

Music Teacher Grade Book

Welcome to the revised teacher grade book. The new functionality streamlines common teacher tasks such as **Attendance** and **Scoring** assignments. In the following pages we will review the changes and locations of functions.

Below is an overview of the new look and functions.

Notifications and messages no longer appear on the main page of Instruction.

- **Messages** and **Notifications** may be accessed by selecting **Message Center** in the **Action Bar**.

The screenshot shows the 'Infinite Campus' interface for a music teacher. The top navigation bar is orange and contains a menu icon, the 'Infinite Campus' logo, a context switcher for '17-18 MARVIN MOSS E...', a notifications bell icon with '9+' notifications, a help icon, and a user profile icon. A dark sidebar on the left lists navigation options: Instruction (selected), Control Center, Grade Book, Attendance, Message Center, Roster, Seating Charts, Student Groups, Post Grades, and Assignment Overview. The main content area is titled '17-18 MARVIN MOSS ELEMENTARY' and is divided into three columns: SECTIONS, ATTENDANCE, and ASSIGNMENTS. The SECTIONS column lists various music classes for grades 1-6. The ATTENDANCE column features a 'Take' button with a red dot. The ASSIGNMENTS column shows a 'Score (121)' button. A 'Give feedback' button is located in the bottom right corner. Red arrows and boxes highlight key features: the menu icon, the 'Instruction' dropdown in the sidebar, the 'Control Center' label in the sidebar and main content, the context switcher, the notifications icon, the user profile icon, the 'Take' button, the 'Score (121)' button, and the 'Give feedback' button.

Menu Icon

App Switcher

Control Center

Context Switcher

Notifications

User Menu

17-18 MARVIN MOSS E...

9+

?

Control Center

Instruction

Control Center

Grade Book

Attendance

Message Center

Roster

Seating Charts

Student Groups

Post Grades

Assignment Overview

17-18 MARVIN MOSS ELEMENTARY

SECTIONS

ATTENDANCE

ASSIGNMENTS

C

G1: MUSIC (11), G1: MUSIC (13), G1: MUSIC (14), G2: MUSIC (20), G2: MUSIC (21), G2: MUSIC (22), G2: MUSIC (23), G3: MUSIC (30), G3: MUSIC (31), G3: MUSIC (32), G4: MUSIC (40), G4: MUSIC (41), G4: MUSIC (42), G5: MUSIC (50), G5: MUSIC (51), G5: MUSIC (52), G6: MUSIC

Take

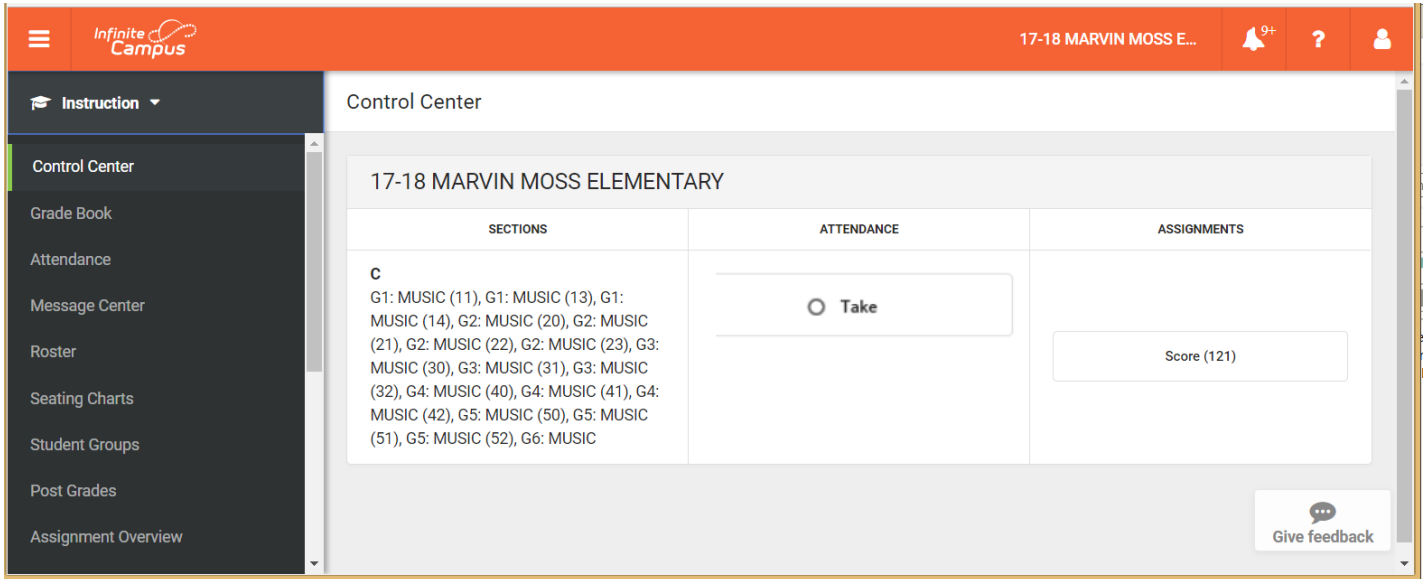
Score (121)

Take Attendance

Score Assignments

Give feedback

The newest function in the grade book is the Control Center. The **Control Center** gives quick access to **Attendance** and the ability to **Score** student assignments. It appears as soon as you access your grade book.




The application banner has a new look but contains the same functionality as the previous version.

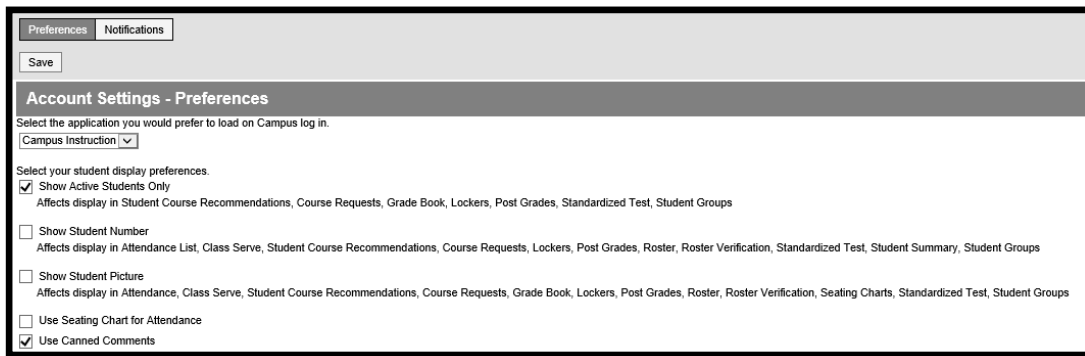



Music Teacher Grade Book


The application banner holds the icons that allow you to change school years, review notices and access the menus.





-  The **User Menu** gives access to the **Account Settings** and **Log Off**. Account settings contain the preferences for your grade book such as showing student numbers, student pictures, and active students. Please use **Log Off** to exit the program

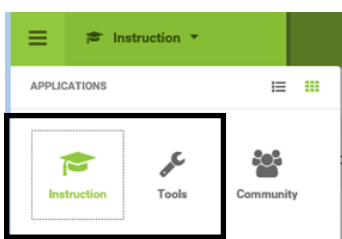


-  **Notifications** contains account notifications and messages.

-  The **Context Switcher** allows users to change schools and school years. Click on the down arrow in the year or school field and select the appropriate year or calendar.

-  The **Menu** icon allows you to open and close the **Action Bar**. Closing the Action Bar will give you more workable space in your grade book.

-  The **App Switcher** controls access between **Campus Instruction** and **Campus Tools**. Click on the down arrow to access the appropriate application.



Campus Tools contains the census data for the student as well as members of their family. It also contains assessment, attendance and grades for the student.

The report card report link is located in Campus Tools.


- The **Control Center** gives immediate access to attendance and assignment scoring. Each period that needs attendance taken is in the **Sections** list and will have **Take** next to the section name.

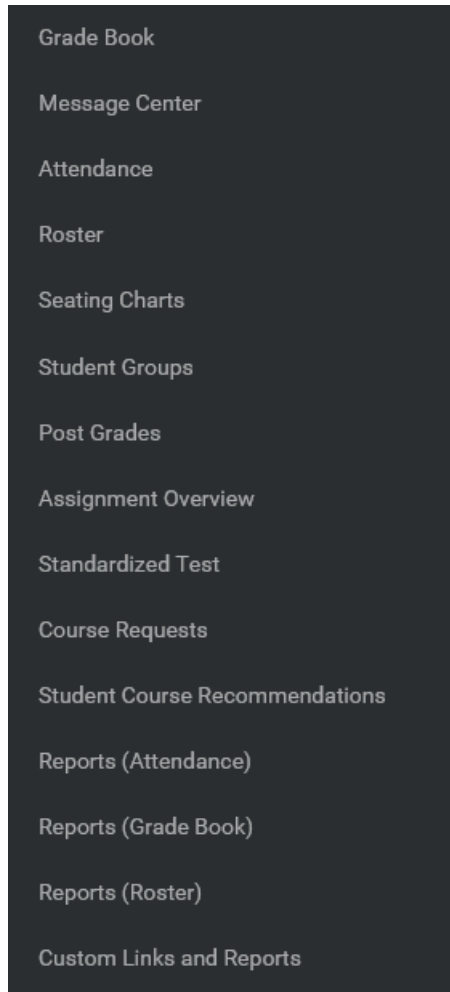
- Click the radio button next to Take and the attendance roster will appear.

- The program will default to **Present**. Click on the students that are **Absent** or **Tardy** and click **Save**. Click **Close** to return to the Control Center.
- To **Score** assignments, click on **Score** next to the courses listed in **Sections**. A number will appear showing the number of assignments that need scoring for each section.

- The **Assignments** list will appear listing the unscored assignments. You may select **All**, **Unscored** or **Missing**. Click on the name of the assignment to be scored.

The score window will open showing the student names and the points possible. You may enter scores individually or use the **Fill Score** option. There is also a **Turned In** flag to mark all students as having turned in the assignment. This will show on the parent and student portal. Enter all scores, click **Save** and **Close**.

-  To move back to the Action Bar, click the **Menu** icon in the upper left corner of the window on the application banner.



The **Action Bar** contains all the processes for the grade book. To access each item, click on the name in the list.

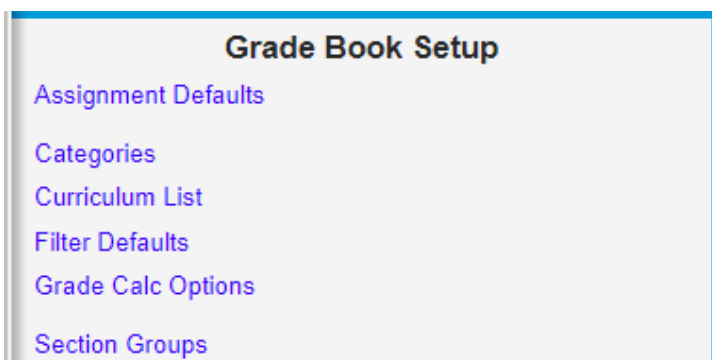
There are three changes to the **Action Bar**. The **Message Center** is now located in the list and the **Account Settings** is no longer listed. Account settings now appears under the **User Menu** in the Application Banner.

The **Message Center** contains the district and school announcements as well as allowing you to send class, grades and missing assignment messages to students and parents.

To access the **Grade Book**, click on Grade Book in the Action Bar. The functionality has not changed.

To create more space, click on the **Menu** icon in the upper left corner of the window. The bar will collapse and the grade book will become larger.

- **Settings** allows you to set grading scales, create categories and assignments as well as other preferences and functions. Click the chevron next to Settings to open the window.

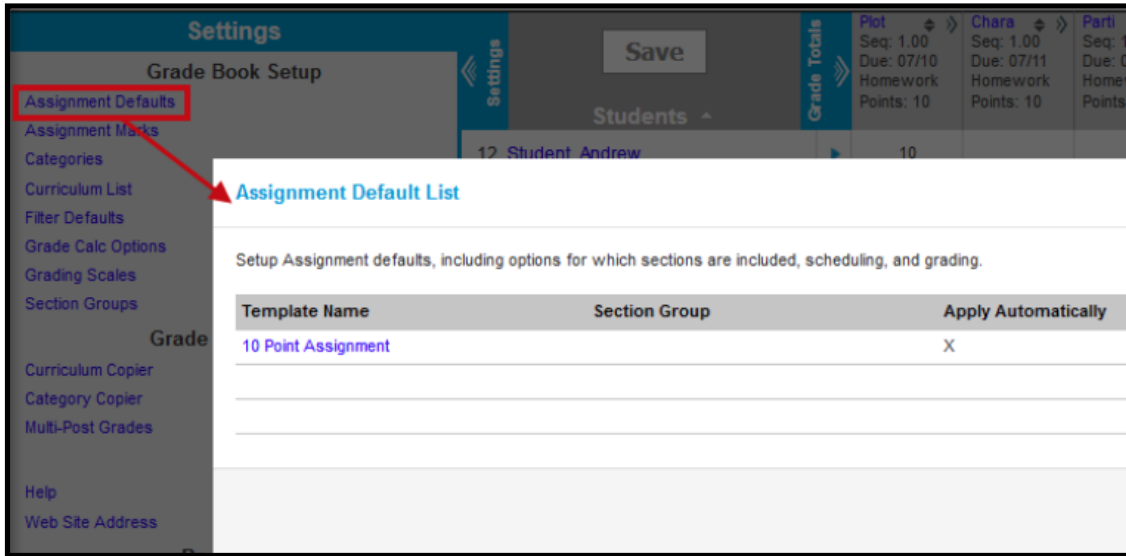


Assignment Defaults

PATH: Campus Instruction > Grade Book > Settings > Assignment Defaults

Teachers may now create templates for assignments. Options for Section Groups, Date, Grading Setup, and other assignment elements may be added. Defaults help save time when creating assignments with options that are often used.

Teachers can create multiple defaults sets. There is a limit of one default that can be set to apply automatically whenever assignments are created. This would be used with the most common assignment settings. When creating an assignment, the template may be changed quickly to another.

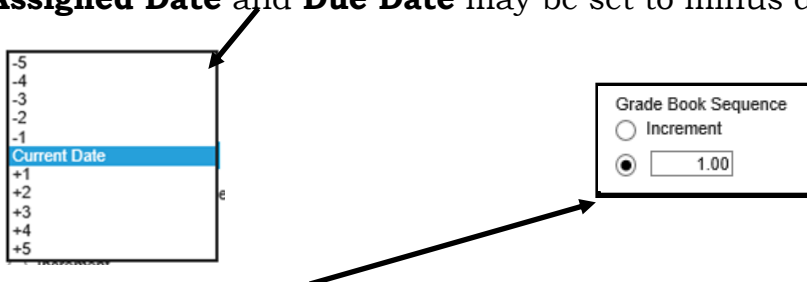


Creating Defaults

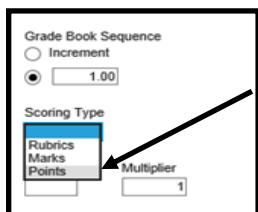
- Select **Assignment Defaults** from the list. The **Assignment Default List** window will open to show all previously created templates.
- Click **Add** to create a new template.

- Name** Identifies the default name in the list.
- Apply Automatically** When this option is marked, the selected options are automatically applied to the newly created assignment. (The teacher is able to change to a different default.)
- Sections** Defines which sections are assigned to the default. The options are **Any** or and existing **Section Group**.

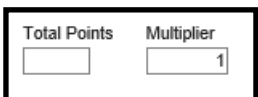
- The **Setup Defaults** example show the possible settings that may be applied to an assignment.
- Enter a name for the setup template. **You may create a default template that will assign the setup automatically. This would be used for the most common assignment setup.** You may have **one** template set to **Apply Automatically**.
- Select **Any** or choose any group in the list.
- **Assigned Date** and **Due Date** may be set to minus days, current Date, or plus days.



Grade Book Sequence allows setting to **Incremental** or setting to a specific number. The default is 1.00. **Scoring Type** should always be set to **Points**.



- **Total Points** may be set for the most common assignment value.



- **Multiplier** may be set for a different value or remain at the default of 1.
- Select **Save** after all settings are complete.

Curriculum List

PATH: Campus Instruction > Grade Book > Settings > Curriculum List

This function lets you create and score assignments. The placement of the options have changed and are explained below. The view of the list looks the same.

- Click **New** to start the process of creating a new assignment.
- Click **New Assignment**.
- The **Assignment Detail** window will open. The detail window has been condensed for easier use.

Assignment Detail

*Assignment Name

*Abbreviation Assignment Default ⓘ

▼ Scheduling/Grading Alignment

Section	Portal	*Assigned	*Due	*GB Seq	Student Group
✕ C) 161E-11 G1: MUSIC Terms: T1, T2, T3, T4	<input checked="" type="checkbox"/>	<input type="text"/> 12/29/2017	<input type="text"/> 12/29/2017	<input type="text"/> 1.00	No Groups

→ Add additional sections

*Category

Include in Grade Calculation

*Standard/Grading Task	Scoring Type	*Total Points	*Multiplier
✕ 15.MUS.41: Listening and analysis of music	<input type="text" value="Points"/>	<input type="text" value="10"/>	<input type="text" value="1"/>

→ Add or Select Standards

- Enter the name of the assignment.
- Enter an abbreviation—this will appear in the grade book and is 5 characters long.
- The section to be connected to the assignment to will appear in the Sections list. If you are teaching more than one section of the course, you will be able to select more than one section. Click on the **Add Remove** button to add an additional section.
- **This new version will only allow you to attach one category to the assignment. You may select the category by clicking on the arrow in the Category field.**
- Select the standard or grading task from the pick list under Standard/Grading Task. Click the down arrow to see the available standards/tasks. **Do not select Overall Grade for ELA or Math. Do not select Final Grade for any section.**
- You may select more than one standard by clicking on the **Add** button and selecting a new standard from the list.
- Select **Points** from the **Scoring Type** list, click the down arrow to select.
- *Enter the number of points possible for the assignment. (We only use points.)*
- *The area for teacher notes and portal information are now at the bottom of the page and you must click the arrow to open the field. Portal information is now **For Students**.*

▶ For Students
▶ For Teachers

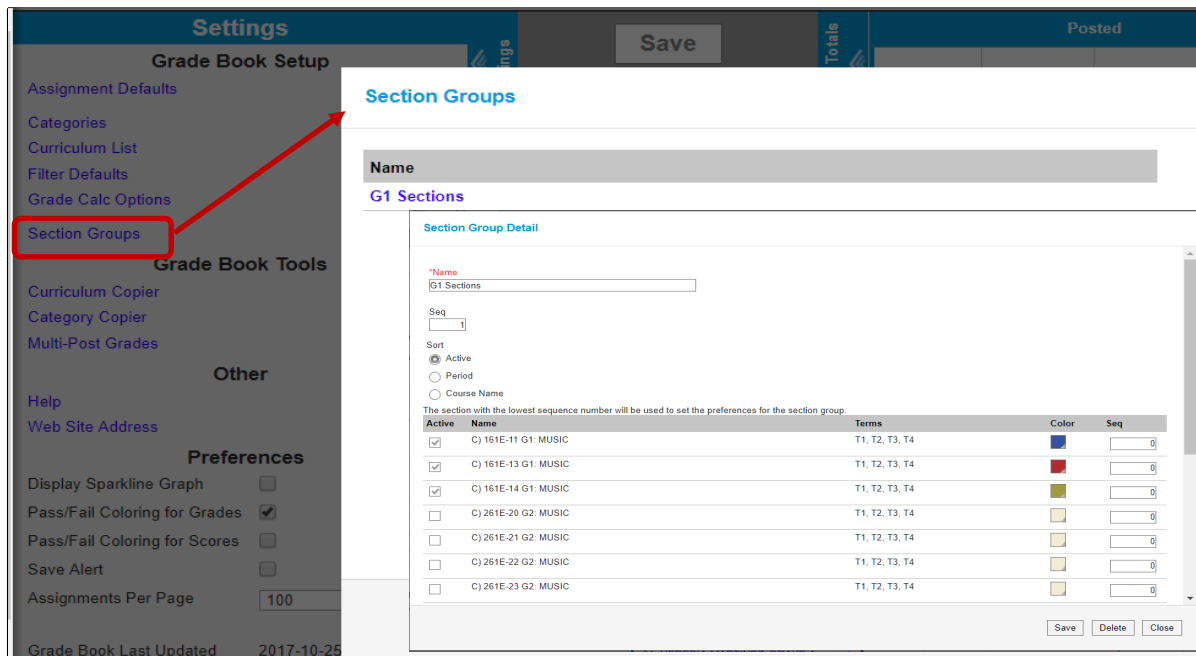
- Click **Save** and **Close**.

Section Groups

PATH: Campus Instruction > Grade Book > Settings > Section Groups

Section Groups allow a teacher to group similar sections together in a single grade book view. Groups make scoring assignments easier by combining matching assignments into shared columns in the grade book.

Selected groups apply to the grade book view only.



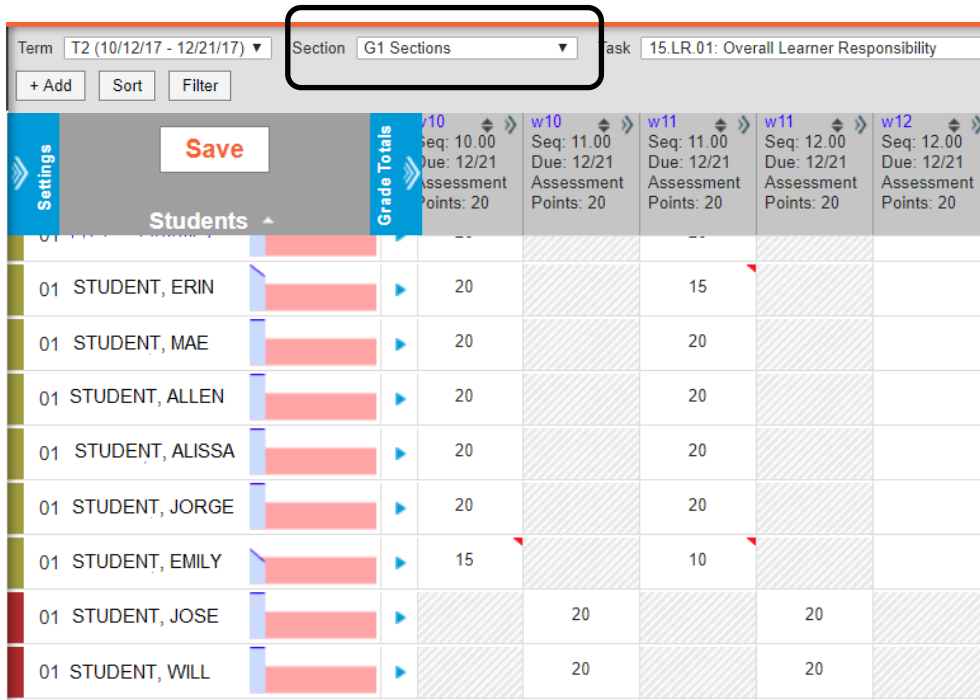
When viewing the grade book for a section group, some options are not available, including some tools in the Settings menu.

Creating Section Groups

1. Click **Section Groups** from the Settings menu of the Grade Book.
2. Click **Add** to create a new group.
3. Enter a **Name** for the group.
4. Enter a **Seq**(uence) for the group.
5. Select a **Sort** option to sort the section list by *Active* sections (those marked to be included in the group), by *Period*, or alphabetically by *Course Name*.
6. Mark the **Active** checkbox next to sections to include in the group. The Terms in which each section meets are provided.
7. Select a **Color** for each section, which displays as a small bar next to each student's name.

Viewing and Scoring a Section Group

Section groups are selected in the **Section** dropdown at the top of the grade book.



Term	Section	Task	Seq: 10.00 Due: 12/21 Assessment Points: 20	w10 Seq: 11.00 Due: 12/21 Assessment Points: 20	w11 Seq: 11.00 Due: 12/21 Assessment Points: 20	w11 Seq: 12.00 Due: 12/21 Assessment Points: 20	w12 Seq: 12.00 Due: 12/21 Assessment Points: 20
T2 (10/12/17 - 12/21/17)	G1 Sections	15.LR.01: Overall Learner Responsibility					
01 STUDENT, ERIN			20		15		
01 STUDENT, MAE			20		20		
01 STUDENT, ALLEN			20		20		
01 STUDENT, ALISSA			20		20		
01 STUDENT, JORGE			20		20		
01 STUDENT, EMILY			15		10		
01 STUDENT, JOSE				20		20	
01 STUDENT, WILL				20		20	

Students are listed sequence of the section within the group. Only selected sections will appear in this view. Unmarking **Section** in the sort options sorts students in alpha order without grouping them by section.

Students are listed based on the sequence of each section within the group and whether *Section* is marked in the Sort options. Unmarking *Section* in the Sort options sorts students alphabetically without grouping them by section. Other filtering and sorting options are also available.

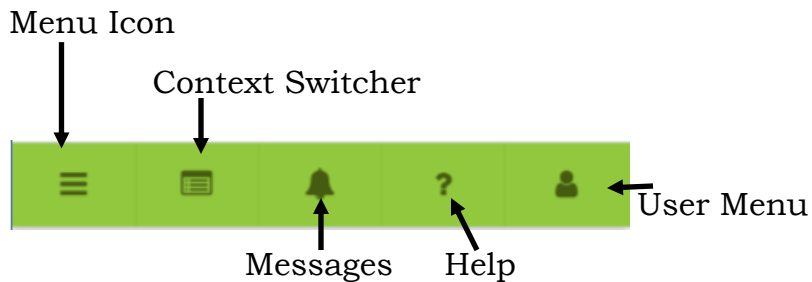
Assignments are combined if they match in **Name, Sequence, Due Date, Category,** and **Points**. Columns for assignments that don't match across sections show with shaded cells for sections that do not include the assignment. Note that assignments are combined only in this grade book view; the individual assignment records for each section still exist.

In the example above, both sections have a matching assignment each day

Matching **Categories** are also combined. **In Progress** columns calculate based on the Grade Calc Options selected for each individual section. Manually Posting Grades functions as it does for an individual section.

Mobile Grade Book Functions

The mobile app allows you to take attendance as well as score assignments on the go. The following screen shots show the new interface.



- After logging into your account, the following screen will appear showing the banner that appear above.

The screenshot shows the 'Control Center' for '17-18 NORTH VALLEYS HS'. It features a table with columns for 'SECTIONS', attendance status, and a count. A vertical box highlights the attendance status column. At the bottom, there is a 'Give feedback' button.

SECTIONS	Attendance Status	Count
GRIT CHEM LAB (H) (1), PEER TUTOR (38)	Red circle	2
01 CHEMISTRY 1 (H) (8), PEER TUTOR (105)	Red circle	0
02 AP CHEMISTRY S1 (1), PEER TUTOR (172)	Green circle with checkmark 25/26	1
03 AP CHEMISTRY S1 (2), PEER TUTOR (239)	Open circle	1
04 CHEMISTRY 1 (H) (9), PEER TUTOR (306)		

- Just like the Control Center in the Grade Book, you will see the links to take attendance
- Red indicates the period is past and attendance has not been taken.
- Green with a check indicates attendance has been taken.
- Open circle indicates an upcoming period or current period where attendance has not been taken.
- Click on the button for the appropriate section.

- The attendance window will open and works exactly the way it does in the grade book. The student list will default to **Present** so you only have to change the students that are **Tardy** or **Absent**.

STUDENT	STATUS
[blurred]	<input checked="" type="radio"/> P <input type="radio"/> A <input type="radio"/> T
[blurred]	<input type="radio"/> P <input checked="" type="radio"/> A <input type="radio"/> T
[blurred]	<input type="radio"/> P <input type="radio"/> A <input checked="" type="radio"/> T

Comments

Save Close

- Click **Save**.
- Click **Close** to return to the **Control Center**.

- The score link allows you to enter scores for unscored assignments or assignments that have missing scores for students.
- Click the number and the Assignments selection window will appear.

Assignments
Term T1

All **Unscored** Missing

CHEM LAB (H)

test assign Due: 08/09/2017
54 unscored

- Select the filter you wish to use, the program defaults to **Unscored**.
- Click on the assignment name, the score interface will open.

- Click the **Turned In** check box in the **Fill Scores** area to fill all students with the flag. This will show on the student and parent portal showing the assignment as turned in.
- You can also fill all scores by entering the information in the **Score** field in the blue area.

The screenshot displays a 'Fill Scores' form. At the top, there is a 'Turned In' checkbox and a 'Score' input field with a '/10' label. Below this, two student records are listed: 'Smith, Samantha' and 'Zagoya, Mathew'. Each record has a 'Turned In' checkbox and a 'Score' input field with a '/10' label. To the right of the student list, there are two buttons: 'Save' and 'Close'.

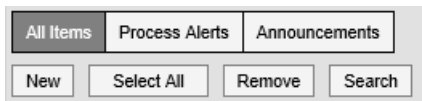
- Enter the individual scores in the score field for each student.
- Click **Save** after all scores are entered.
- Click **Close** to return to the Control Center.

The **Context Switcher** allows you to change years and/or schools if you are assigned to more than one school.



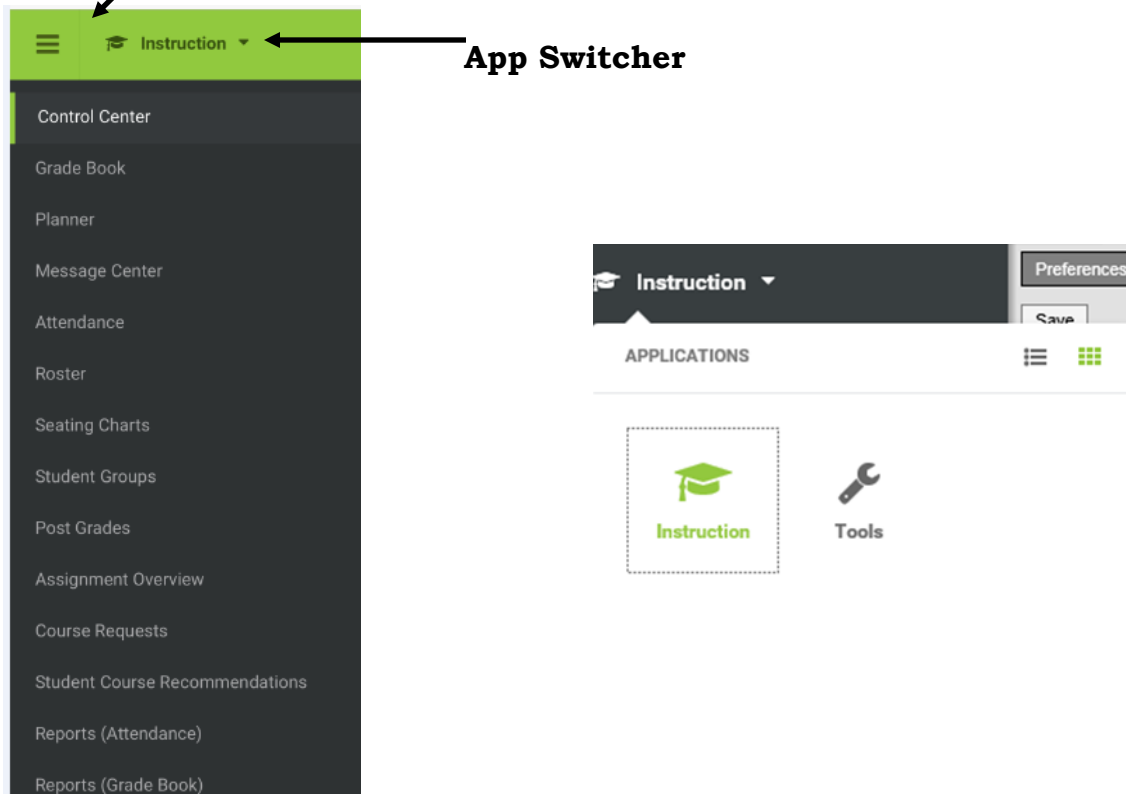
- Click on the **Context** icon.
- Click the down arrow in the **Year** field to display the years available.
- Click in the **School** field to see the schools to which you are assigned.
- Click the **Context** icon again to return to the **Control Center**.

The **Messages** icon will take you to the **Message Center**. You may review **All Items**, **Process Alerts** or **Announcements**.



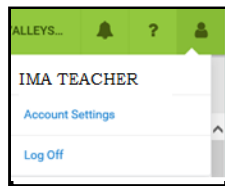
- To create a new message, click on **New**. The process is the same as in the grade book.

The program **Menu** icon will open the **Action Bar** which holds the same functions as the grade book.

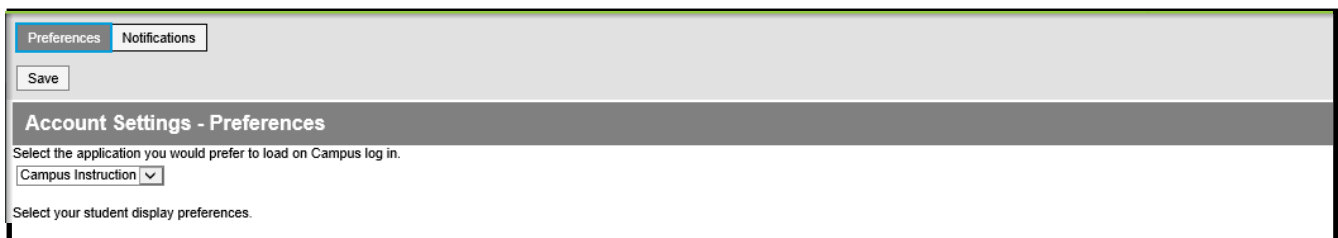


- Click the down arrow next to **Instruction**. This will move you to **Campus Tools** which will allow you to access student demographic data as well as student schedules and grades.

The user menu contains the **Log Off** functions and well as **Account Settings**.



- Click **Account Settings** to set the preferences for your grade book.



- Make sure to **Log Off** the app when finished.