

Gradebook Set-Up With Standards

The following set-up is used for gradebooks where the student grade for the standard is NOT calculated by Infinite Campus, but instead is assigned by the teacher based on the evidence shown in the assignments. There is always one assignment for each standard named 'Current Level of Mastery' that is 'Included in Calculation'. This is where the teacher will enter their assessment of the student's current level on that standard. All other assignments are marked not to be 'Included in Calculation' so they do not effect what shows in the 'In-Progress' area.

1. Create one or more categories for your assignments and assign to all your sections (Settings...Categories). *One category is suggested. If you want multiple categories, it is suggested that you create one named '~Current Level of Mastery' to place the assignment in step #2 so it is separated from others. Make sure to add the '~'*
2. Create an Assignment named 'Current Level of Mastery' – give it an Assigned and Due date of the last day of the term – assign it to all of your standards.
3. Set Grade Calc Options for each Standard to 'Type' – Proficiency Estimate (Rubrics) and 'Method' – Most Recent
4. Set your Gradebook Sort to Due Date...Descending – this will keep your Current Level of Mastery assignment at the beginning.
5. Add Assignments – **always un-check the 'Include in Grade Calculation' box**. You do NOT want assignments to impact your In-Progress grade. Only what you manually enter into the 'Current Level of Mastery' assignment should be reflected in the In-Progress Grade. ***Note: One assignment can be aligned to multiple standards, with each standard being given a separate grade for that one assignment.***
6. As you enter assignment grades, your 'In Progress' grade should NOT change. Only when you enter/change your Current Level of Mastery assignment grade, should the 'In Progress' grade change.

1. Create a Category (Settings...Categories) and assign to all your sections

The screenshot shows the 'Settings' menu with 'Categories' highlighted. The 'Category List' screen shows 'All' sections and 'No Results'. The 'Category Detail' screen shows a table of assignments with columns for Section, Weight, Sequence, Exclude from Calculation, and Drop Lowest Score (%).

Section	*Weight	Sequence	Exclude from Calculation	Drop Lowest Score (%)
<input checked="" type="checkbox"/> AM 1) TST-1 Test Course 6	0.000	0	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> PM 1) TST-2 Test Course 6	0.000	0	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> SmallGroup) TST-3 Test Course 6	0.0	0	<input type="checkbox"/>	<input type="checkbox"/>

2. Create an Assignment named 'Current Level of Mastery' – give it an Assigned and Due date of the last day of the term – assign it to all of your standards.

Assignment Detail

*Assignment Name
Current Level of Mastery

*Abbreviation CLM ☐ Draft ☐ Assignment Default

▼ Scheduling/Grading Alignment

Section	Portal	*Assigned	*Due	*GB Seq	Stude
AM 1) TST-1 Test Course 6 Terms: T1	<input checked="" type="checkbox"/>	10/05/2020	10/05/2020	1.00	No Gr

Add/Remove

*Category
Assignments

Include in Grade Calculation ☒

*Standard/Grading Task	Scoring Type
S1: Standard 1	Rubrics
S2: Standard 2	Rubrics
S3: Standard 3	Rubrics

Add

Scoring Rubric

3. Set Grade Calc Options for each Standard to 'Type' – Proficiency Estimate (Rubrics) and 'Method' – Most Recent

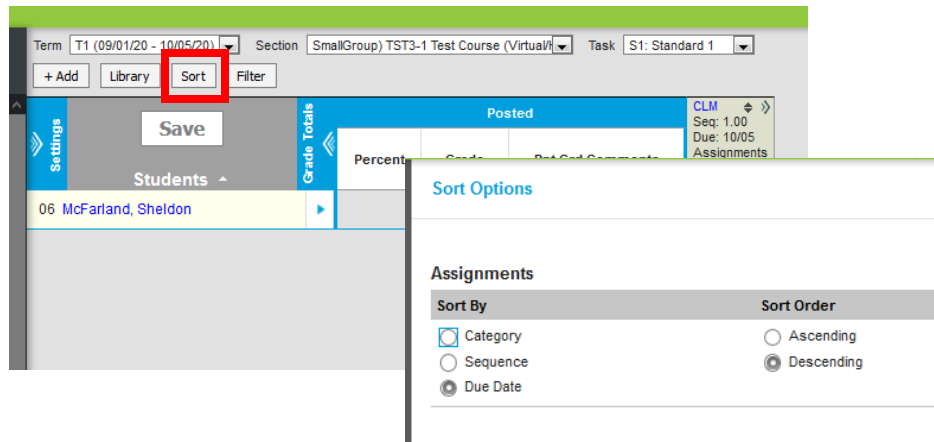
Grade Calculation

Fill Options

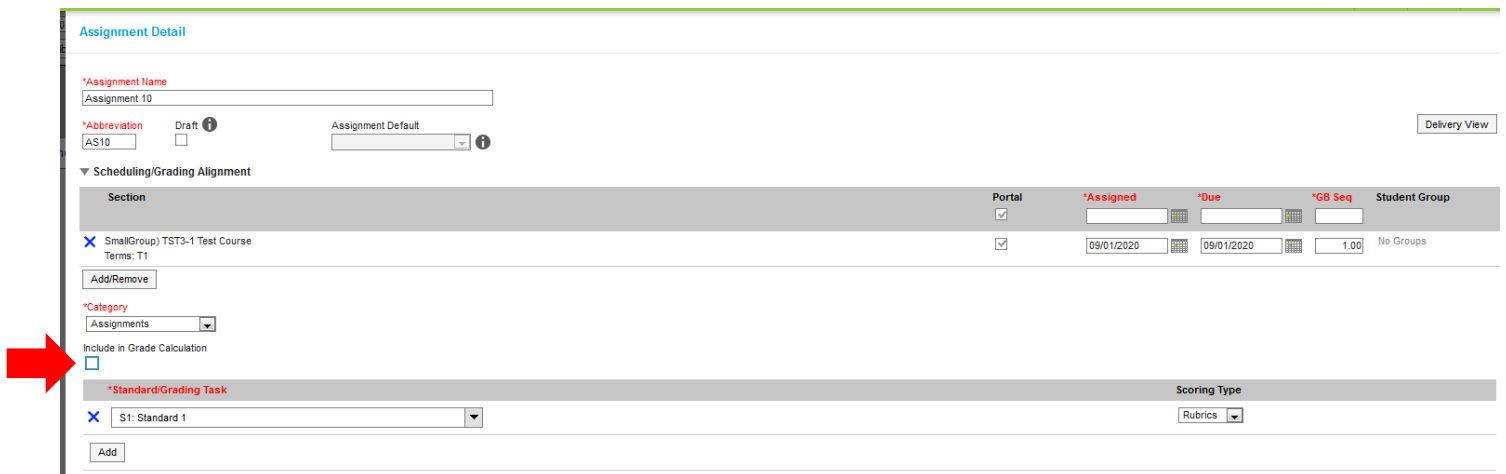
Filter: Type All Term All Task All

Term	Standard/Grading Task	Composite	Rollup	Calculation
T1	Standard 1	<input type="checkbox"/>	<input type="checkbox"/>	Reset to Default type Proficiency Estimate (Rubrics) *Method Most Recent <input type="checkbox"/> Limit Assignments to Last <input type="checkbox"/> Cumulative Grading Starting in
T1	Standard 2	<input type="checkbox"/>	<input type="checkbox"/>	Reset to Default type Proficiency Estimate (Rubrics) *Method Most Recent <input type="checkbox"/> Limit Assignments to Last <input type="checkbox"/> Cumulative Grading Starting in

4. Set your Gradebook Sort to Due Date...Descending – this will keep your Current Level of Mastery assignment at the beginning.



5. Add Assignments – **always un-check the Include in Grade Calculation box.** You do NOT want assignments to impact your In-Progress grade. Only what you manually enter into the 'Current Level of Mastery' assignment should be reflected in the In-Progress Grade.



When you uncheck the 'Include in Grade Calc' box, an asterisk will appear in front of the assignment abbreviation in your gradebook

CLM Seq: 1.00 Due: 10/05 Assignments	*AS3 Seq: 1.00 Due: 09/04 Assignments	AS2 Seq: 1.00 Due: 09/02 Assignments	*AS1 Seq: 1.00 Due: 09/01 Assignments
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If you don't see the asterisk, it means you forgot to uncheck the box

6. As you enter assignment grades, your 'In Progress' grade should **NOT** change. Only when you enter/change your Current Level of Mastery assignment grade, should the 'In Progress' grade change.

In Progress				Categories	CLM ↕ ⌵	*AS3 ↕ ⌵	*AS2 ↕ ⌵	*AS1 ↕ ⌵
Points ↕	Possible ↕		Proficiency Estimate ↕	Assignments ↕	Seq: 1.00 Due: 10/05 Assignments	Seq: 1.00 Due: 09/04 Assignments	Seq: 1.00 Due: 09/02 Assignments	Seq: 1.00 Due: 09/01 Assignments
						ES	ME	ES

In Progress				Categories	CLM ↕ ⌵	*AS3 ↕ ⌵	*AS2 ↕ ⌵	*AS1 ↕ ⌵
Points ↕	Possible ↕		Proficiency Estimate ↕	Assignments ↕	Seq: 1.00 Due: 10/05 Assignments	Seq: 1.00 Due: 09/04 Assignments	Seq: 1.00 Due: 09/02 Assignments	Seq: 1.00 Due: 09/01 Assignments
			ES	ES	ES	ES	ME	ES