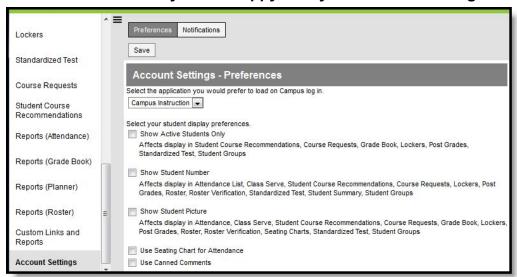
Start of the Trimester/Semester Checklist

1. Double Check to make sure you are happy with your account settings

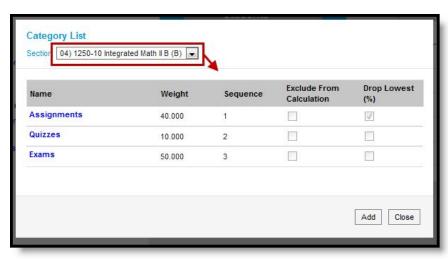


2. Make sure your categories have been created

- A. From the Grade Book, open the Settings menu and click Categories in the *Grade Book Setup* section.
- B. In the window that opens, click the Add button at the bottom right hand corner.
- C. Enter a Name for the Category.
- D. Select the Sections that should include this category. For each selected section, enter or mark the following:
 - Enter a Weight for the Category. Weights can be entered as percentages (without the % sign)
 - b. Percentages Example: In the opening image of this article, Homework is worth 50% of students' grades, with Quizzes worth 20% and Tests the remaining 30%.
 - c. Enter a Sequence for the Category to determine the order in which categories are listed in the Grade Book.
 - d. Mark the checkbox to Exclude from Calculation. Excluded categories are not included in grade calculation and display with an asterisk. Assignments in excluded

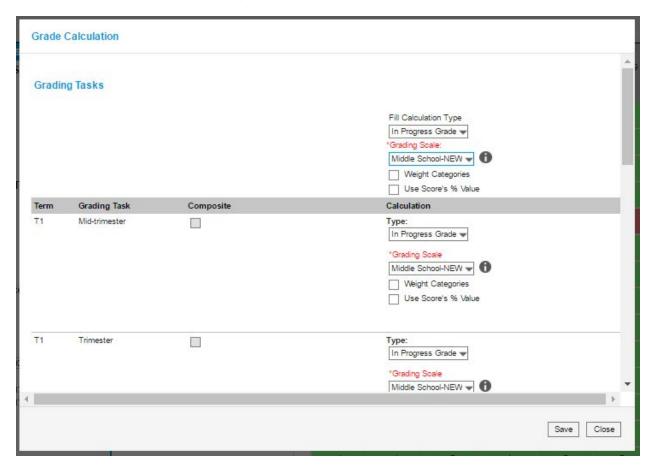
categories still display in the Portal unless individually marked to exclude from the Portal.

E. Click Save to add the category to the list.



3. Make sure families can see student scores

In Hastings, your popup window will look like the following image. The Infinite Campus website shows additional options that Hastings currently does not have activated.



You will need to select the Fill Calculation Type to "In Progress Grade." You will then need to select the appropriate grading scale for you teaching site/course expectations.

Have you done the following?

Make sure your seating charts are made

See page 43 in the "Infinite Campus Handbook" in the HMS Team Drive Make sure you remember how to add items to your gradebook

See page 29 in the "Infinite Campus Handbook" in the HMS Team Drive Make sure you remember how to take attendance

See page 3 in the "Infinite Campus Handbook" in the HMS Team Drive
Make sure you can pull a "Flagged Assignment" reports for your Morning
Meeting Class/Guided Study/Study Hall

See page 41 in the "Infinite Campus Handbook" in the HMS Team Drive