

Instruction and Infinite Campus

Elementary Grade Book / Campus Instruction

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Campus has many options for setting up and calculating student grades for **standards and grading tasks**.

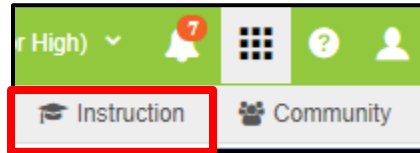
- **Proficiency Esitmates for Rubrics called Power Law & Last 5:** Grade calc options to calculate socres/marks using the standard score on each assignment to calculate an overall standard score which then makes posting grades easy. This is for courses that use grade scores/marks:
 - 1,2,3, NA
 - SA, GL, PS, NI, NA
 - SL, DL, P, BL, NA
 - GM, GNM, NA
- **In progress grades for ABC:** Grade calc option to calculate scores using scale ABC +/- for the upper grade levels, this functionality is the same as prior years.

Agenda:

- Accessing the new grade book – Campus Instruction
- Making Grade book your default Application
- Rosters
- Seating Charts
- Attendance and Lunch Counts
- Posting Grades
- Instruction Overview (*see pages below*)
 - 3 E's to a successful Grade Book Setup
 - i. *Edit Preferences*
 - ii. *Edit Grade Calc Options*
 - 1. *Standards – Power Law and Last 5 option*
 - 2. *Grading Task – ABC+/-*
 - iii. *Edit/Create Categories*
 - Creating Assignments
 - Grade Book walk through
- Click on Individual Student in Grade book to...
- Teacher Tips
- Questions???

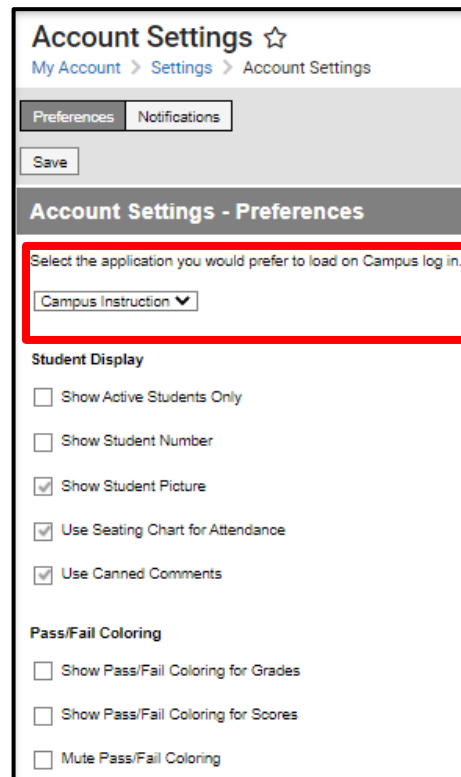
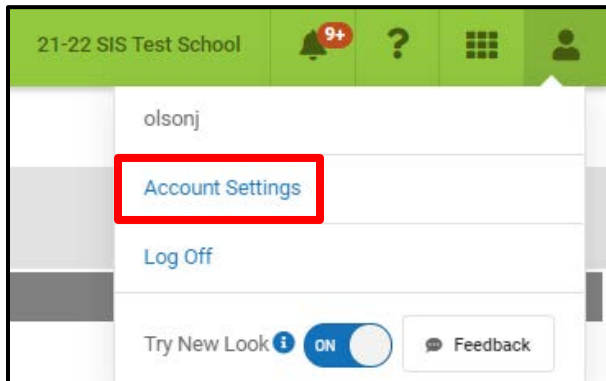
--- To Access Campus Instruction ---

- ❑ **Login** (Many will already be in Campus Instruction but if not) see next steps
- ❑ **Locate** and click the App Switcher at the Top Right corner Next to Log Off
- ❑ **Click** on Campus Instruction



--- To make Campus Instruction your default Application---

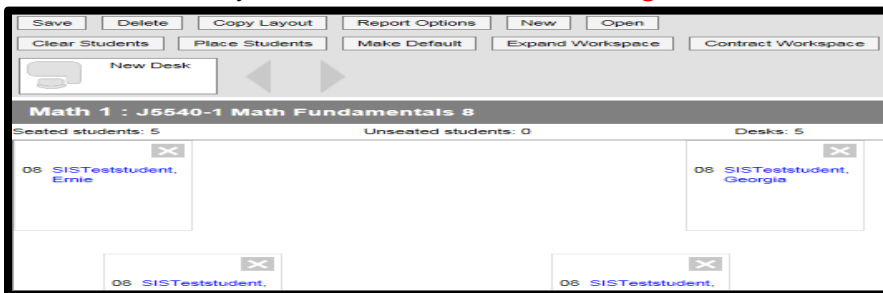
- ❑ When in Campus Instruction, at the bottom of the index, choose **Account Settings**
- ❑ Set the application to load to **Campus Instruction**
- ❑ **While you are here**, select any of the other preferences you have
- ❑ Click **Save**
- ❑ To return to Campus Tools, click the **App Switcher** in the upper right corner & choose **Campus Tools**



- ❑ **Roster** – List of students rostered into your course(s). Lists name, gender, grade, start/end dates, and flags. Report Options give options for printing your roster (can print with student picture for subs folder)

Name	Gender	Grade	DOB	Start Date	End Date	Flags	Health	IEP	PLP	RTI
SISTeststudent, Beta	F	12	04/02/2002							
SISTeststudent, Carter	M	12	11/01/2001			🚫				
SISTeststudent, Dalla	F	12	02/01/2002							
SISTeststudent, Erika	F	12	04/01/2002							
SISTeststudent, Kermit	M	12	04/03/2002	07/05/2019		🚫	🌸			

- ❑ **Seating Chart** – Click New and then edit/select the options to create a seating chart. Click Create Chart then use the options at the top to fill seat, move students, clear or use drag and drop to place seats where ever you wish to have them. **Seating charts can be used for attendance view also.**



--- Three Easy Steps to Take Attendance & Lunch Counts---

- ❑ **Login to Campus** (if Campus Instruction is not your default, click App Switcher > Campus Instruction)
 - In the **Control Center** Screen, in the corresponding section box click
 - **Mark** students Absent or Tardy (enter comments if need to communicate any details to secretaries), all default to Present
 - **Enter** Counts into Lunch (HOT lunch), Milk (COLD lunch) & Adult (Adult lunch)
 - **SAVE** in the bottom of the box

Math Fundamentals 8		
Lunch	Milk	Adult
0	0	0
STUDENT	STATUS	
SISTeststudent, Alpha A	<input type="button" value="P"/>	<input type="button" value="A"/> <input type="button" value="T"/>
SISTeststudent, Ernie	<input type="button" value="P"/>	<input type="button" value="A"/> <input type="button" value="T"/>

--- Posting Grades end of Term/Midterm ---

- ❑ Post Grades –
 - Grade Book

Settings	Save	Grade Totals	Posted			In Progress		Categories
			Percent	Grade	Fill Rpt Crd Comments	Trend	Post Rubric	Reading
02	SISTeststudent, Al...			SL	Joy to have in class CC	5.00	SL	5.00
02	SISTeststudent, M...			SL	Joy to have in class CC	5.00	SL	5.00

- To post grades for In Progress Grades, Click **Post**
- Select which **Term** and **Grading Task** to post grades from
- Click **OK twice & Click Save**

Post Grades

Post In Progress Grade(s)

In Progress/Proficiency Estimate from:

Term: 1

Task: Gr2:RDphon: Gr 2 Reading: Applies phonetic skills

Post to:

Term:

Task:

- **Post Grades Tool** (to post by Student or Standard/GradingTask)
 - Click **By Student** and it will change **By Standard/Grading Task**
 - **Select student or standard/grading task or Multi Post Grades**
 - Enter **Percent, Grades** and Report **Card Comments** > **Save**

Section 1) J5540-1 Math Fundamentals 8 Term 1 Task Grade

Save Post by Student Fill Percent, Grade, Comment

Students	Percent	Grade	Report Card Comments
08 SISTeststudent, Ernie	86.53	B	Joy to have in class

--- OR ---

Section 1) J5540-1 Math Fundamentals 8 Term 1 Student SISTeststudent, Ernie

Save Post by Standard/Grading Task Fill Percent, Grade, Comment

Term	Standard/Grading Task	Percent	Grade	Report Card Comments
1	Grade	86.53	B	Joy to have in class

--OR --

16-17 SIS Test School

Post to Filter: Term All Section All Task All

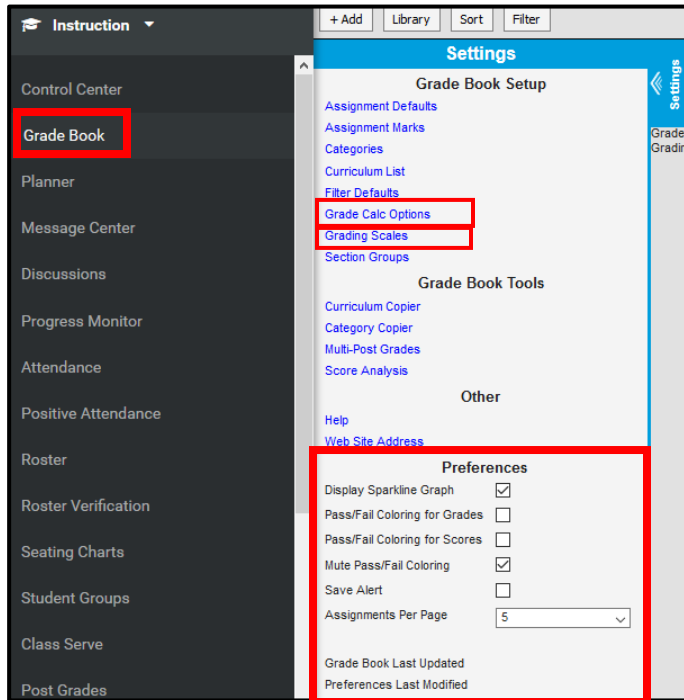
Overwrite Existing Grades

Select All Collapse All

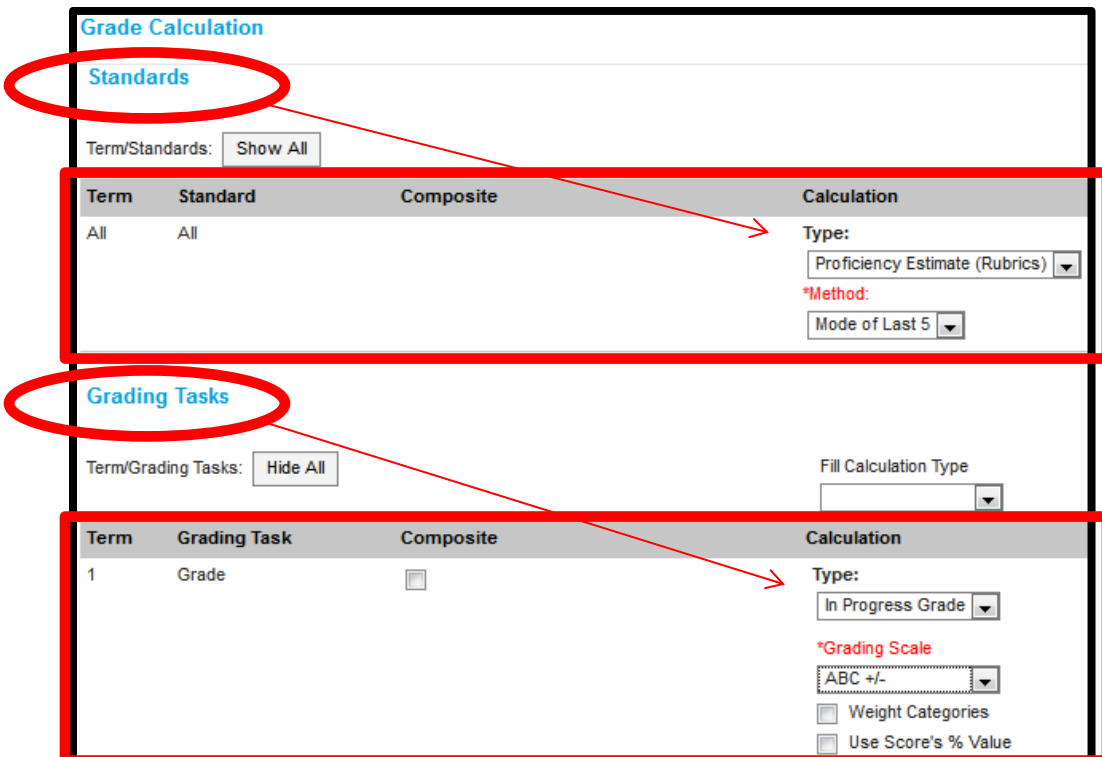
Section	Post from Term	Post from Standard/Grading Task	Post to Standard/Grading Task
<input checked="" type="checkbox"/> PM) 2051-1 Grade 2 Reading	1	Grade	Grade
<input checked="" type="checkbox"/> PM) 2051-1 Grade 2 Reading	1	Gr 2 Reading: Applies phonetic	Gr 2 Reading: Applies phonetic skills

--- 3 E's Grade Book Setup ---

For assignments to save successfully and the gradebook to calculate in progress grades start with the 3 E's
(Review with PM) 2051-1 Grade 2 Reading > Term 1 > Grade 2 Reading: Reading at home)



1. **Edit Teacher Preferences:** *Instruction > Grade Book > Settings > Preferences*
2. **Edit Grade Calc Options:** *Instruction > Grade Book > Settings > Grade Calc Options*
 - a. **Standards:** Type: Proficiency Estimate (Rubrics) > Method: Mode of Last 5 or Power Law
 - b. **Grading Task:** Type: In Progress Grade > Grading Scale: ABC+/- or Create Custom



Option	Description
No Calculation	Selecting this option indicates this standard should not be included in calculating students' In Progress grades.
In Progress Grade	<p>Indicates that an In Progress grade will be calculated for this standard, if the standard is scored using Points or Marks. Additional options will appear when this option is selected:</p> <ul style="list-style-type: none"> • Grading Scales - Select the scale used to convert numeric scores entered into grades such as A-, B+, D, etc. • Weight Categories - Marking this checkbox indicates the Weight values entered for the Category will be included in the calculation of the In Progress grade. • Use score's % value - Marking this checkbox will calculate scores based on the percentage of points earned for each assignment rather than the raw point value. For example, two assignments are scored as 8/10 and 100/100. The point value calculated for these two assignments would be 108/110, or 98%. The percent value calculated would be 80% and 100%, or 90% for the Category. <p>If this option is chosen, all assignments aligned to the Standard must be worth more than zero points.</p>
Calculate Proficiency Estimate	<p>This option is only used in the Grade Book (Beta) and only applies to standards scored with Rubrics. Options are:</p> <ul style="list-style-type: none"> • Highest Score: Indicates the highest proficiency level the student has achieved. Sequence must be entered for items on the Rubric for this option to calculate correctly. • Mode of 3: Indicates the most common score for the student across the most recent three scores. • Mode of 5: Indicates the most common score for the student across the most recent five scores. • Power Law: Power Law is a mathematical calculation that converts proficiency levels into numeric values and determines a trend based on the student's scores. The student's overall numeric proficiency value is then converted back into a proficiency level (Rubric). Power Law works on the assumption that standards are assessed at consistent intervals, such as weekly.

3. **Edit/Create Categories:** *Instruction > Grade Book > Settings > Categories or Category Copier* – *at least one category needs to be created to create and save assignments.*

- a. **Enter Name**
- b. **Weight** if using weighting (all categories should add up to 100 if using) else leave as default 0.0
- c. **Enter Seq** if you desire to list your categories by seq and not by name else leave as default of 0
- d. **Exclude from Calc** is used to track “Assignments” that do not pertain to the students grade
- e. **Drop Lowest Score (%)** if desired
- f. Check mark next to which **Sections** to apply this category to
- g. Check mark next to the **standards or grading task** this category applies to

*Name	Reading
*Weight	0.0
Sequence	0
<input type="checkbox"/> Exclude from Calculation	
<input type="checkbox"/> Drop Lowest Score (%)	

Category Placement			
Select which Sections will use this category			
Teachers	Section	Term	<input checked="" type="checkbox"/>
SISTestTeacher, Jessie Olson, Jessie R	2051-1 Grade 2 Reading	1, 2, 3, 4	<input checked="" type="checkbox"/>
Select which Standards will use this category			
Abbr	Standards		<input checked="" type="checkbox"/>
	Gr 2 Reading: Applies phonetic skills		<input checked="" type="checkbox"/>

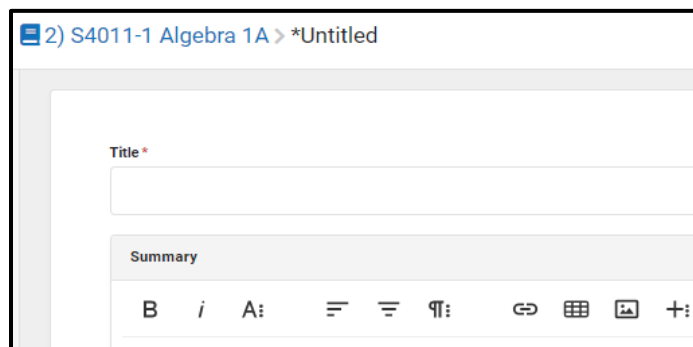
--- Creating your first Assignment ---

- Choose 1 of 3** different locations to create an assignment and click Add or New:
 - Grade Book
 - Click Alt + N
 - Click Add Above Settings > Assignment
 - Click Add Assignment located in Settings > Assignment List
 - Planner > Curriculum
 - Click Add on right side of any section in calendar
 - Click on Section and click either Add Assignment or Assignment List > Add Assignment
 - Assignment Overview (only after at least one other assignment has been created, click New)

Assignment Editor:

Title/Summary:

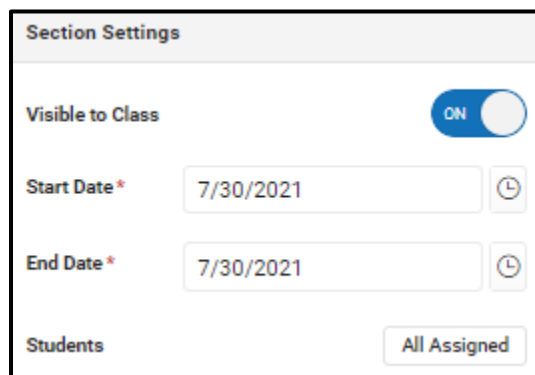
- Enter **Name**
- Enter **Summary** if desired to explain assignment



The screenshot shows the Assignment Editor interface. At the top, it displays "2) S4011-1 Algebra 1A > *Untitled". Below this, there are two main sections: "Title*" and "Summary". The "Title*" section has a text input field. The "Summary" section has a rich text editor with a toolbar containing icons for bold (B), italic (i), text color (A:), text background color, text alignment (left, center, right), link, table, image, and a plus sign for more options.

Section Settings:

- Visible to Class** is auto-toggled on, if you are not ready for students/parents to see, toggle off.
- Edit if needed **Start/End dates** of assignment
- Students** is the options auto set to All Assigned, meaning assigned to all students of sections this assignment will be assigned to, if you click "All Assigned", you can choose to only Assign to specific students if it is an assignment not all students need to complete.



The screenshot shows the Section Settings dialog box. It has a title bar "Section Settings". Below the title bar, there are three main settings:

- Visible to Class**: A toggle switch that is currently turned ON (blue).
- Start Date***: A date input field showing "7/30/2021" with a calendar icon to its right.
- End Date***: A date input field showing "7/30/2021" with a calendar icon to its right.

At the bottom of the dialog, there is a "Students" section with a button labeled "All Assigned".

Grading:

- Enter **Abbreviation** for assignment
- Seq** defaults to 1 and all can remain unless you want a different order that being driven by date
- Select which **Category** (created in earlier step) this assignment should be grouped under
- Select **Grading Task**
- Toggle **Scoring Type** (Points, Marks or elementary would be next Rubric section)
- Enter **Points** value for assignment
- Multiplier** (if this assignment for example was 50 pt but has 2x the weight compared to other assignments enter 2.0 otherwise leave defaulted at 1.0).

Other Sections/Schedules (to assign assignment to):

- To assign this assignment to other sections you teach, this will not be available until you Save the assignment assignment
- SAVE

- Now on assignment editor screen there is "Click Add to add more sections, click Add.

- Click Add next to each section you want this assignment also assigned to.
- Click OK

- If desired, can attach content or Add a Task to this assignment (Not used much at WPS)

- Now you are ready to enter scores**, simply go to each student and enter points or a rubric value and save. These can be entered in the Grade Book or by clicking on the assignment link and click Score.

--- Tools & Items to Review in Campus Instruction ---

☐ Grade Book

The screenshot displays the Grade Book interface. At the top, it shows the section '1) J5540-1 Math Fundamentals 8', term '1', and task 'Grade'. Below this is a 'Settings' sidebar with sections for 'Filters', 'Grade Book Setup', 'Preferences', and 'Assignment Sort'. The main area shows a 'Students' list with a 'Save' button and a 'Grade Totals' column. The table below lists students with their IDs, names, and grades. A detailed view for '08 SISTeststudent, Ernie' is shown, including a sparkline graph, a box and whiskers plot, and a 'Comments (Appears on Portal)' field.

Percent	Grade	Fill Rpt Crd Comments	Points	Possible	Percent	Post Grade
83.23 %	B		623	720	86.53 %	B
85.97 %	B		630	720	87.50 %	B+
58.39 %	F		524	620	84.52 %	B
85.65 %	B		620	720	86.11 %	B
74.68 %	C		584	720	81.11 %	B-

☐ Settings

- **Filters** – limit the students or assignments that you see
- **Assignment Sort** – How do you want you assignments to sort as you scroll to the right

☐ Click on Individual Student blue toggle icon to see

- **ID, DOB, Groups, Login (Parent)**
- **Grades Summary** – Brings up the students in progress and posted grades for this section.
- **Comments for Portal** – general comment to post to the portal for students/parents to see.
- **Sparkline and Box and Whiskers** –
 - **Sparkline** graphs how an individual student is doing across time on Assignments
 - **Box and Whiskers** graphs how a student did on an individual assignment compared to the other students in that section.
- **Hide Others** – For reviewing grades with individual students or parents.

--- Teacher Tips ---

- Always complete the 3 E's to Grade Book Set Up before adding assignments for a successful grade book and grade calculations. Don't rush through these, they are the foundation of your grade book.
- Don't use Campus Instruction (BETA) and Campus Grade Book (JAVA) unless absolutely necessary.
- Use keyboard shortcut Cntrl +/- to change the size of Campus Instruction (BETA).
- Remove Index to show more of the grade book by clicking the triple lines icon next to the Message Center.
- Click the Chevron symbol to expand/collapse sections in the index.
- Use categories so it is easy to identify at a quick glance where students are struggling (i.e. tests, homework, projects, class participation).
- In the Grade Book header rows, click the Sort Symbols (↕) next to each item to sort ascending, click again for descending and then again to return to the original sort order.
- Items that are blue and underlined are linked to the related details, for example, in the roster, click on student name and it brings up their relationship and demographic data.
- For Student Submissions (electronic) have the students add their name to the file name when uploading so you can compare if the name on the upload is the same as the creator of the file, also it makes it easy to identify whose assignments are whose.
- To easily add report card comments, use the new field in Campus Instruction > Grade Book to add to each student as you are posting the grade (see Post Grades below).
- Keep in mind that the Portal for Students and Parents is a "BEFORE" tool, not an after tool. Set up assignments so parents/students can use it to plan and prepare...no excuses.
- For use with Parents:
 - Use last login (in the Grade Book, click on the students name to expand and look at the date next to Login:, that is the last time a parent logged into Portal) to introduce or ask why they are not utilizing it.
 - Pictures say a lot for some parents so utilize Sparkline or Box and Whiskers but leave it simple such as "This is the top score, this is the bottom score, the dot is your student".
 - Sparkline graph is ALWAYS in date order so when looking at the Sparkline graph, sort assignments by date also so they correspond.
 - Get many phone calls/emails/questions that an assignment is past due but no grade is entered because you just haven't had the chance to enter them, use the "Turned In" flag to let parents/students know you have it just haven't entered the grade.