multiplier
<input checked="" type="checkbox"/> Semester	<input checked="" type="radio"/> Points	100	1
<input type="radio"/> Homework	<input type="radio"/> Marks		
<input type="radio"/> Project			
<input type="radio"/> Quizzes			

Standards (0) | Grade Levels (0) | Depth of Knowledge (0) | Tags (0)

There are no standards associated with this course.

Delete | Print | Copy | New Assignment | Score | Save | Close

NOTE: Click on **New Assignment** or **Copy** and repeat steps 3 to 6 to add the rest of the assignments.

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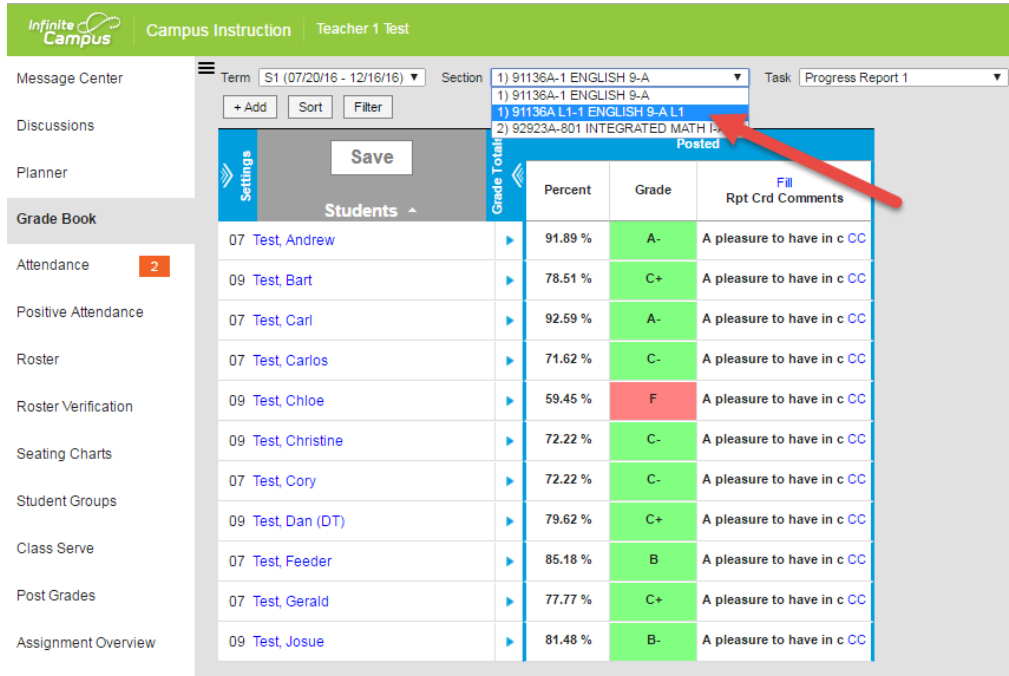


# How to View Assignments

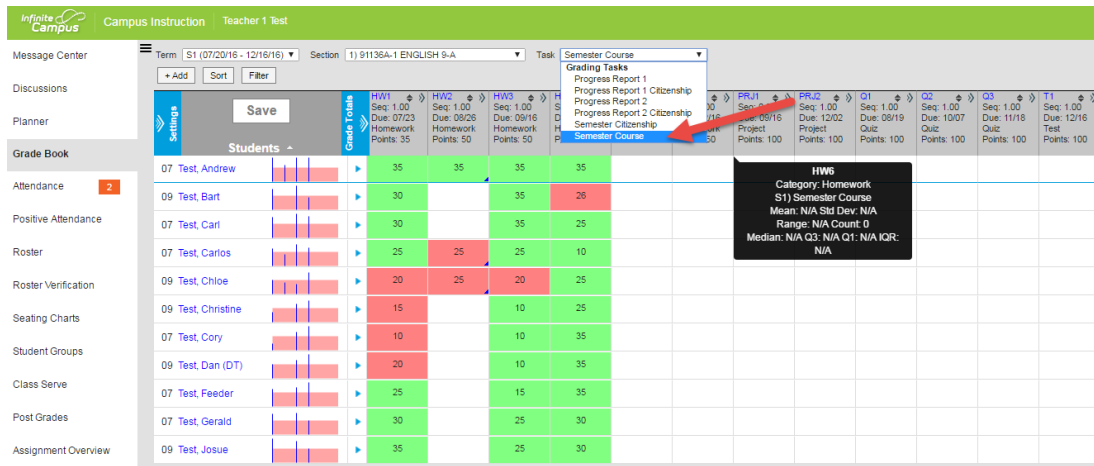
All your assignments are aligned in the semester course. To see all assignments created you will need to switch the view to the semester course.

To switch to the Semester view:

1. Click on **Gradebook** → *Select the Course*



2. *Select the Semester Course Grading Task*



**NOTE:** All assignments aligned to the semester course will appear under the Semester Course Grading Task.

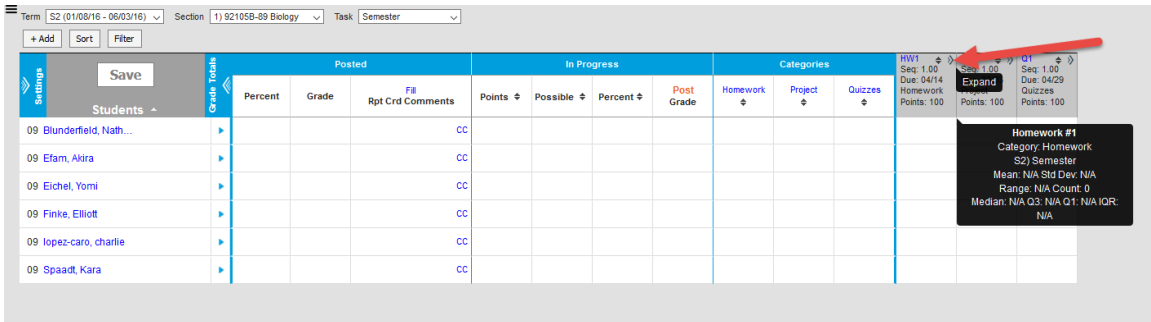
# How to Enter Individual Assignment Scores

In this section you will learn how to enter assignment scores.

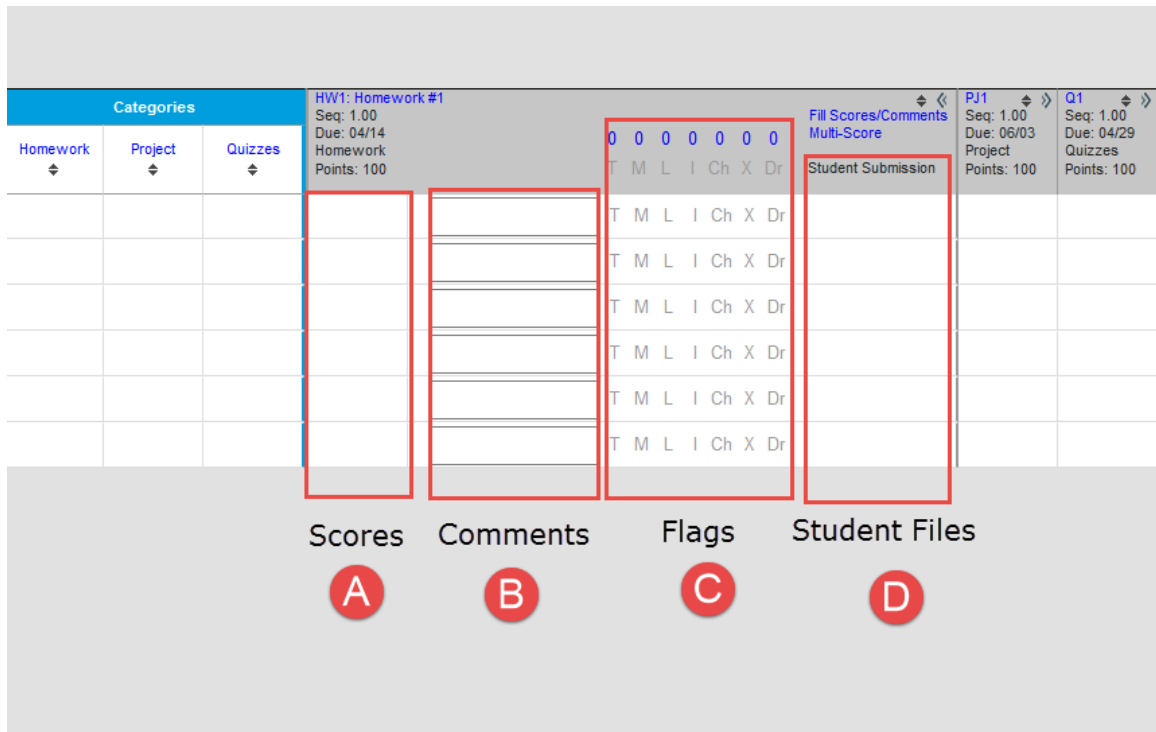
Video Link: [Enter scores, flags, and comments in the Grade Book](#)

To enter scores assignments:

1. Find the Assignment you want to score → Click on “<<” symbol to expand the Assignment details



2. Enter Scores, Flags and comments (as needed)



A. **Scores** – similar to excel/grid. Enter the values and hit enter to get to the next value.

B. **Comments** – enter comments regarding the assignment. (Will be seen in the portal)

C. **Flags**- tools for the teachers to use to indicate progress/status of that particular assignment. Flags will be visible to the portal. Only the “M” flag and “Ch”flag negatively impact the student’s grade.

1. **“T” – Turned in** - Turned In acknowledges that the assignment has been received by the teacher but no score has been entered
2. **“M” – Missing** - Missing indicates that the assignment was not received by the teacher.
3. **“L” – Late** - Late indicates that the assignment was received after the due date/time and the score may or may not be reflective of this.
4. **“I” – Incomplete** - Incomplete indicates that the assignment was received but not complete.
5. **“Ch” – Cheated** - Cheated indicates that the assignment score will be calculated as a zero.
6. **“X” – Exempt** - Exempt indicates that the assignment's score will not affect the student's score calculations.
7. **“Dr” – Dropped** - Dropped identifies this assignment as being able to be dropped from the student's grade calculation. Campus will drop the lowest score of all assignments marked as "dropped" within an assignment category.

D. **Student Files** – This is where the file is located when students submit/turn in a file online

3. *Click on Save*

Students	Percent	Grade	Posted	In Progress	Categories	HW1: Homework #1
			FI Rpt Crd Comments	Points Possible Percent	Post Grade	Homework Project Quizzes
09 Blunderfield, Nath...	95		CC	95 100 95.00 %	A	95 Good Job!
09 Etam, Akira	90		CC	90 100 90.00 %	A	90
09 Eichel, Yomi	85		CC	85 100 85.00 %	B	85
09 Finks, Elliott	75		CC	75 100 75.00 %	C	75
09 Iopez-caro, charlie	0		CC	0 100 0.00 %	F	0
09 Spaadt, Kara	73		CC	73 100 73.00 %	C	73

NOTE: The save button will be grayed out after saving your changes.

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## How to Mass Assign Assignment Scores

The teachers have the option to mass assign scores.

Video Link: [Enter scores, flags, and comments in the Grade Book](#)

To mass assign scores to a particular assignment:

1. Find the Assignment you want mass assign a score → Click on “<<” symbol to expand the Assignment details

Students	Posted			In Progress			Categories			HW1	PJ1	
	Percent	Grade	Rpt Crd	Points	Possible	Percent	Post Grade	Homework	Project	Quizzes	Seq: 1.00 Due: 04/14 Homework Points: 100	Seq: 1.00 Due: 06/03 Project Points: 100
09 Blunderfield, Nath			CC	95	100	95.00 %	A	95.00 %			95	
09 Etam, Akira			CC	90	100	90.00 %	A	90.00 %			90	
09 Eichel, Yomi			CC	85	100	85.00 %	B	85.00 %			85	
09 Finke, Elliott			CC	75	100	75.00 %	C	75.00 %			75	
09 Lopez-caro, Charlie			CC	0	100	0.00 %	F	0.00 %			70	
09 Spaadt, Kara			CC	73	100	73.00 %	C	73.00 %			73	

2. Click on **Fill Scores/Comments**

Categories			HW1	PJ1: Project #1	Fill Scores/Comments	
Homework	Project	Quizzes	Seq: 1.00 Due: 04/14 Homework Points: 100	Seq: 1.00 Due: 06/03 Project Points: 100	0	0
			95			
			90			
			85			
			75			
			70			
			73			

3. Select checkbox for **Semester** → Enter **Grades** → Select checkbox for **Comments** → Enter **Comments** → Select the Student group you want to apply the grades → Click on **Fill**

### Fill Comments

PJ1: Project #1

Select items to fill:

GT1: Semester

90

Comment

Great work

Select students:

All

All

Empty

Present & Empty

Fill Cancel

4. Click on **Save**

Students	Percent	Grade	Comments	Points	Possible	Percent	Post Grade	Homework	Project	Quizzes	Final Score/Comment
09 Blundenfeld, Nath...			CC	185	200	94.16 %	A	95.00 %	90.00 %		95 90 Great work! T M L I Ch X Dr
09 Elam, Alira			CC	180	200	90.00 %	A	90.00 %	90.00 %		90 90 Great work! T M L I Ch X Dr
09 Eichel, Yomi			CC	175	200	85.83 %	B	85.00 %	90.00 %		85 90 Great work! T M L I Ch X Dr
09 Finke, Elliot			CC	165	200	77.50 %	C	75.00 %	90.00 %		75 90 Great work! T M L I Ch X Dr
09 Lopez-caro, Charlie			CC	90	200	15.00 %	F	0.00 %	90.00 %		20 90 Great work! T M L I Ch X Dr
09 Spaadt, Kara			CC	163	200	75.83 %	C	73.00 %	90.00 %		73 90 Great work! T M L I Ch X Dr

NOTE: The save button will be grayed out after saving your changes.

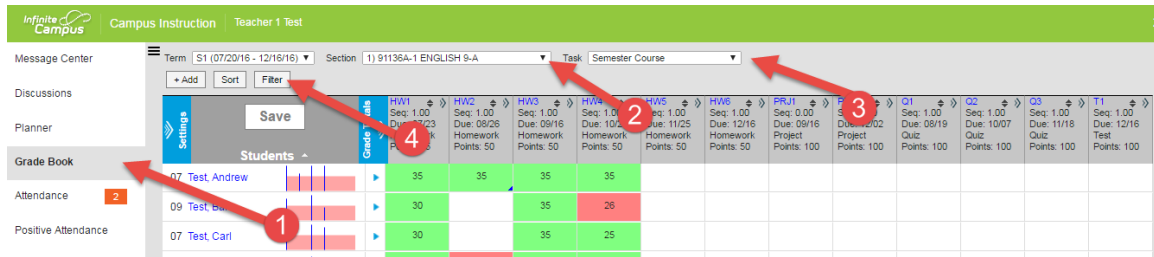
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# How to Use Filters in the Gradebook

Teacher can isolate the display to only show a specific assignment by utilizing the filters in Infinite Campus.

To use the Filters:

1. Click on **Gradebook** → Click on **Filter**



2. Choose the **type of Filter** you want → Click on **Apply**

- a. Student Specific Filters

**Student Specific Filters** [Clear Student Filters](#)

<input type="checkbox"/> Grade	<input checked="" type="checkbox"/> Student Group	Score Flag
<input type="checkbox"/> Passing (10)		<input checked="" type="radio"/> No Filter
<input type="checkbox"/> Failing (1)		<input type="radio"/> Turned In (0)
		<input type="radio"/> Missing (0)
		<input type="radio"/> Late (3)
		<input type="radio"/> Incomplete (0)
		<input type="radio"/> Cheated (0)
		<input type="radio"/> Exempt (0)
		<input type="radio"/> Dropped (0)

Individual Student

- b. Assignment Specific Filters

**Assignment Specific Filters** [Clear Assignment Filters](#)

<input type="checkbox"/> Category	<input checked="" type="checkbox"/> Student Group	Score Flag	<input type="checkbox"/> Due Date
<input type="checkbox"/> Homework (6)		<input checked="" type="radio"/> No Filter	<input type="checkbox"/> Due Last Week (1)
<input type="checkbox"/> Project (2)		<input type="radio"/> Turned In (0)	<input type="checkbox"/> Due This Week (1)
<input type="checkbox"/> Quiz (3)		<input type="radio"/> Missing (0)	<input type="checkbox"/> Due Next Week (0)
<input type="checkbox"/> Test (1)		<input type="radio"/> Late (1)	
		<input type="radio"/> Incomplete (0)	
		<input type="radio"/> Cheated (0)	
		<input type="radio"/> Exempt (0)	
		<input type="radio"/> Dropped (0)	

Individual Assignment

# Posting Grades

You have two options when posting grades. If you are using the Infinite Campus grade book, you can easily post grades by following the instructions in the Post Grades via Infinite Campus grade book section. For teachers who are using a different grade book, grades will have to be manually entered in the Post Grades module (manual mode).

Whichever option you choose to use, please remember that the fundamental change in posting grades in Infinite Campus compared to PowerSchool is that you have to post the scholarship and citizenship grades separately.

Additionally, the grading window to post grades is 10 days prior to the official district date. The grading window closes once your site registrar certifies that everyone has entered grades. Please follow site specific deadlines.

For example: Posting for English 9 Progress Report 1 means you will need to post English 9 Progress Report 1 scholarship and English 9 Progress Report 1 citizenship separately.

**Option A:** Post via Infinite Campus grade book

**Option B:** Post via Post Grades module (Manual mode for other Gradebook users). See [“Posting grades via Post Grades module”](#).

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## Posting Grades via Infinite Campus Gradebook

Use this option when you are using the Infinite Campus Gradebook. Teachers have the option to post grades per section or for multiple sections

Video Link: [Posting Grades and Standard Scores](#)

To post grades for a particular section:

1. **Select the Section and Grading Task you want to post grades → Click on Post**

		Posted		In Progress				
Percent	Grade	Rpt Crd	Comments	Points	Possible	Percent	Post Grade	Homework
				170	185	91.89 %	A-	91.89 %
				106	135	78.51 %	C+	78.51 %
				125	135	92.59 %	A-	92.59 %

**NOTE:** Remember that Progress reports are only a snapshot of the current grading task (Semester). You have to post from the Semester grading task to post for the progress report. **You will have to post for the Semester grade and Citizenship grade separately.**

2. Select the Term → Select the Grading Task (i.e. Progress Report) → Click OK

Post Grades

Post In Progress Grade(s)  
 In Progress/Proficiency Estimate from:  
 Term: S2  
 Task: Semester

Post to:  
 Term:  **1**

Task:  
  
 **2**

3. Click on OK

**3**

Save Post In Progress Grade(s)

Warning

**NOTE:** The teacher has the option to a “manual override” of the student’s grade. Make the necessary changes and click on the Save button. Additionally, the teacher can enter student comments for the student. Teachers have the “Fill” comments functionality that works similar to Fill Scores.

Fill: Percent, Grade, Comment  
 Applies the same value to multiple students

Percentage **1**  
 Grade **2**  
 Comment **3**

Students:  **4**

Canned Comments  
 Selection Method  
 Enter Code(s):   **5** **6**

Choose Comment(s):  
 1: Disorganized  
 2: Disruptive behavior  
 3: Does not complete assignments  
 4: Does not prepare for tests  
 5: Excessive socializing in class  
 6: Low test scores

**7**

4. Click on SAVE

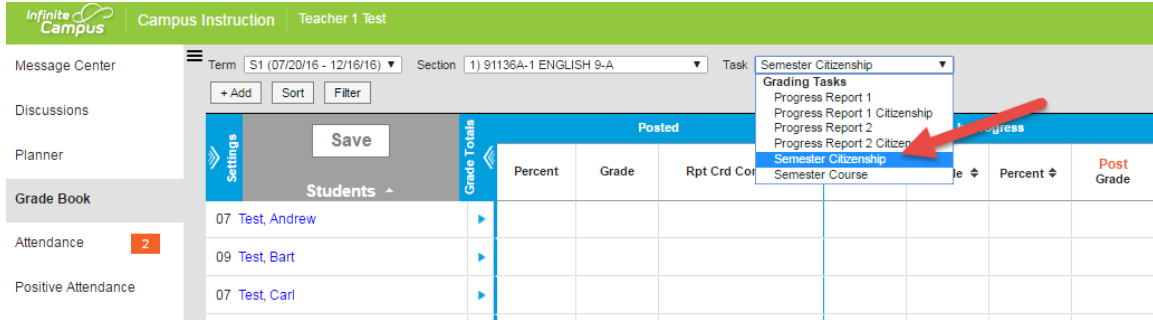
Term: S2 (01/08/16 - 06/03/16) Section: 1) 92105B-89 Biology Task: Progress Report 1

+ Add Sort Filter

Settings	Students	Grade Totals	Posted		
			Percent	Grade	Fill Rpt Crd Comments
	09 Blunderfield, Nath...	94.16 %	A	CC	
	09 Efam, Akira	90.00 %	A	CC	



5. Repeat Step 1-4 to post for Citizenship Grades.



NOTE: Currently, grades are posted in IC via Grading Tasks. Grades will need to be posted separately. Run the [Attendance Summary Report](#) to help determine the Citizenship grade of the student.

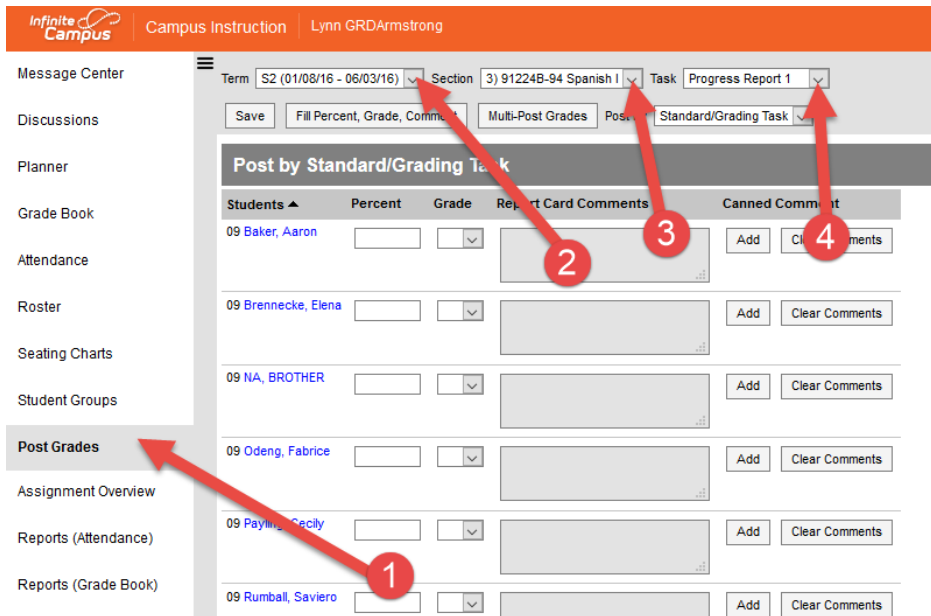
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## Posting Grades via Post Grades module

Use this option when you are using a different gradebook (i.e. Canvas or Jupiter)

To post grades manually for a particular section:

1. Click on **Post Grades** → Select the **Term** → Select the **Section** → Select the **Grading Task (i.e. Progress Report or Semester)**



NOTE: You will have to post for the Semester grade and Citizenship grade separately.

## 2. Enter the student **Grade**

Term: S2 (01/08/16 - 06/03/16) Section: 3) 91224B-94 Spanish I Task: Progress Report 1

Save Fill Percent, Grade, Comment Multi-Post Grades Post by: Standard/Grading Task

### Post by Standard/Grading Task

Students	Percent	Grade	Report Card Comments	Canned Comment
09 Baker, Aaron		A		Add Clear Comments
09 Brennecke, Elena		B		Add Clear Comments

NOTE: The percent box is not required.

## 3. Click on **Add** to add student comments.

Term: S2 (01/08/16 - 06/03/16) Section: 3) 91224B-94 Spanish I Task: Progress Report 1

Save Fill Percent, Grade, Comment Multi-Post Grades Post by: Standard/Grading Task

### Post by Standard/Grading Task

Students	Percent	Grade	Report Card Comments	Canned Comment
09 Baker, Aaron		A		Add Clear Comments

## 4. Add **Comments** as needed → Enter the **Codes** → Click on **Add** → Click on **Add Comments**

**Canned Comments**  
Add report card comment(s) for Baker, Aaron  
S2 / Progress Report 1

Selection Method  
Enter Code(s): 101,102,105 Add

Choose Comment(s):

- 1: Disorganized
- 2: Disruptive behavior
- 3: Does not complete assignments
- 4: Does not prepare for tests
- 5: Excessive socializing in class
- 6: Low test scores
- 7: Poor daily work
- 8: Required project not submitted
- 9: Student has missing assignments
- 10: Wastes class time
- 11: Writing skills need to improve
- 99: Contact teacher
- 100: Applies knowledge
- 101: Contributes to discussions
- 102: Effective written work
- 103: Excellent Student
- 104: Expresses creativity
- 105: Good class participation

Add Comments Cancel

NOTE: Multiple comments can be added by separating the codes with a comma (,).

5. Click on **Save**

The screenshot shows a grading interface with the following elements: Term: S2 (01/08/16 - 06/03/16), Section: 3) 91224B-94 Spanish I, Task: Progress Report 1. Below these are buttons for 'Save', 'Fill Percent, Grade, Comment', and 'Multi-Post Grades'. The 'Post by' dropdown is set to 'Standard/Grading Task'. A table below has columns for 'Students', 'Percent', 'Grade', 'Report Card Comments', and 'Canned Comment'. The first row shows student '09 Baker, Aaron' with a grade of 'A' and a comment: 'Effective written work. Excellent Student. Expresses creativity.' There are 'Add' and 'Clear Comments' buttons for this row.

NOTE: Teachers will have the option to use the Fill Percent, Grade, Comment. This option allows the teacher to mass assign grades and comments instead of manually assigning the grade per student.

The dialog box is titled 'Fill: Percent, Grade, Comment' and includes the subtitle 'Applies the same value to multiple students'. It contains the following fields and options:   
1. A checkbox for 'Percentage' with an empty input field below it.   
2. A checked checkbox for 'Grade' with a dropdown menu showing 'A'.   
3. A checked checkbox for 'Comment' with a large text area below it.   
4. A 'Students' dropdown menu set to 'All'.   
5. A 'Canned Comments' section with a 'Selection Method' dropdown and an 'Enter Code(s):' input field containing '102,103'.   
6. An 'Add' button next to the code input field.   
7. A list of comment codes:   
- 1: Disorganized   
- 2: Disruptive behavior   
- 3: Does not complete assignments   
- 4: Does not prepare for tests   
- 5: Excessive socializing in class   
- 6: Low test scores   
At the bottom right are 'Fill' and 'Cancel' buttons.

6. Repeat Step 1-5 to post for Citizenship Grades.

The screenshot shows the Infinite Campus interface for a teacher. The top navigation bar includes the Infinite Campus logo, 'Campus Instruction', and 'Teacher 1 Test'. On the left is a sidebar with various navigation options, with 'Post Grades' highlighted. The main content area is titled 'Post by Standard/Grading Task'. At the top, there are dropdown menus for 'Term' (S1 07/20/16 - 12/16/16) and 'Section' (1) 91136A-1 ENGLISH 9-A, and a 'Task' dropdown menu. The 'Task' menu is open, showing options like 'Semester Citizenship', 'Grading Tasks', 'Progress Report 1', etc. A red arrow points to 'Semester Citizenship'. Below the menu are buttons for 'Save', 'Fill Percent, Grade, Comment', and 'Multi-Post Grades'. The main table has columns for 'Students', 'Percent', 'Grade', 'Report Card Comments', and 'Canned Comment'. The table lists several students with their names, percent, grade, and 'Add'/'Clear Comments' buttons.

Students	Percent	Grade	Report Card Comments	Canned Comment
07 Test, Andrew	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add Clear Comments
09 Test, Bart	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add Clear Comments
07 Test, Carl	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add Clear Comments
07 Test, Carlos	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add Clear Comments
09 Test, Chloe	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add Clear Comments
09 Test, Christine	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add Clear Comments
07 Test, Cory	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add Clear Comments
09 Test II, Dan	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add Clear Comments
07 Test, Feeder	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add Clear Comments
07 Test, Gerald	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add Clear Comments
09 Test, Josue	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add Clear Comments

NOTE: Currently, grades are posted in IC via Grading Tasks. Grades will need to be posted separately. Run the [Attendance Summary Report](#) to help determine the Citizenship grade of the student.

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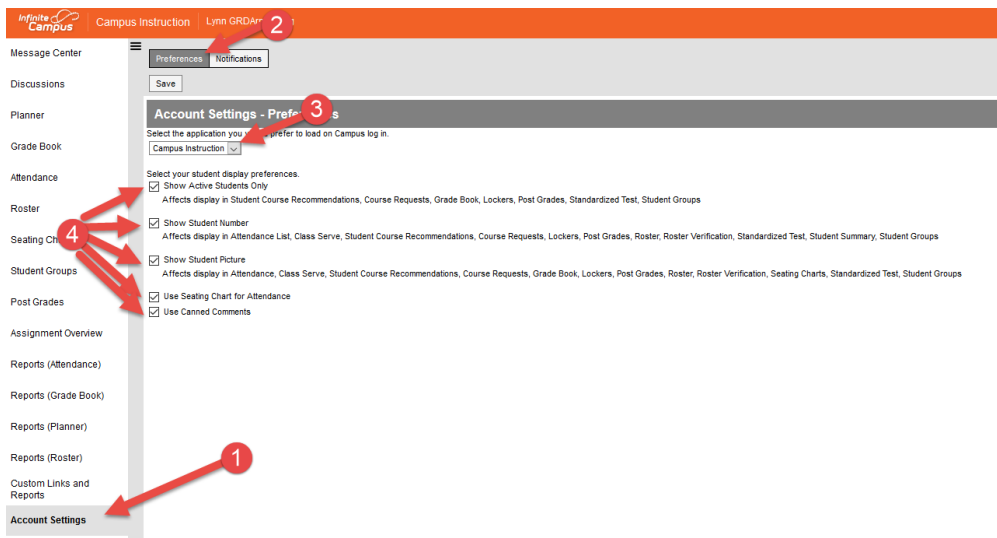
# Customizing your Campus Instruction Settings

There are multiple options that the teacher can use to customize their settings for their Campus Instruction and Campus tools page.

Video Link: [Manage Teacher Account Settings](#)

To customize your account settings:

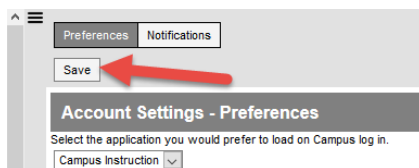
1. Click on **Account Settings** → **Select Preference** → **Select Campus Instruction** → **Select the Settings you want to activate**



NOTE: The teachers will have the following options to activate.

- A. **Show Active Students only** → when unchecked, the active students will display in **blue** and inactive student will display in **red**.
- B. **Show Student Number** → will display student number in different areas
- C. **Show Student Picture** → will display student picture when available
- D. **Use Seating Chart for Attendance** → this will make the seating chart the default attendance option.
- E. **Use Canned Comments** → selected by default. The district will use canned comments.

2. Click on **Save**



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# Reports in Campus Instruction

There are multiple options that the teacher can use to customize their settings for their Campus Instruction and Campus tools page.

Campus Community Link: [Reports \(Campus Instructions\)](#)

The reports in Campus Instruction are broken down into 4 sections. Click on the link to give you details and sample of the report.

1. Reports (Attendance)
  - A. [Attendance Change Tracking](#) - Attendance events that have been added and changed for a date range
  - B. [Attendance Register](#) - Attendance for a term in a student-by-day grid
  - C. [Attendance Summary](#) - Attendance totals for a term by event type (excused, tardy, etc.)
  - D. [Positive Attendance Section Summary](#) - Total time spent in class for each student in a term (positive attendance)
2. Reports (Gradebook)
  - A. [Flagged Assignments](#) - Assignments flagged as missing, exempt, late, or incomplete for students
  - B. [Grade Book Export](#) - An export of your Grade Book in another format
  - C. [Missing Assignments](#) - Assignments flagged as missing per student
  - D. [Section Summary](#) - Scores for assignments and grades for tasks and standards
  - E. [Student Summary](#) - Assignment scores by student
  - F. [Online Assessment Item Analysis](#) - Student performance on specific items across an assessment
  - G. [Online Assessment Student Response](#) - Responses to items, by student.
  - H. [Student Assessment Summary](#) - Student scores on assessments
  - I. [Grades Report](#) - Posted grades for tasks and standards
3. Reports (Planner)
  - A. [Assignment Standards](#) - Standards associated with assignments for a section
  - B. [Blank Spreadsheet](#) - A blank spreadsheet of selected students
  - C. [Section Standards](#) - A list of standards aligned to the section's course
  - D. [Curriculum Report](#) - A list of assignments in the section with an overview of curriculum information.
4. Reports (Roster)
  - A. [Blank Spreadsheet](#) - A blank spreadsheet of selected students
  - B. [Portal Usage](#) - Students and parents with Portal accounts and login activity
  - C. [Roster Labels](#) - Roster labels for mailing or classroom use

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