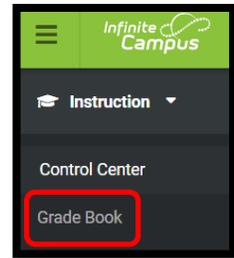


# Entering Scores

Once you are logged in to Infinite Campus, choose Grade Book from the menu on the left.



Choose the correct Term, Section, and Task that contains the assignment for which you will be entering scores.

You will see the assignments that have been previously created for your chosen section on the right side of the student names. If the abbreviation name (in blue) is not enough to jog your memory about the assignment, hover over the abbreviation. The rest of the information should appear in a pop-up.

Settings	Save	Grade Totals	Pract
			Seq: 1.00 Due: 10/25 Grades Points: 100
	Students		
03	Duck, Daisy		
03	Duck, Donald		
03	Mouse, Mickey		

**Practice**

Category: Grades

Q2) 9 Week Grade

Mean: N/A Std Dev: N/A

Range: N/A Count: 0

Median: N/A Q3: N/A Q1: N/A IQR: N/A

Click into the appropriate assignment column to enter scores. You may use your mouse or the enter key to navigate down the column. You can use the tab key to move across rows.

You have several options available during scoring if you click the double arrow next to the assignment abbreviation.

Pract: Practice

Seq: 1.00

Due: 10/25

Grades

Points: 100

Fill Scores/Comments  
Multi-Score

View Submissions

	0 0 0 0 0 0 0	T M L I Ch X Dr	
<input type="text"/>		T M L I Ch X Dr	
<input type="text"/>		T M L I Ch X Dr	



- T – Turned in
- M – Missing
- L – Late
- I – Incomplete
- X – Exempt
- Dr - Dropped

The “missing” option (M) carries a scoring weight of zero for the assignment, and the comment will be attached. There is a special report in your gradebook to print off students’ missing assignments as reminders to them. There is also a weekly process ran at the district level to send an email or notification alert to any parents with portal accounts of (tagged) missing and/or failing scores.

If you would like to add other comments such as “helped by teacher,” use the box next to the student’s score. These comments show up in the grade book, on teacher-printed student progress reports, and in portal. (These comments do NOT show on office-printed report cards.)

\*Note: Colquitt County does not use the “CH” (cheated) code.

You can use the top row of letters (in black) option to quickly make changes for a whole class. Ex: If students turn in a project that will take you a few days to score, use the turned in option to let parents know that it is not late. The row of blue numbers indicates how many students this code has been applied to.

8	0	0	0	0	0	0
T	M	L	I	Ch	X	Dr
T	M	L	I	Ch	X	Dr
T	M	L	I	Ch	X	Dr

Use the Fill Scores/Comments to mass score or add the same comment to every student’s assignment.

**Fill Scores/Comments**

Pract: Practice

Select items to fill:

GT1: 9 Week Grade

Comment

Assignment was completed as part of group work.

Select students:

All

Make sure that you save your work. The Save button will turn orange when you have made a change. Do not leave the page until you have saved and the Save button is grayed out.

