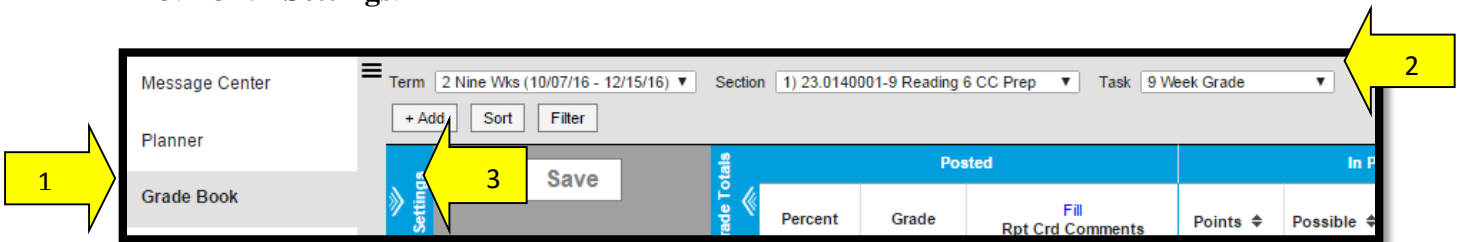


WJW: Midterm/Final Steps

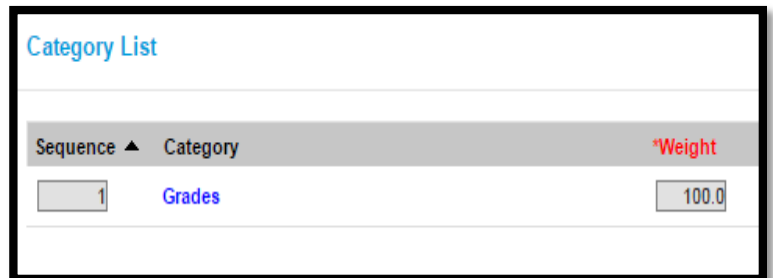
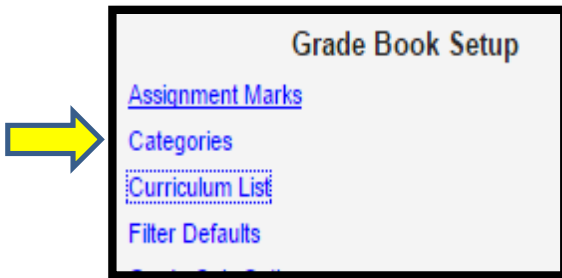
ALL of the steps below should be followed to correctly post Midterm/Final and 9 week grades.

Step 1: Creating a Midterm/Final Category

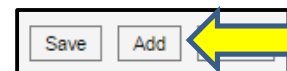
1. Once logged in to Infinite Campus, click **Grade Book** on the left of the screen.
2. Choose appropriate term (2nd Nine Weeks) from the **Term** drop down and your first section from the **Section** drop down. Leave the **Task** drop down to 9 Week Grade.
3. Click **Settings**.



Under **Grade Book Setup**, click on **Categories**. You should see Grades already populated.



Click **Add** to create categories.



Category Detail

*Name: Enter **Midterm/Final** as the Name and **100** as weight.

*Weight:

Sequence:

Exclude from Calculation

Drop Lowest Score (%)

Sort: Course Name Period

Select Sections

Section	
00.0000006-5 Advisory 6	<input type="checkbox"/>
23.9140000-7 Reading 6	<input checked="" type="checkbox"/>
23.9140000-9 Reading 6	<input checked="" type="checkbox"/>

Check the box for **every section** (except Advisory) this category applies to **right now**.

Check the Grading Task box for **Midterm/Final** and *Save*.

Grading Task	<input type="checkbox"/>
4 1/2 Week Progress	<input type="checkbox"/>
9 Week Grade	<input type="checkbox"/>
Mid Term / Final	<input checked="" type="checkbox"/>
Yearly Average	<input type="checkbox"/>

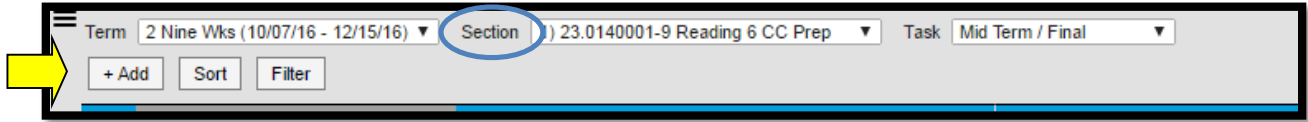
When your screen refreshes, you will see your new category added to the existing list. If you make a mistake, you can always click on the blue category name to edit.

Category List		
Sequence ▲	Category	*Weight
<input type="text" value="0"/>	Midterm /Final	<input type="text" value="100.0"/>
<input type="text" value="1"/>	Grades	<input type="text" value="100.0"/>

REPEAT ALL OF THE STEPS FOR EACH SECTION THAT YOU GIVE A MIDTERM FOR 2nd Nine Weeks AND A FINAL FOR 4th Nine Weeks.

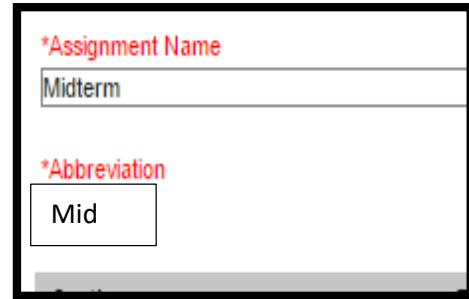
Step 2: Creating a Midterm and Final Assignments

You must create **TWO** assignments. One will be the Midterm, and the other will be for the Final. Choose the **Section** that you would like to begin creating assignments for in the drop-down menu. Click **Add**.



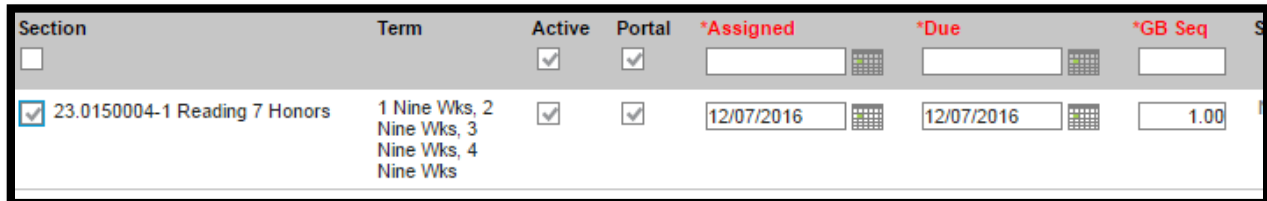
Pay close attention to the Term to be sure that you are working within the correct Nine Weeks.

The required information is shown in **red**. Please use the names **Midterm** and **Final Exam** for your assignment names. Parents and students will see these names when logged into Portal.

A screenshot of a form with two input fields. The first field is labeled '*Assignment Name' in red and contains the text 'Midterm'. The second field is labeled '*Abbreviation' in red and contains the text 'Mid'.

The **Abbreviation** is for your quick reference in the gradebook. Use the abbreviation **Mid for Midterm and Exam for Final**.

You must also select which **Section(s)** will have this assignment, **Assigned Date**, **Due Date**, and **Sequence** of the assignment. The **Section** will automatically be checked for the class that was open in the gradebook. The default gradebook sequence is 1. **The Assigned Date and Due Date for the Midterm should be 12/15/2016, and the Assigned Date and Due Date for the Final should be 05/23/2016.**



Section	Term	Active	Portal	*Assigned	*Due	*GB Seq
<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/> 23.0150004-1 Reading 7 Honors	1 Nine Wks, 2 Nine Wks, 3 Nine Wks, 4 Nine Wks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	12/07/2016	12/07/2016	1.00

Teachers who have multiple sections of the same course may choose to add this assignment to those sections **right now!** Check the boxes for the appropriate courses to avoid having to repeat these steps for each section.

To provide helpful information to parents and students, add a description under **Portal Description**. You can add notes in the **Teacher Notes** section for only you to view.

The screenshot shows two text editors. The top one is titled "Teacher Notes" and the bottom one is titled "Portal Description". Both editors have a rich text toolbar with icons for undo, redo, bold, italic, underline, bulleted list, numbered list, indent, outdent, insert image, table, link, unlink, strikethrough, and text color. The text "Midterm for 2nd nine weeks" is entered into both editors.

You will see a box checked that says “Align to Grade Book.” Leave this checked. You *must* choose a grading task (Midterm/Final) to be associated with this assignment. Once you check the box next to the appropriate task, you can choose which category the assignment should fall under. The Midterm/Final Total Points should be **100**.

The screenshot shows the "Grading Tasks" section. It has a sub-header "Select which Grading Tasks get this assignment". Below this is a table with columns for "Grading Task", "Scoring Type", "*Total Points", and "*Multiplier".

Grading Task	Scoring Type	*Total Points	*Multiplier
<input type="checkbox"/> 4 1/2 Week Progress No Categories			
<input type="checkbox"/> 9 Week Grade			
<input checked="" type="checkbox"/> Mid Term / Final <input checked="" type="radio"/> Midterm	<input checked="" type="radio"/> Points <input type="radio"/> Marks	100	1
<input type="checkbox"/> Yearly Average No Categories			

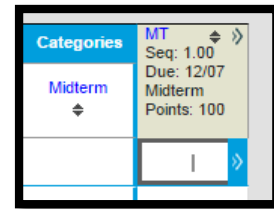
Below the table are four tabs: "Standards (0)", "Grade Levels (0)", "Depth of Knowledge (0)", and "Tags (0)". Below the tabs is the text "There are no standards associated with this course." At the bottom right are buttons for "Delete", "Print", "Copy", "New Assignment", "Score", "Save", and "Close".

Click **Save**.

MAKE SURE THAT YOU HAVE CREATED A MIDTERM ASSIGNMENT AND A FINAL EXAM ASSIGNMENT BEFORE MOVING TO THE NEXT STEP!

Once you have the assignments created, you can begin to enter your Midterm scores. You will not have Final scores until the 4th 9 weeks.

Enter the midterm grades for each student and click **Save**.



Step 3: Posting Midterm/Final Assignment

Once the midterm grade has been saved, click on **Post** in the In Progress section.

In Progress			
Points	Possible	Percent	Post Grade
100	100	100.00 %	100

A pop-up window will appear. You will need to select the term and the task (**Midterm/Final**) for posting from the drop down boxes. Click OK.

Post Grades

Post In Progress Grade(s)
In Progress/Proficiency Estimate from:
Term: 2 Nine Wks
Task: Mid Term / Final

Post to:
Term:

Task:

A warning box will appear. Click OK.

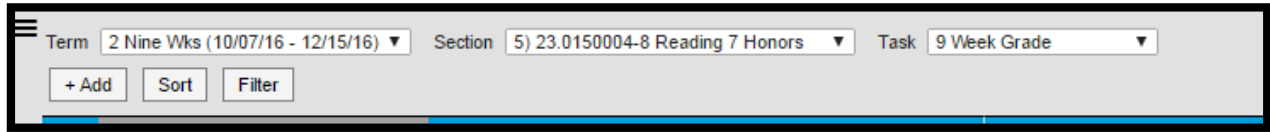


Click **SAVE**.



Step 4: Posting 9 Week Grades

The term should automatically be chosen based on the date you are trying to post. Remember that you select your class/subject from the Section drop-down menu along the top of the page.



Term: 2 Nine Wks (10/07/16 - 12/15/16) | Section: 5) 23.0150004-8 Reading 7 Honors | Task: 9 Week Grade

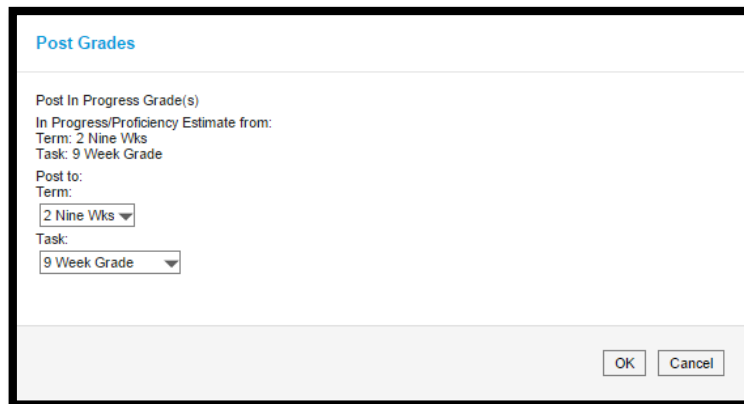
+ Add | Sort | Filter

Click on the **Post** option that appears just above the word Grade in the In Progress Grade column.



In Progress			
Points ↕	Possible ↕	Percent ↕	Post Grade

A pop-up window will appear. You will need to select the term and the task (**9 Week Grade**) for posting from the drop down boxes. Click OK.



Post Grades

Post In Progress Grade(s)
In Progress/Proficiency Estimate from:
Term: 2 Nine Wks
Task: 9 Week Grade

Post to:
Term: 2 Nine Wks
Task: 9 Week Grade

OK | Cancel

Another pop-up window will appear to let you know that your grades will not be posted until you save on the next screen. Click OK.

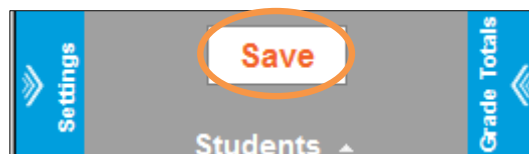


Warning

Grades will be posted upon save.

OK

Click Save. Please note that Save appears in orange if changes are made to your grade book such as adding grades or trying to post grades. Save will turn gray when the grades and posting have actually been saved.



Settings | **Save** | Grade Totals

Students ▲

A Saved message will appear to let you know that your grade book has been saved.

