

Basic Infinite Campus Functions at a Glance <<http://ic.redjacket.org>>

1. Setting up your PC

- Go to Internet Explorer
- Go to Tools
- Turn off Pop-up Blocker
- Still in Tools, go to **Internet Options**
- Click on the **General** tab
- In the **Temporary Internet Files** section, click the **Settings** button
- Check the box that says **Every visit to page**

2. Attendance

- Click the correct section at the bottom of the home page or on the side menu
- Click the correct button for each of your students (Note: if you can't change anything, it means that student's attendance has been resolved)
- You may add a note (ex. "Band Lesson") for tardy students
- You may make changes within the first 10 minutes
- **SAVE!**

3. Set up groups

- Go to the **Lesson Planner** screen
- Check for correct year and section in pull down menus at the top of the page
- Remember to put everything in the **Term Q4 Final Grade** folder
- Use **New Task Group** function to create a weighted group
- Create a group you want
 - Choose a weight—make sure all total weights add up to 100
 - Check the Q1, Q2, Q3, and Q4 Quarter grades boxes only
- **SAVE** your group!
- Very important: under Term Q4 Final Grade, you will see the different quarters. Click on each and use the pull down menu that comes up to select **RJ Curve** for each quarter. Also, select the **Use Weighting** box and, if you chose to, the box that will convert your scores to percentages. **SAVE** each after you have selected the curve
- When you're done and if you have the same groups for all of your sections, click on one of your completed quarters and then click on the **Lesson Plan Copier** function. This can be used to copy your groups into your other sections.

4. Add grades

- Go to **Gradebook** screen (Note: you can also create assignments in the Lesson Planner screen)
- Check for correct year, section, and quarter in pull down menu at the top of the page (make sure that you're in **Q1-Quarter Grade**, Not Progress Report)
- Right click in the gray area marked with a %
- Click **New Assignment**
- Create an assignment. Make sure to choose the correct point value and group. You can also choose to make an assignment weight more (ex. 3x for a unit test) by entering a number in the **Multiplier** box.
- **SAVE!**

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5. Posting Progress/Marking Period grades

- Go to **Gradebook** screen
- Right click on the green section
- Select the 5 week period to which you would like to post
- SAVE!
- Go to **Grading by Task** screen
- Select 5 week period to which you just posted
- Enter comments
- SAVE!

6. Reports

- Student Summary: A detailed progress report with options to add parent signature lines and absences.
- Student Assessment Summary: A summary of the results of previously taken standardized tests.
- Blank Spreadsheet

7. Accessing student information

- Go to the Student Information—General screen
- Look up students by last names
- Pay attention to flagged students. Hover over the flag to read the alert.

8. Admin Preferences

- Go to the **Admin—Preferences** screen
- Click the box that says **Canned Comments**
- Click the box that says **Hide Dropped Students**
- Click the hyperlink that says **Mass Assign to Multiple Classes**
- Choose all of your sections in every quarter in the menu that comes up