Infinite Campus Grade Book Training Check List
MS and HS 2007-2008

1. **Introduction**
   - [ ] Logistics – bathrooms, cell phones, pop machine – parking lot questions
   - [ ] History
   - [ ] Navigation
   - [ ] Security/locking workstation/changing password
   - [ ] Where do I go for Help with IC?
   - [ ] Communication strategies – district hierarchy – building resources
   - [ ] Log-Out and Security Issues

2. **Setting up the grade book**
   - [ ] Discussion of calculation procedures
   - [ ] Definition of terms:
     Task - grading term
     Section – hour
   - [ ] Develop Composite (high school only) for each section - relationships between quarters starting a new quarter/semester
   - [ ] Establish Curve – must be applied to each section and each grading task (term)

3. **Lesson Planner**
   - [ ] Set up one section (copy to other sections later in agenda)
   - [ ] Create group or groups – weighting, drop lowest score and exclude group from calculation – **hide from portal** – select correct task (grading period) for group
   - [ ] Create assignments –assignment requirements and options
   - [ ] Lesson Plan Copier and Gradebook Rollover
   - [ ] Copy Group
   - [ ] Groups – weighting, drop lowest score and exclude group from calculation – hide from portal – select correct task (grading period) for group

4. **Gradebook**
   - [ ] Review workspace
   - [ ] enter grades
   - [ ] Hide/show grade totals and Task
   - [ ] Add new assignments

   Right click features
   - [ ] for assignment
   - [ ] for student grades
   - [ ] for student name

5. **Reports**
   - [ ] Generating and printing reports
   - [ ] Blank spreadsheet
   - [ ] Missing assignments
   - [ ] Section Summary
   - [ ] Student Summary
   - [ ] Export to EXCEL
   - [ ] EXCEL functions

6. **Parent Portal**
   - [ ] Parent/Student View
   - [ ] Teacher views – sharing information about common students
   - [ ] What can be seen and what's possible to hide when entering assignments and groups