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.**

   ![Grading Window Schedule Button](image)

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.

   ![Select Terms Screen](image)

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.

   ![Select Date & Time Screen](image)
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 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.

The **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.

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.
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.

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 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.

   ![Image of the Schedule 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.

   ![Image of Select Terms screen]

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.

   ![Image of Select Date & Time screen]
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. 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:

1. Choose to view grading windows for either Grading Tasks or Standards.
2. 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.
3. The Legend shows what the various color-coded icons indicate for the grading window status.
4. 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.

5. 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.

6. 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.

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

2. 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).

3. 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
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 follows a similar process to the Schedule The Opening And Closing Of Grading Windows procedure above.
Infinite Campus will confirm the deletion:

![Message from webpage](image)

**GRADING WINDOW ISSUES AND FEEDBACK**

Contact the IT Service Desk at 789-3456 or log issues to Web Help Desk at [https://webhelpdesk/](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.