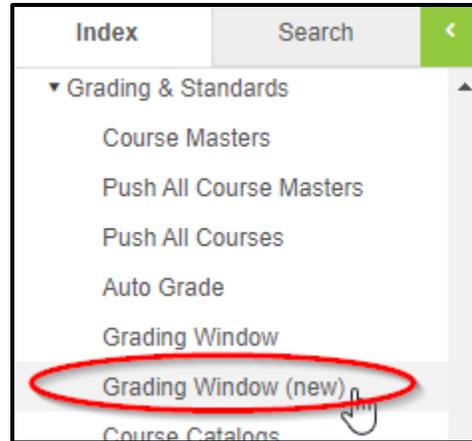


INFINITE CAMPUS NEW GRADING WINDOW TOOL

WHAT IS THE GRADING WINDOW?

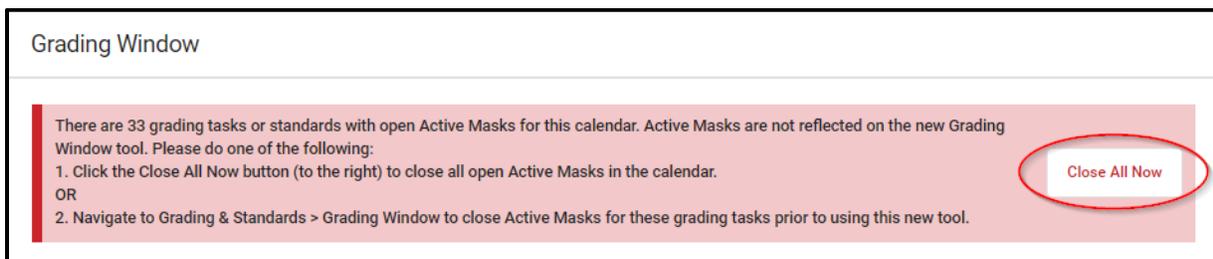
The grading window determines when grades can be posted to official student documents, such as Report Cards and Transcripts. Teachers can enter scores at any time, but posting grades is usually done during specific grading periods, such as when progress reports or academic warnings are sent out or towards the end of terms and semesters. The grading window may be opened for individual Grading Tasks and Standards or for an entire school based on a selected task/term combination using the Grading Window tool.

The new Grading Window tool is available in Index > Grading & Standards > Grading Window (new)

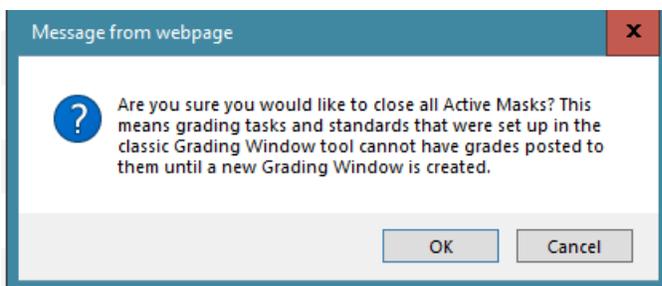


CLOSING PREVIOUSLY OPEN GRADING WINDOWS

The new Grading Window tool will prompt you to close any existing open grading windows (Active Masks) before you can use the new tool.



Click the **Close All Now** button to close all existing grading windows. Infinite Campus will confirm closing the grading windows with a pop-up. Choose **OK** to finish closing grading windows (Active Masks)



Once this is done all grading window modes will be indicated in the new Grading Window tool and you will not see this message again.

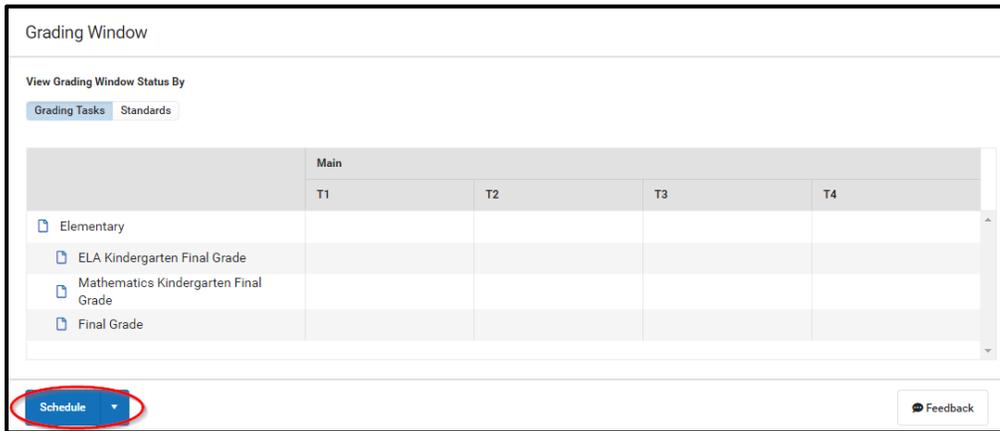
SCHEDULE THE OPENING AND CLOSING OF GRADING WINDOWS

The grading window opening and closing can now be scheduled ahead of time. This schedule can be created, modified, or the grading window can also be opened and closed on demand by following these instructions to schedule the opening and closing of the grading window. This section has instructions for Elementary, Middle, and High School.

SCHEDULING ELEMENTARY SCHOOL GRADING WINDOW OPENING AND CLOSING

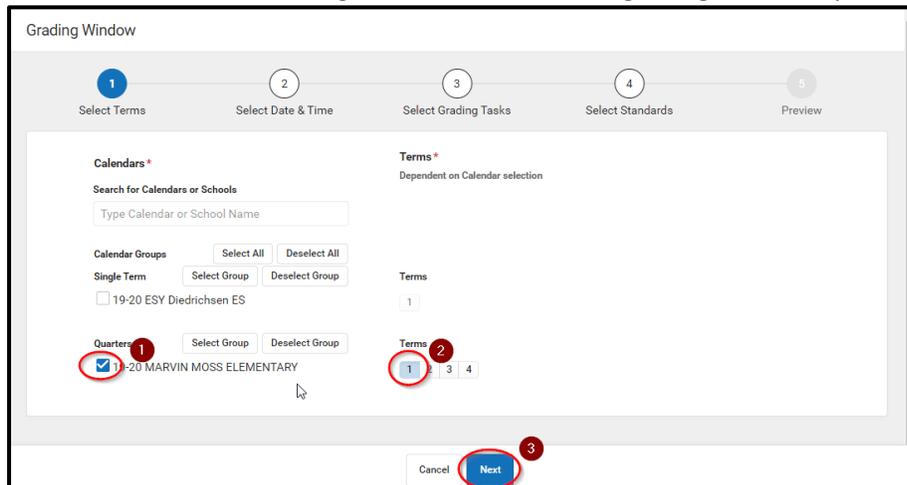
Follow these steps to schedule the grading window opening and closing for elementary schools.

1. Click the **Schedule** button.



The screenshot shows the 'Grading Window' interface. At the top, there is a 'View Grading Window Status By' section with two tabs: 'Grading Tasks' (selected) and 'Standards'. Below this is a table with columns for 'Main', 'T1', 'T2', 'T3', and 'T4'. The 'Main' column lists 'Elementary', 'ELA Kindergarten Final Grade', 'Mathematics Kindergarten Final Grade', and 'Final Grade'. At the bottom left, a blue 'Schedule' button is circled in red. At the bottom right, there is a 'Feedback' button.

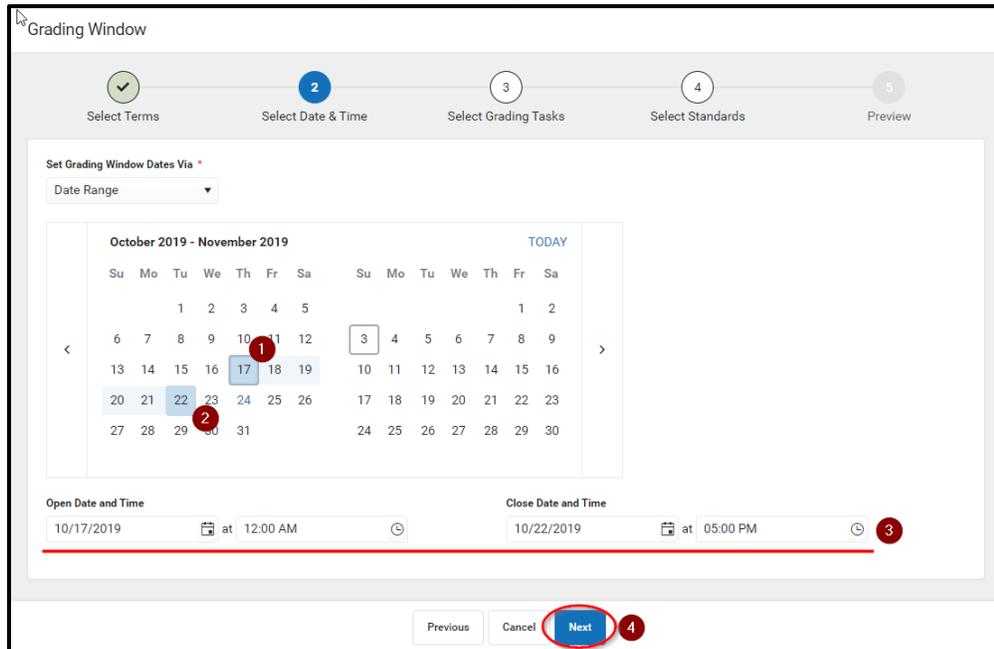
2. At the **1 Select Terms** screen select your primary calendar and the term you wish to schedule a grading window for. Do not select multiple terms, the same date and times will be applied to all terms selected.
 - 1) Select your calendar.
 - 2) Select a single term to schedule.
 - 3) Click **Next** to move to setting the date and time the grading window opens and closes.



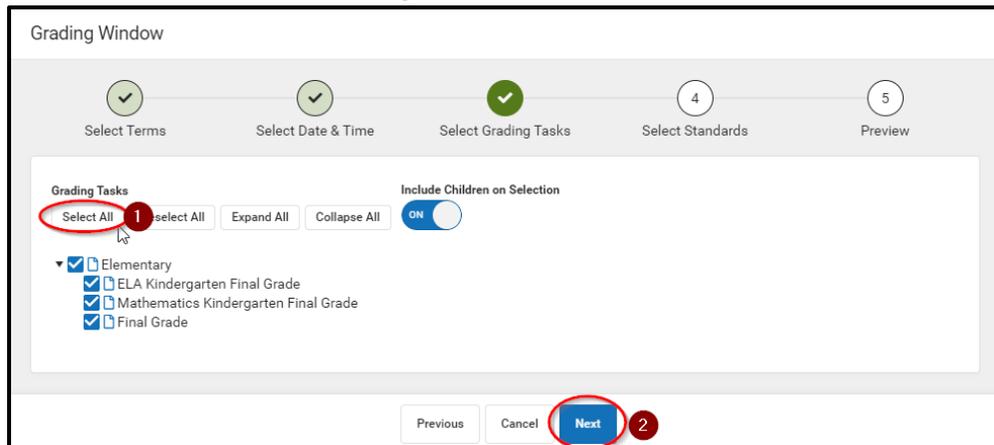
The screenshot shows the '1 Select Terms' screen in the 'Grading Window' interface. The screen is divided into two main sections: 'Calendars' and 'Terms'. The 'Calendars' section has a search box and a list of calendar groups. The 'Terms' section has a list of terms. Red circles and numbers 1, 2, and 3 are overlaid on the interface to indicate the steps: 1) Selecting the '19-20 MARVIN MOSS ELEMENTARY' calendar, 2) Selecting term '1', and 3) Clicking the 'Next' button at the bottom right.

3. At the **2 Select Date & Time** screen set the opening and closing dates and times for the grading window.
 - 1) Click the date you wish the grading window to open.
 - 2) Click the date you wish the grading window to close.

- 3) You may also set the date and time the grading window opens and closes by typing it in or choosing from the calendar and clock icons.
- 4) Click **Next** to move to choosing the Grading Tasks to open and close.

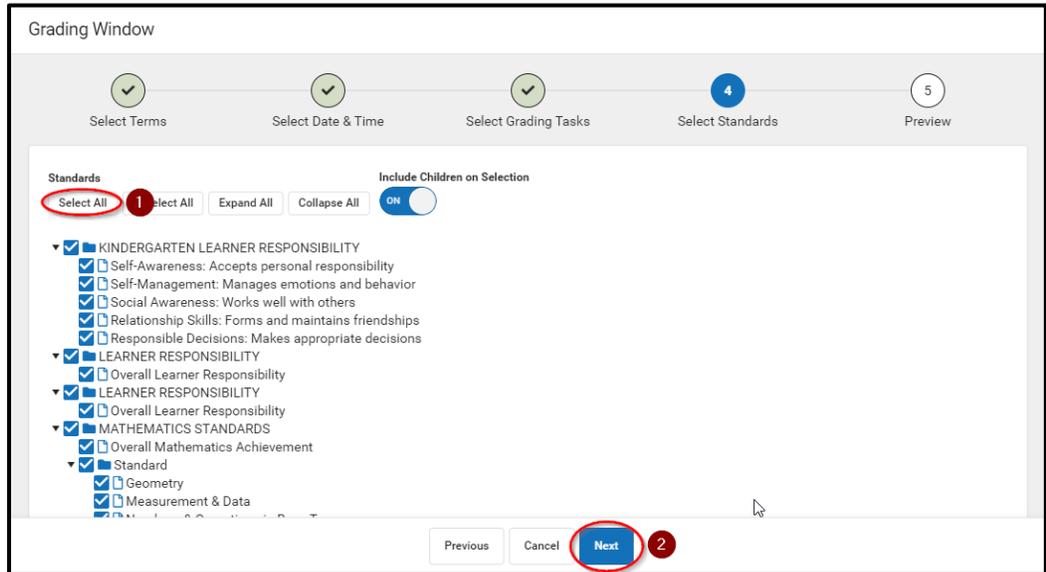


4. Elementary Schools only post grades to the Final Grade grading tasks in Term 4. If you're scheduling grading windows for Term 1, Term 2, or Term 3 you can skip this step by clicking **Next**. Open the Final Grade grading tasks if you're scheduling Term 4.
 - 1) Click **Select All** to select all of the Final Grade grading tasks.
 - 2) Click **Next** to continue to selecting standards.

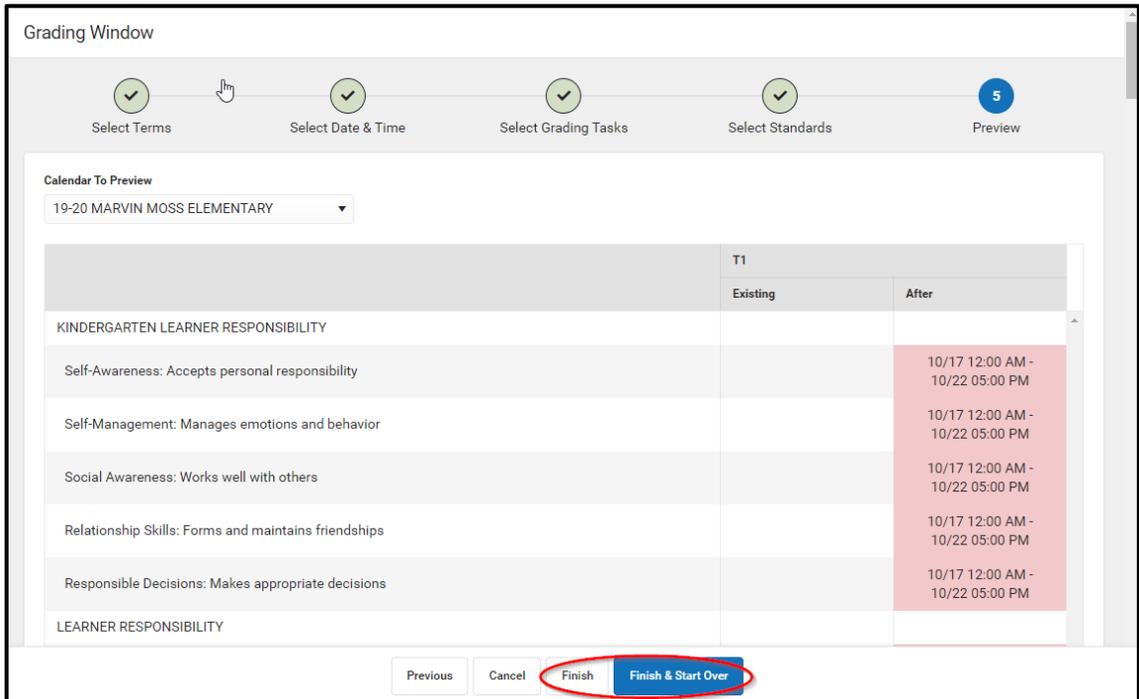


5. All of the Elementary School standards will be set to be opened at the **4 Select Standards** screen.
 - 1) Choose **Select All** to choose all of the ES standards. The list will expand to show all of the standards that will be opened for grade posting.

2) Choose **Next** to continue to the Preview screen.



6. The **5 Preview** screen shows the list of grading tasks and standards that will be scheduled to be opened, the term these will be opened and closed for, and the date and time that the grading window will be opened. You can click **Previous** to go back through and make changes, click **Finish** to schedule the currently displayed grading windows, or **Finish & Start Over** to schedule this grading window and continue scheduling grading windows.



SCHEDULING MIDDLE SCHOOL GRADING WINDOW OPENING AND CLOSING

Follow these steps to schedule the grading window opening and closing for middle schools.

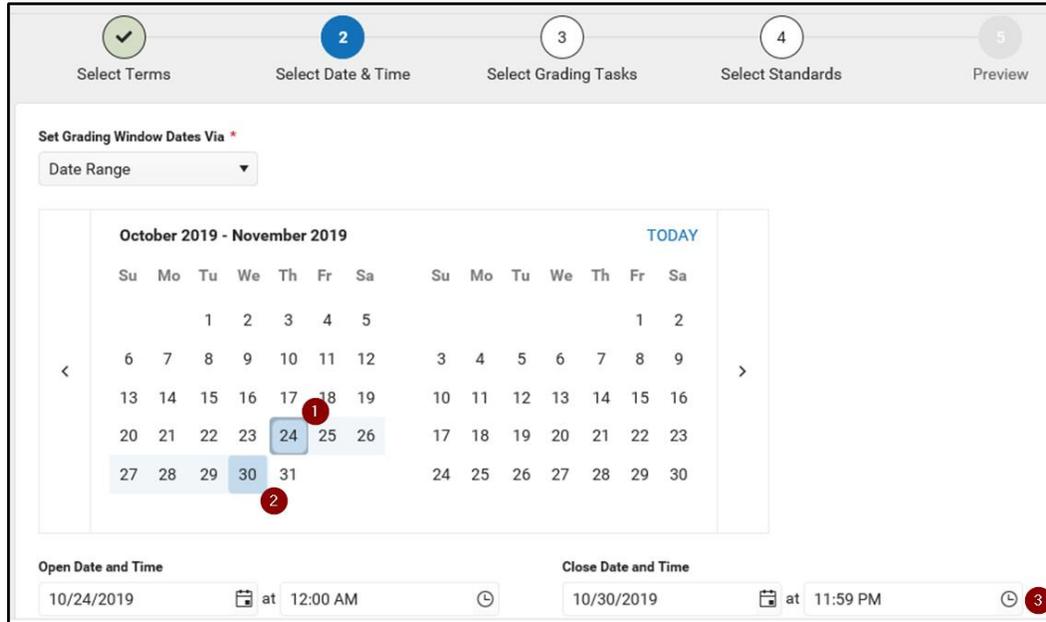
1. Click the **Schedule** button.

The screenshot shows the 'Grading Window' interface. It features a table with columns for 'Main' and 'T1'. Below the table is a list of grading tasks, each with a folder icon: Elementary, Final Grade, Traditional Middle School, Algebra Final, Overall Grade, Behavior, Work Ethic, and Academic Warning. A context menu is open over the 'Traditional Middle School' task, with the 'Schedule' option circled in red. Other options in the menu include 'Close Now' and 'Delete'. At the bottom left, there is a blue 'Schedule' button with a dropdown arrow.

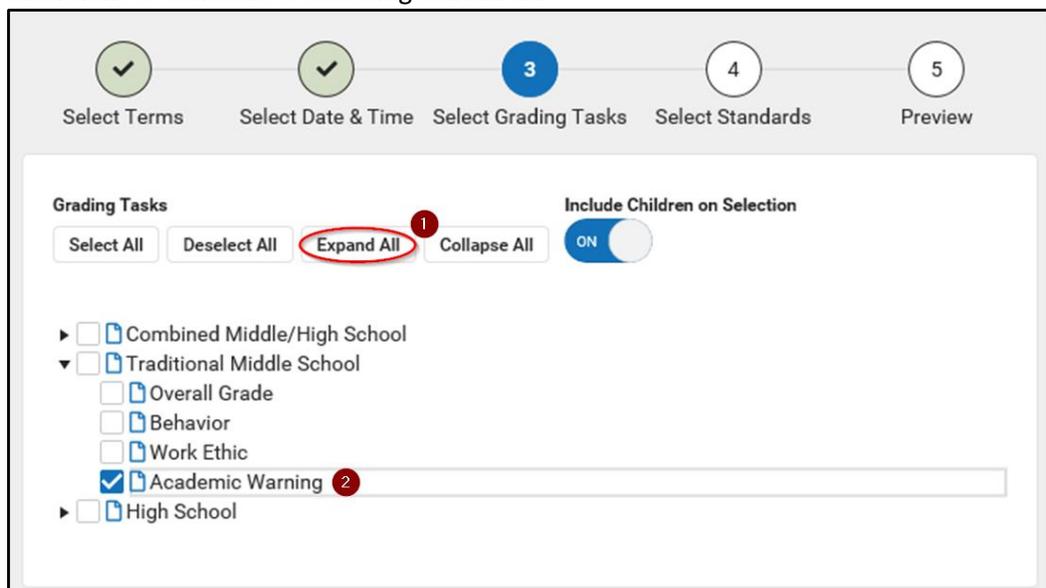
2. At the **1 Select Terms** screen select your primary calendar and the term you wish to schedule a grading window for. Do not select multiple terms, the same date and times will be applied to all terms selected.
 - 1) Select your calendar.
 - 2) Select a single term to schedule.
 - 3) Click **Next** to move to setting the date and time the grading window opens and closes.

The screenshot shows the '1 Select Terms' screen of the 'Grading Window' interface. It features a progress bar at the top with five steps: 1 (selected), 2, 3, 4, and 5. Below the progress bar, there are two main sections: 'Calendars*' and 'Terms*'. The 'Calendars*' section has a search box for 'Type Calendar or School Name' and two groups of options: 'Calendar Groups' (with 'Select All' and 'Deselect All' buttons) and 'Single Term' (with 'Select Group' and 'Deselect Group' buttons). The 'Terms*' section has a 'Terms' list with a '1' button circled in red. At the bottom, there are 'Cancel' and 'Next' buttons, with the 'Next' button circled in red and labeled with a '3'.

3. At the **2 Select Date & Time** screen set the opening and closing dates and times for the grading window.
 - 1) Click the date you wish the grading window to open.
 - 2) Click the date you wish the grading window to close.
 - 3) You may also set the date and time the grading window opens and closes by typing it in or choosing from the calendar and clock icons.
 - 4) Click **Next** to move to choosing the Grading Tasks to open and close.



4. Select the appropriate grading task to open from the list displayed grading tasks.
 - 1) Click **Expand All** or click the arrow widget next to the parent grading tasks to see the available grading tasks.
 - 2) Select the grading tasks that you'll schedule to be open during the grading period.
 - 3) Click **Next** to continue to selecting standards.



5. Middle Schools do not currently use grading Standards in Infinite Campus, click **Next** to continue to the **5 Preview** screen.

Progress bar: Select Terms (✓), Select Date & Time (✓), Select Grading Tasks (✓), **4 Select Standards**, 5 Preview

Standards: Select All, Deselect All, Expand All, Collapse All

Include Children on Selection: ON

There are no tasks found associated to courses in the selected terms

The **5 Preview** screen shows the list of grading tasks and standards that will be scheduled to be opened, the term these will be opened and closed for, and the date and time that the grading window will be opened. You can click **Previous** to go back through and make changes, click **Finish** to schedule the currently displayed grading windows, or **Finish & Start Over** to schedule this grading window and continue scheduling grading windows.

Progress bar: Select Terms (✓), Select Date & Time (✓), Select Grading Tasks (✓), Select Standards (✓), **5 Preview**

Calendar To Preview: 19-20 COLD SPRINGS MS

	T1	
	Existing	After
Traditional Middle School		
Academic Warning		10/24 12:00 AM - 10/30 11:59 PM

Buttons: Previous, Cancel, Finish, **Finish & Start Over**

SCHEDULING HIGH SCHOOL GRADING WINDOW OPENING AND CLOSING

Follow these steps to schedule the grading window opening and closing for high schools.

1. Click the **Schedule** button.

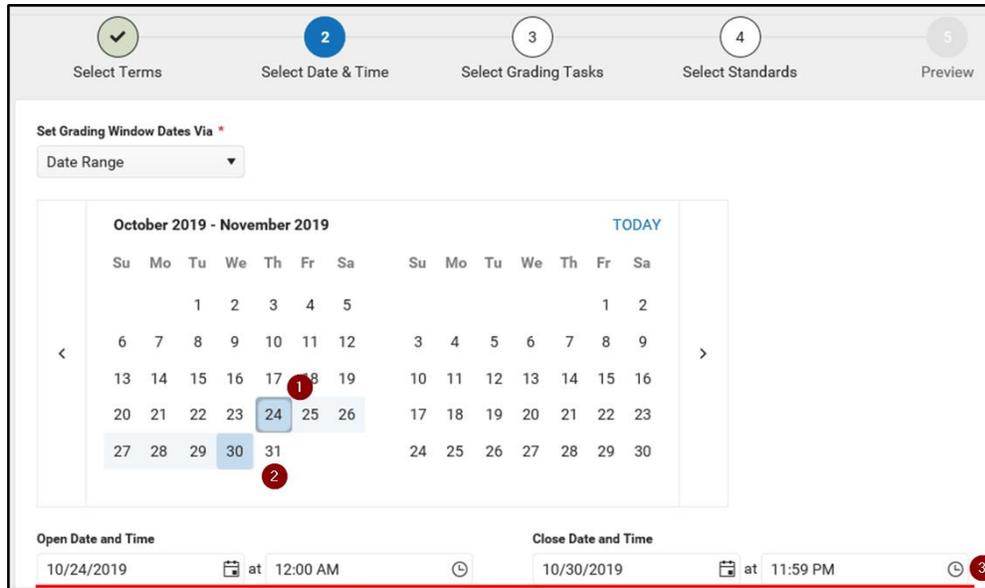
The screenshot shows the 'Grading Window' interface. On the left, there is a list of entities: Combined Middle/High School, Semester Grade, High School, Academic Warning 1, Academic Warning 2, Academic Warning 3, Academic Warning 4, Progress Grade, and Citizenship Grade. To the right is a table with columns for 'Main', 'T1', and 'T2'. At the bottom left, a blue 'Schedule' button is circled in red. At the bottom right, there is a 'Feedback' button.

2. At the **1 Select Terms** screen select your primary calendar and the term you wish to schedule a grading window for. Do not select multiple terms, the same date and times will be applied to all terms selected.
 - 1) Select your calendar.
 - 2) Select a single term to schedule.
 - 3) Click **Next** to move to setting the date and time the grading window opens and closes.

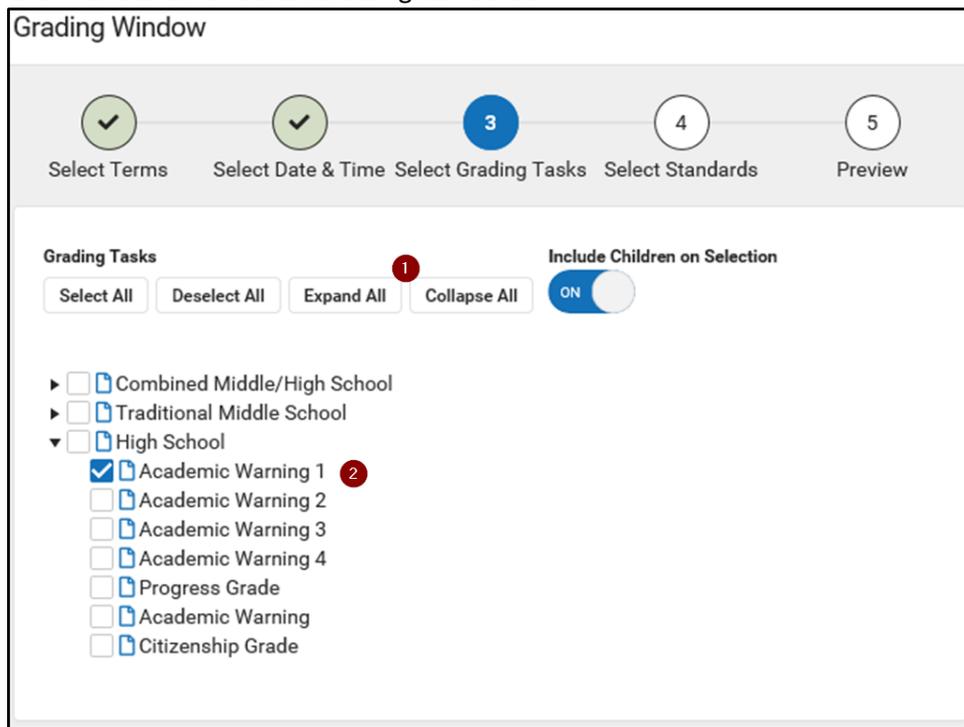
The screenshot shows the '1 Select Terms' screen. At the top, there are five numbered steps: 1 Select Terms, 2 Select Date & Time, 3 Select Grading Tasks, 4 Select Standards, and 5 Preview. The main content area is divided into two columns: 'Calendars*' and 'Terms*'. Under 'Calendars*', there is a search box 'Search for Calendars or Schools' with the placeholder 'Type Calendar or School Name'. Below that are 'Calendar Groups' with 'Select All' and 'Deselect All' buttons, and 'Single Term' with 'Select Group' and 'Deselect Group' buttons. There are two checkboxes: '19-20 ESY 9TH Street Pilot' and '19-20 ESY Sparks MS'. Under 'Semesters', there are 'Select Group' and 'Deselect Group' buttons, and one checkbox '19-20 PROCTER R. HUG HS' which is circled in red with a '1'. Under 'Quarters', there are 'Select Group' and 'Deselect Group' buttons. The 'Terms*' section is titled 'Dependent on Calendar selection' and has a 'Terms' section with a '1' button circled in red with a '2'. At the bottom, there are 'Cancel' and 'Next' buttons, with the 'Next' button circled in red with a '3'.

3. At the **2 Select Date & Time** screen set the opening and closing dates and times for the grading window.
 - 1) Click the date you wish the grading window to open.

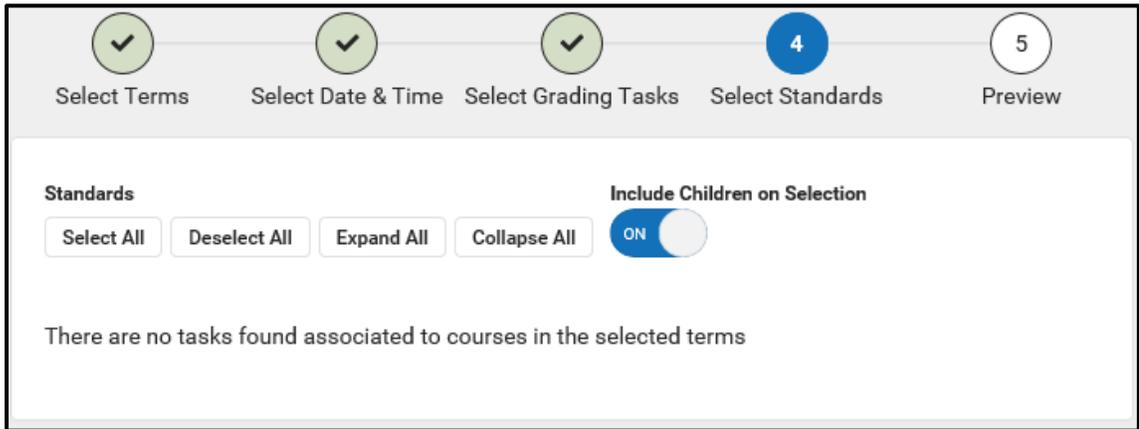
- 2) Click the date you wish the grading window to close.
- 3) You may also set the date and time the grading window opens and closes by typing it in or choosing from the calendar and clock icons.
- 4) Click **Next** to move to choosing the Grading Tasks to open and close.



4. Select the appropriate grading task to open from the list displayed grading tasks.
 - 1) Click **Expand All** or click the arrow widget next to the parent grading tasks to see the available grading tasks.
 - 2) Select the grading tasks that you'll schedule to be open during the grading period.
 - 3) Click **Next** to continue to selecting standards.



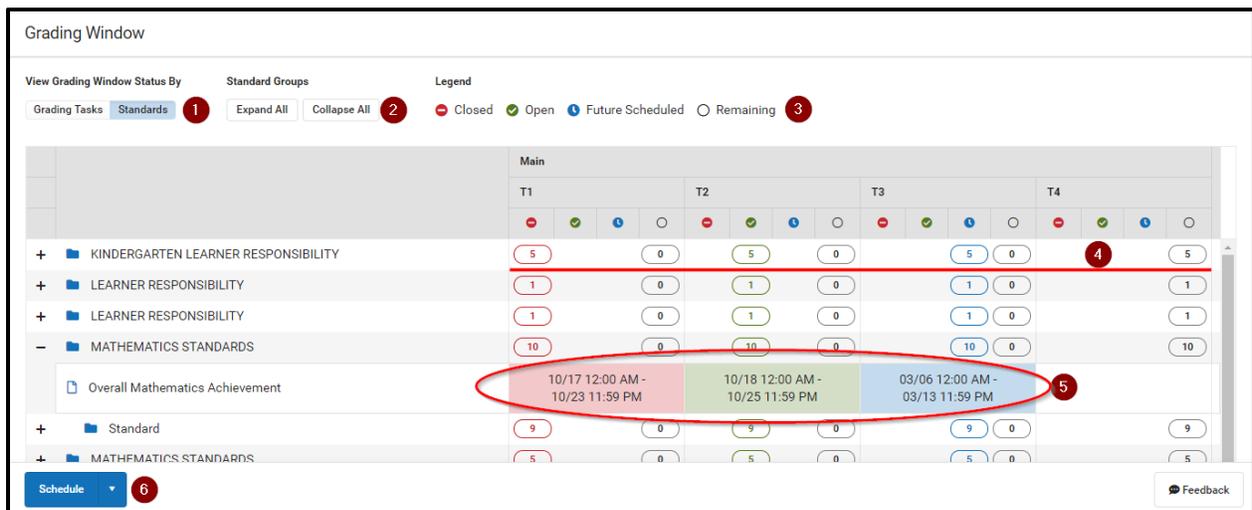
- High Schools do not currently use grading Standards in Infinite Campus, click **Next** to continue to the **5 Preview** screen.



The **5 Preview** screen shows the list of grading tasks and standards that will be scheduled to be opened, the term these will be opened and closed for, and the date and time that the grading window will be opened. You can click **Previous** to go back through and make changes, click **Finish** to schedule the currently displayed grading windows, or **Finish & Start Over** to schedule this grading window and continue scheduling grading windows.

VIEW THE STATUS OF SCHEDULED GRADING WINDOWS

The new Grading Window tool makes it easy to see what grading windows have been opened, what has been scheduled and if there are any remaining grading tasks or standards need to be scheduled to be opened. The following image illustrates these features:



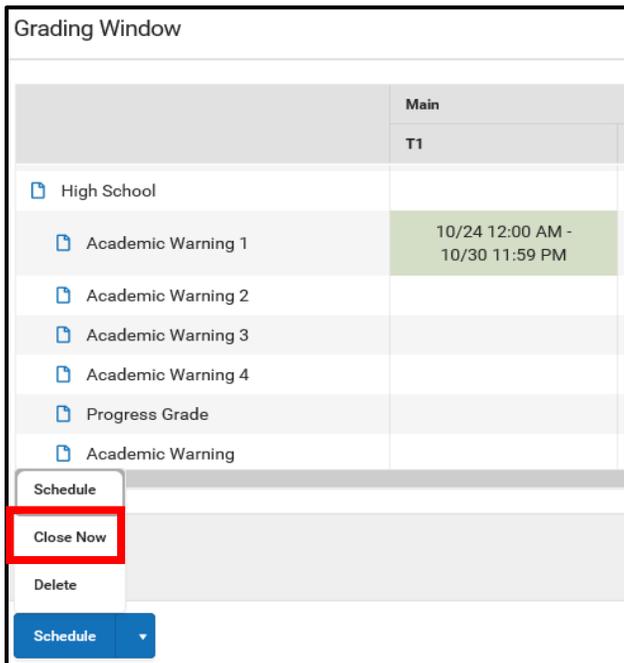
- Choose to view grading windows for either Grading Tasks or Standards.
- WCSD schools use a number of grading tasks and standards. Click **Expand All** to see the scheduled grading window for all of the standards or **Collapse All** to just see the standards category and a summary of their status.
- The Legend shows what the various color-coded icons indicate for the grading window status.

- The counts inside the bubble indicate how many grading tasks or standards are in each state (Closed, Open, Future Scheduled, Not Scheduled). This screenshot indicates that for Kindergarten Learner Responsibility in T1 there are 5 standards with a closed grading window, for T2 there are 5 standards currently open, for T3 there are 5 standards scheduled to be opened, and for T4 there are 5 unscheduled standards.
- Expanding any of the grading tasks or standards show the dates and times scheduled for the grading window. In this screenshot we see the schedule for the closed T1 grading window shaded in red, the current open T2 grading window shaded in green, the future T3 grading window shaded in blue, and the blank space showing nothing has been scheduled for T4.
- Click **Schedule** to re-schedule any of the existing grading windows or to create a new one.

CLOSING A GRADING WINDOW

Use the Close Now option to immediately close the selected open Grading Windows. This option can be used when all teachers have posted grades for the open grading window and there isn't a reason to keep the window open anymore.

- Click the arrow next to the Schedule button and select Close Now.



- Make selections for the grading window that needs to be closed by choosing the calendars and terms, grading tasks and standards (following the process outlined in the [Schedule The Opening And Closing Of Grading Windows](#) section above).
- On the Preview screen, review the Existing grading windows. Notice the After column now displays the modified close date as the current date, indicating the grading windows will now

closed be closed.

Select Terms Select Grading Tasks Select Standards **4** Preview

Calendar To Preview
19-20 PROCTER R. HUG HS

	T1	
	Existing	After
High School		
Academic Warning 1	10/24 12:00 AM - 10/30 11:59 PM	10/24 12:00 AM - 10/24 09:00 AM

Previous Cancel Finish **Finish & Start Over**

4. Click either Finish or Finish and Start Over.

DELETE A SCHEDULED GRADING WINDOW

Use the Delete option to completely remove a scheduled grading window from Infinite Campus. The Delete option follow a similar process to the [Schedule The Opening And Closing Of Grading Windows](#) procedure above.

Grading Window

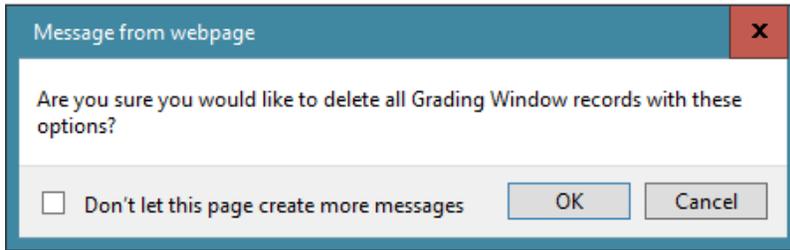
Select Terms Select Grading Tasks Select Standards **4** Preview

Calendar To Preview
19-20 PROCTER R. HUG HS

	T1	
	Existing	After
High School		
Academic Warning 1	10/24 12:00 AM - 10/30 11:59 PM	

Previous Cancel Finish **Finish & Start Over**

Infinite Campus will confirm the deletion:



GRADING WINDOW ISSUES AND FEEDBACK

Contact the IT Service Desk at 789-3456 or log issues to Web Help Desk at <https://webhelpdesk/> if you encounter problems using the new tool to open and close grading windows.

Teachers who encounter problems posting grades when the Grading Window tool indicates that the grading window is open should review their Grade Calculation Options. Log a ticket if their Grade Calculation Options are set and they still cannot post grades.

The Infinite Campus Feedback button visible in some of the screens in the Grading Window tool is not connected to Infinite Campus. We're happy to pass your positive comments and constructive criticisms on to their developers, feel free to log those comments to us.

THE CLASSIC GRADING WINDOW TOOL

The old Grading Window tool will no longer be used and will be removed in a future release of Infinite Campus.

