

Elementary Report Card - Posting Grades in Infinite Campus

1. Log into Infinite Campus.(Contact Help Desk 3-5853 for login information)
2. Select the current school year, school, and section on the navigation bar.
3. Select the Instruction Module on the left or in the navigation pane.
4. Open one of the Campus Grading Tools - Grading by Task or Grading By Student
5. Add the proficiency grade to the score column. The percentage column is used for ONLY those standards in which a numeric level value is needed
6. Tab and Type in grades.
7. Add individual fresh comments in the comment box for a specific standard.
8. Key Concepts and General Comments (KCGC) are located under Instruction> Elem Key Concepts.
9. General comments can be added to each subject in KCGC.
10. Use Spell Check - Select control-shift-L to use the spell checker in each comment box.
11. Save Frequently - Select the SAVE button at the top of the grading window often before you move to a new task or student.
12. View and print report cards the next day after changes have been made. Printing directions available in the printing feature.
13. Log Off.

Elementary Report Cards – Posting Grades Tips and Tricks

1. **Log In** - Log into **Infinite Campus** from the main district web page or click on this link: <http://www.madison.k12.wi.us/topics/ic/entry.shtml> .
2. **Select the School Year, School, and Section** - Make sure to check the Navigation Bar at the top of the Campus screen to select the appropriate school year, school and subject area. Each classroom teacher is assigned to multiple sections per term. Select the section in the current term.
3. **Select the Instruction Module** - Go to the **Index** tab and select the module called **Instruction**. Click the **plus sign** to open the module.
3. **Open one of the Campus Grading Tools** - Select **Grading by Task** or **Grading by Student**. The former provides a roster listing the students and allows the teacher to enter grades for all students for a specific standard in the subject. The latter allows the teacher to see all of the subject's standards for one student and allows the teacher to grade all the standards for that one student in that subject.
4. **Review Support and Help Documents** - There are several MMSD **reference documents** and web sites listed under **Grading by Task** that you can use when grading students. These include PLAA and BRI text reading scores, MMSD Report Card Information and Elementary Grading Guides.
5. **Percentage vs. Score** - The Campus Grading by Task and Grading by Student windows have two places to enter grades – percentages and scores. Percentages are numeric values that correspond to assessment scores. Very few assessment percentages (most times a raw score) are added in the percentage column. Scores are equivalent to MMSD proficiency levels and are always submitted.
6. **Tab and Type** - Use the shortcuts and keyboard to make the process faster. It may be faster to use the **tab** key to move through the grading screen from window to window rather than using the mouse. Also, the proficiency values in the score column can be selected using the keyboard rather than the mouse by simply typing the number corresponding to the proficiency level or typing the letters "M" for "ME" or "N" for "NA."
7. **Individual Student Comments** - Add fresh comments in the comment box for a specific standard. Comments are now specific to the standards. The comments will print below the standard description and grade on the report card. Parents will see the comment as it relates to that standard.
8. **Key Comments and General Comments** – Key Concepts and General Comments (KCGC) are located under Instruction> Elem Key Concepts. Teachers can add general subject comments to most subject areas. Teachers can select from their list of students for that subject which students they want to have the key concepts or general comment appear on their report cards. General comments will print just below the subject heading and above the standards and scores. There is a NEWS section to the left of this feature that gives teachers updated information about the program.
9. **Use Spell Check** - Select **control-shift-L** to use the spell checker in each comment box. There will be two warning boxes referring to whether or not you should open the spell check tool. Select the "Yes" and "OK" buttons. Wait a few seconds for the spell check program to appear.

10. **Save Frequently** - Select the SAVE button at the top of the grading window often before you move to a new task or student.
11. **View Grades Posted** – 24 hours after first submitting the grades, you can review the PDF version report card in the elementary printing feature.
12. **Log Off** - Remember to always log off Campus when you are done. Click the log off option at the bottom of the Index list on the left hand side. **Never** just close the browser (i.e., Internet Explorer, Firefox, Safari, etc.) by clicking the “X” in the upper right hand corner. That does not close Campus completely and may create a security problem.
13. **Translations** – Spanish and Hmong versions of report cards will be created as they have in the past. A student whose home language is Spanish or Hmong will have BOTH and English AND other language report card printed. The BRS staff will continue to use the same GUI program (from the Novell screen) to translate classroom teacher comments as they have in the past. The BRS will NOT use Campus to translate comments, but the translated comments will appear on the translated report card as they have in the past.
14. **Printing Report Cards** - Discuss with your principal the printing procedures and time line at your school. Each principal sets a date for all grades to be posted. Translations should also be completed prior to printing. The office staff runs the Campus Grades Report to find any missing grades and notifies staff when all grades have been posted. Then the office staff or individual teachers print report cards. The feature is located at Instruction> Print Elem Report Cards> select grade and language. Teacher’s directions are listed in this feature. **NOTE: All work and edits can be seen the day after the change has been made. Information needs to be uploaded over night.**

More Teacher Tips

1. If you are not able to submit a grade for a student you teach or a student you should see on your subject/section roster does not appear, contact your school office. The office staff can assign teachers to sections.
2. Teachers will manage the use of ME independent of Infinite Campus. There is not a message that appears that says, “This student should (or should not) be graded with ME grades.”
3. Comments are listed directly under each standard and are student specific. Comments are optional.
4. If your comments are more than a few brief sentences consider scheduling a conference and/or recording detailed comments in a SIMS report.
5. General subject comments can be submitted. General subject comments are printed at the beginning of a subject area section of the report card before the standards listing. General comments are broad statements about the course for that marking period.
6. Key concepts will be applied in Science, Social Studies, and Physical Education using Campus. Technology and Information Literacy Skills taught will be entered by the appropriate teachers using the same GUI program as in the past, not in Campus.

7. There are no grades submitted in the homeroom section.
8. The last grade posted will be the grade printed on the report card.
9. Translations time lines will need to be set up among staff and the office. Report cards will be printed separately in different languages automatically based on the home language of the student as it is defined in the Campus database. If a translated version does not print and a teacher can contact the office to make sure the correct language is entered in the Campus database.
10. Use the tab key to move among the boxes in the grading section. It is much faster. Also, typing one number or letter on the key board, e.g., "4" in the score column, returns the value just as easily as using the mouse to drop down the list. That may be faster as well.
11. You can review previous report card comments if a hard copy of the report card was printed and saved in the student's cumulative folder by the office. Office staff is instructed to save the Adobe Acrobat PDF files of all student report cards to a location on the school server for suture reference. You can also access previous grades in student>general information> transcripts.

Resources

1. Current elementary report card samples for reviewing standards:
http://dww.madison.k12.wi.us/tl/grading_guides/default.htm
2. Grading guides:
http://dww.madison.k12.wi.us/tl/grading_guides/grading_guides.htm
3. IC information and support:
<http://www.madison.k12.wi.us/topics/ic/>
4. District policy and procedures are located in two places:
<http://www.madison.k12.wi.us/east/ichelp/>
http://dww.madison.k12.wi.us/tl/grading_guides/default.htm
5. MMSD Curricular Standards:
<http://www.madison.k12.wi.us/tnl/standards/index.html>
6. Information and Communication Technology Standards:
<http://www.madison.k12.wi.us/lms/infolit/>