

Start of the Trimester/Semester Checklist

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

Account Settings - Preferences

Select the application you would prefer to load on Campus log in.
Campus Instruction

Select your student display preferences.

- Show Active Students Only
Affects display in Student Course Recommendations, Course Requests, Grade Book, Lockers, Post Grades, Standardized Test, Student Groups
- Show Student Number
Affects display in Attendance List, Class Serve, Student Course Recommendations, Course Requests, Lockers, Post Grades, Roster, Roster Verification, Standardized Test, Student Summary, Student Groups
- Show Student Picture
Affects display in Attendance, Class Serve, Student Course Recommendations, Course Requests, Grade Book, Lockers, Post Grades, Roster, Roster Verification, Seating Charts, Standardized Test, Student Groups
- Use Seating Chart for Attendance
- Use Canned Comments

2. Make sure your categories have been created

- From the Grade Book, open the Settings menu and click Categories in the *Grade Book Setup* section.
- In the window that opens, click the Add button at the bottom right hand corner.
- Enter a Name for the Category.
- 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)
 - 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%.
 - Enter a Sequence for the Category to determine the order in which categories are listed in the Grade Book.
 - 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.
- Click Save to add the category to the list.

Category List

Section: 04) 1250-10 Integrated Math II B (B)

Name	Weight	Sequence	Exclude From Calculation	Drop Lowest (%)
Assignments	40.000	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Quizzes	10.000	2	<input type="checkbox"/>	<input type="checkbox"/>
Exams	50.000	3	<input type="checkbox"/>	<input type="checkbox"/>

Add Close

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.

Term	Grading Task	Composite	Calculation
T1	Mid-trimester	<input type="checkbox"/>	Type: In Progress Grade *Grading Scale: Middle School-NEW <input type="checkbox"/> Weight Categories <input type="checkbox"/> Use Score's % Value
T1	Trimester	<input type="checkbox"/>	Type: In Progress Grade *Grading Scale: Middle School-NEW <input type="checkbox"/> Weight Categories <input type="checkbox"/> Use Score's % Value

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