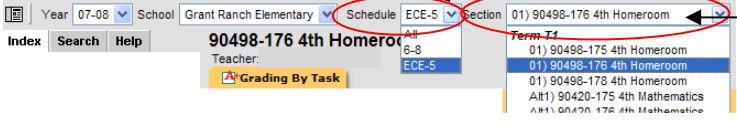
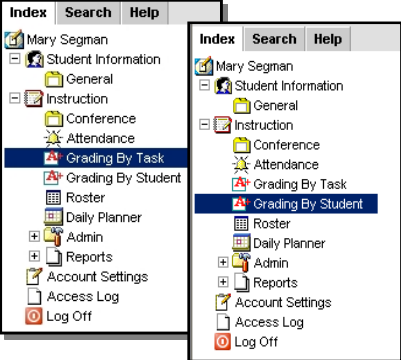
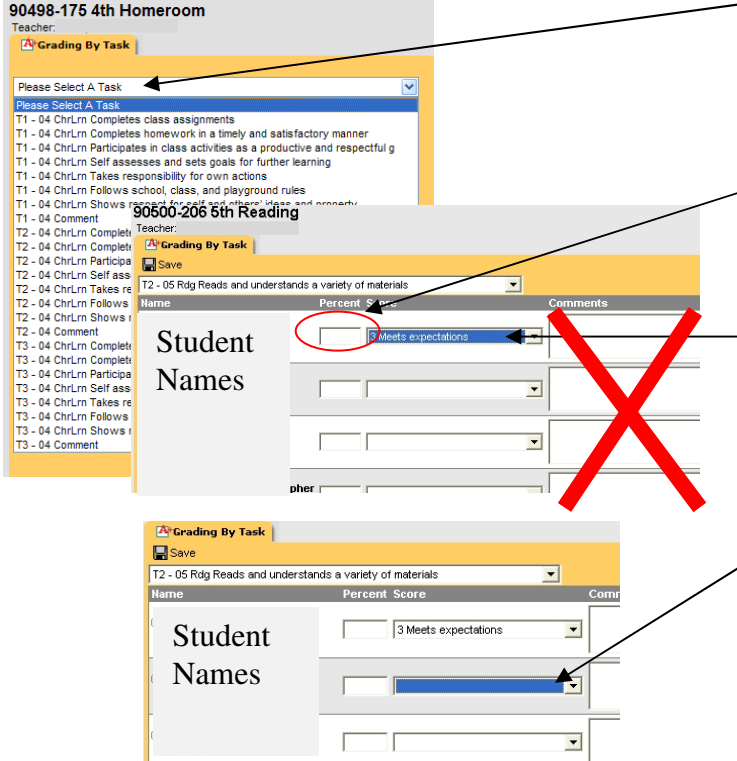
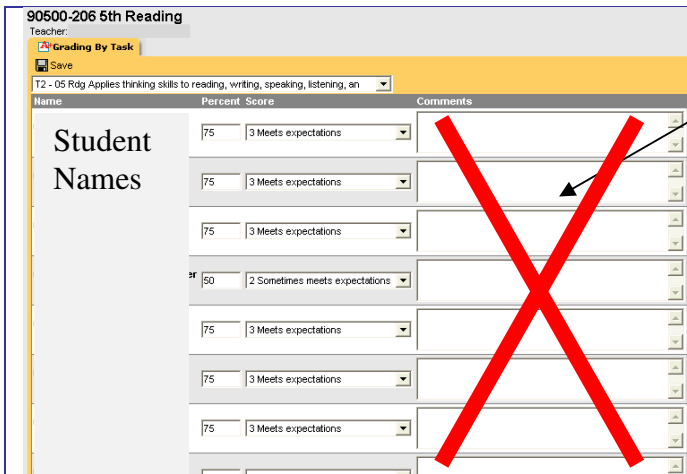


## IC Standards Based Progress Report – End of Term for Teachers

Window	Information
<h3>Select Section</h3> 	<p>Before proceeding to <i>Grading By Task</i> or <i>Grading by Student</i>, select the proper:</p> <ul style="list-style-type: none"> <li>• Schedule (<a href="#">if displayed</a>).</li> <li>• Section from the pull-down menu.</li> </ul>
<h3>Location of SBPR</h3> 	<p>Teachers will be entering information for Standard Based Progress Report (SBPR) by <b>Grading by Task</b> or <b>Grading by Student</b>.</p> <ol style="list-style-type: none"> <li>1. From the <b>Index</b> tab, click on <b>Instruction</b> link.</li> <li>2. Click <b>Grading by Task</b> or <b>Grading by Student</b> following the instructions below.</li> </ol>
<h3>Grading by Task</h3> 	<ol style="list-style-type: none"> <li>1. Click on the pull-down labeled “<i>Please Select A Task</i>” to chose a standard to assess. Make sure to select the correct task for the present term (e.g., T1 = Trimester 1, T2 = Trimester 2, etc.).</li> <li>2. Click in the first Percent box (do not fill anything in here) and then type the “<b>TAB</b>” key on the keyboard. This will move your cursor to the score column.</li> <li>3. Type on the keyboard the appropriate number for this students score. This will change the pull-down to display the correct score in the window. If an M or I score are needed, first type the M or I then use the down or up arrow key on the keyboard to select 4, 3, 2, or 1.</li> <li>4. Type the “<b>TAB</b>” key until the cursor highlights the next student score pull-down. Type in the appropriate number for this student score.</li> <li>5. Repeat this process of “<b>TAB</b>” and type until all scores for all student scores are filled in.</li> </ol>

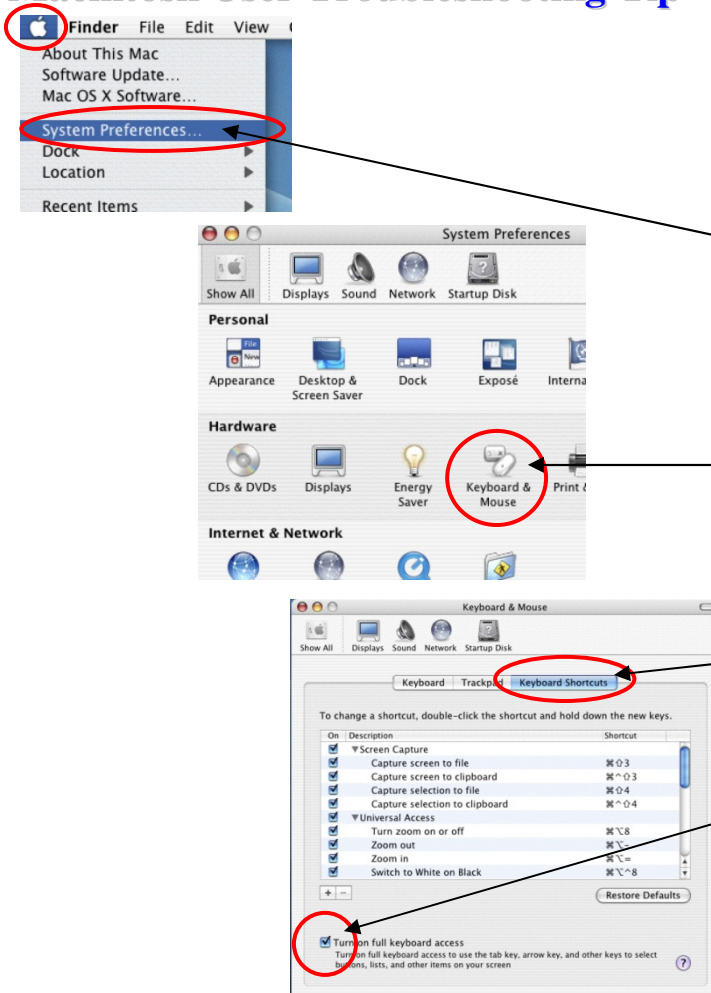


6. DO NOT enter your comments in the comment field under the standards. Please read on for directions on where to enter your comments.
7. When complete, click the Save icon at the top of the tab.

**Repeat the process for each class section:**

- select the section across the top
- select *Grading By Task* in the left column
- Select the Standard (task)
- “**TAB**” and type to enter assessments for each student.

## Macintosh User Troubleshooting Tip



If the process described above for using the “**TAB**” key skips over the score field, use these steps to change a setting in the computer system settings.

1. Log out of *Infinite Campus* and then **quit Firefox** (do not just close the Firefox window).
2. Use the **Apple Menu** in the upper left corner of the screen and select **System Preferences**.
3. Click on the **Keyboard & Mouse** system preference.
4. Click on the **Keyboard Shortcuts** tab.
5. Place a check mark in the box next to “**Turn on full keyboard access**”.
6. Quit the *System Preferences* program
7. Open *Firefox* and continue in *Infinite Campus*.

## Grading by Student

90500-205 5th Reading

Teacher:

**Grading By Student**

\*\*Please Select A Student\*\*

Bqpwe, Gzxp D - #888888  
 Cpaww, Hkaxs B - #888888  
 Eqpwz, Nzpcq G - #888888  
 Fpqwe, Czpw c E - #888888  
 Fqwwa, Azxpt M - #888888  
 Gpwwl, Abpioj Q - #888888  
 Gqwwp, Mxwe S - #888888  
 Gqpl, Mwefj F - #888888  
 Gqwwp, Ecvkj b F - #888888  
 Hqwwa, Saksxc F - #888888  
 Jtpy, Esmn M - #888888  
 Kpqw, Pzxc J - #888888  
 Kqplw, Azmnb L - #888888  
 Mqhwz, Ieprw L - #888888  
 Mtryu, Apqw J - #888888  
 Plrds, Silky L - #888888  
 Sdskf, Oerjht M - #888888  
 Serkj, Cerjk D - #888888  
 Srtkj, Abdf M - #888888  
 Tsjh, Jtoa D - #888888

90500-206 5th Reading

Teacher: I

**Grading By Student**

Save

Student Name

Task	Percent	Score	Comments
05 Rdg Reads and understands a variety of materials	Term T1	No grade has been given.	
	Term T2	<input type="text" value="4"/>	
	Term T3	No grade has been given.	
05 Rdg Applies thinking skills to reading, writing, speaking, listening, an	Term T1	No grade has been given.	
	Term T2	<input type="text" value="4"/>	
	Term T3	No grade has been given.	
05 Rdg Locates and uses information from a variety of sources	Term T1	No grade has been given.	
	Term T2	<input type="text" value="4"/>	
	Term T3	No grade has been given.	

1. Click on the pull-down labeled “*Please Select A Student*” to choose a student to assess.
2. Click in the first Percent box (do not fill anything in here) and then type the “**TAB**” key on the keyboard. This will move your cursor to the score column.
3. Type on the keyboard the appropriate number for this students score. This will change the pull-down to display the correct score in the window. If an M or I score are needed, first type the M or I then use the down or up arrow key on the keyboard to select 4, 3, 2, or 1.
4. **DO NOT** enter your comments in the comment field under the standards. Please see below for directions on where to enter your comments.
5. When complete, click the Save icon at the top of the tab.

**Grading By Student**

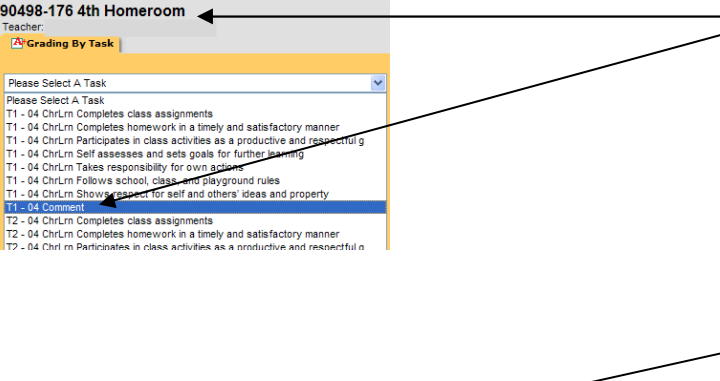
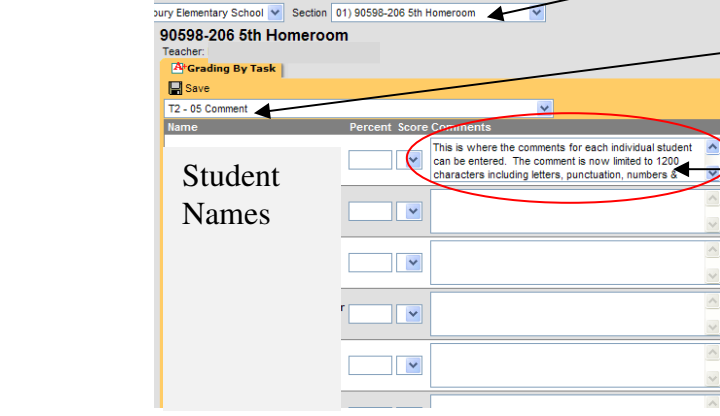
Save

Bqpwe, Gzxp D - #888888

**Repeat the process for each class section:**

- select the section across the top
- select *Grading By Student* in the left column
- Select the Student
- Enter assessments for each standard

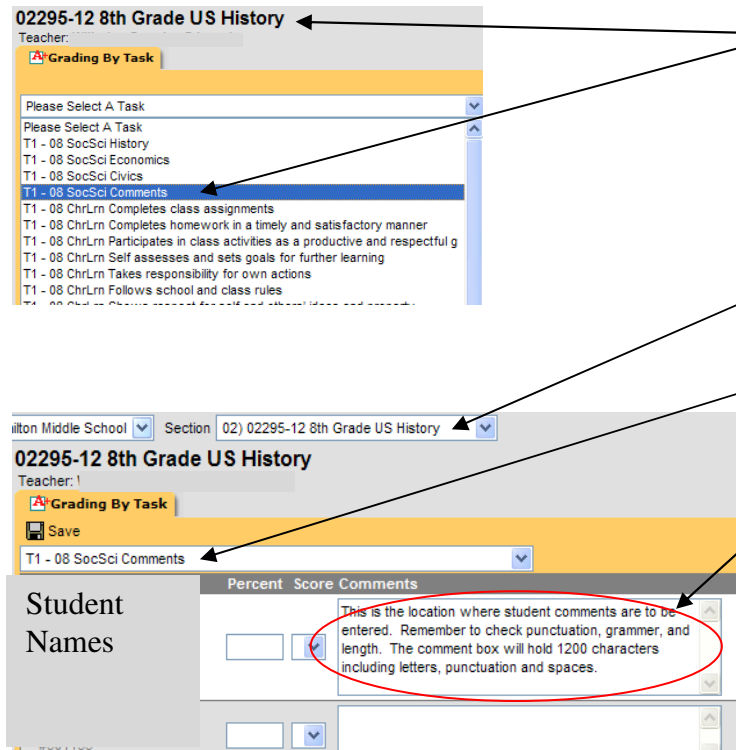


Window	Information
<p data-bbox="165 201 535 243"><b>Entering Comments</b></p> <p data-bbox="165 289 587 331"><b><u>Kindergarten to 5th grade</u></b></p>  	<p data-bbox="954 201 1406 285"><u>Comments need to be entered into specific locations for printing on the end-of-term Progress Report.</u></p> <p data-bbox="954 319 1383 348"><b>KINDERGARTEN TO 5TH GRADE</b></p> <p data-bbox="967 352 1487 407">Comment should be entered into the Homeroom &gt; Comments.</p> <p data-bbox="967 441 1383 495"><u>Specials teachers</u> should not enter any comments.</p> <ul data-bbox="967 655 1481 1180" style="list-style-type: none"> <li>• The section pull-down should show Homeroom.</li> <li>• The Grading by Task pull-down should show the correct term (T1, T2, T3) and the word Comment.</li> <li>• Type comments into the comment window. Comments are limited to 1200 characters. This includes letters, punctuation, and spaces.</li> <li>• Copy / Paste can be used to populate multiple fields with the same information. Use the “<b>TAB</b>” key to move between fields and <b>CTRL C (Apple C)</b> to copy and <b>CTRL V (Apple V)</b> to Paste.</li> </ul> <p data-bbox="922 1272 1195 1302"><b>IMPORTANT NOTES:</b></p> <ul data-bbox="967 1335 1487 1600" style="list-style-type: none"> <li>• The location delineated above is the <b>ONLY</b> location where the comments will be pulled for printing to the End of Term Progress Report.</li> <li>• Comments are limited to 1200 characters. This includes letters, punctuation, and spaces.</li> <li>• <u>Specials teachers</u> should not enter any comments.</li> </ul>

**PLEASE NOTE: Change for Trimester 2 – 2008:**  
**Only comments entered into the correct location in Infinite Campus, as defined above, will print on the End of Term Progress Report!**

## Entering Comments

### 6<sup>th</sup> to 8<sup>th</sup> grade



02295-12 8th Grade US History

Teacher:

Grading By Task

Please Select A Task

Please Select A Task

T1 - 08 SocSci History

T1 - 08 SocSci Economics

T1 - 08 SocSci Civics

T1 - 08 SocSci Comments

T1 - 08 ChrLrn Completes class assignments

T1 - 08 ChrLrn Completes homework in a timely and satisfactory manner

T1 - 08 ChrLrn Participates in class activities as a productive and respectful g

T1 - 08 ChrLrn Self assesses and sets goals for further learning

T1 - 08 ChrLrn Takes responsibility for own actions

T1 - 08 ChrLrn Follows school and class rules

T1 - 08 ChrLrn Shows respect for self and others' ideas and work

ilton Middle School Section 02) 02295-12 8th Grade US History

02295-12 8th Grade US History

Teacher:

Grading By Task

Save

T1 - 08 SocSci Comments

Student Names	Percent	Score	Comments
			This is the location where student comments are to be entered. Remember to check punctuation, grammar, and length. The comment box will hold 1200 characters including letters, punctuation and spaces.

Comments need to be entered into specific locations for printing on the end-of-term Progress Report.

### 6<sup>TH</sup> TO 8<sup>TH</sup> GRADE

Comments should be entered into the Subject Comment for each section, (e.g., SocSci comment, Math comment, etc.)

Specials teachers should not enter any comments.

- The section pull-down should show the correct class section.
- The Grading by Task pull-down should show the correct term (T1, T2, T3) and the word Comment (SocSci Comments).
- Type comments into the comment window.
- Copy / Paste can be used to populate multiple fields with the same information. Use the “**TAB**” key to move between fields and **CTRL C** (Apple C) to copy and **CTRL V** (Apple V) to Paste.

### IMPORTANT NOTES:

- The location delineated above is the **ONLY** location where the comments will be pulled for printing to the End of Term Progress Report.
- Comments are limited to 1200 characters. This includes letters, punctuation, and spaces.
- Specials teachers should not enter any comments.

**PLEASE NOTE: Change for Trimester 2 – 2008:**  
**Only comments entered into the correct location in Infinite Campus, as defined above, will print on the End of Term Progress Report!**

Training videos are located at - <http://techtraining.dpsk12.org/ic/>  
DPS Infinite Campus Login page - <http://campus.dpsk12.org>

