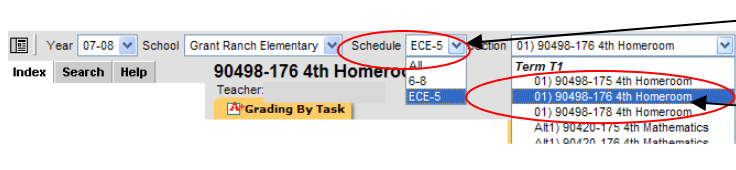
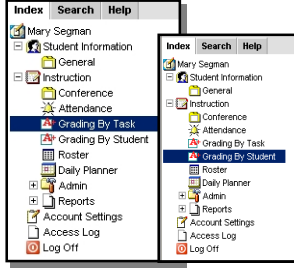
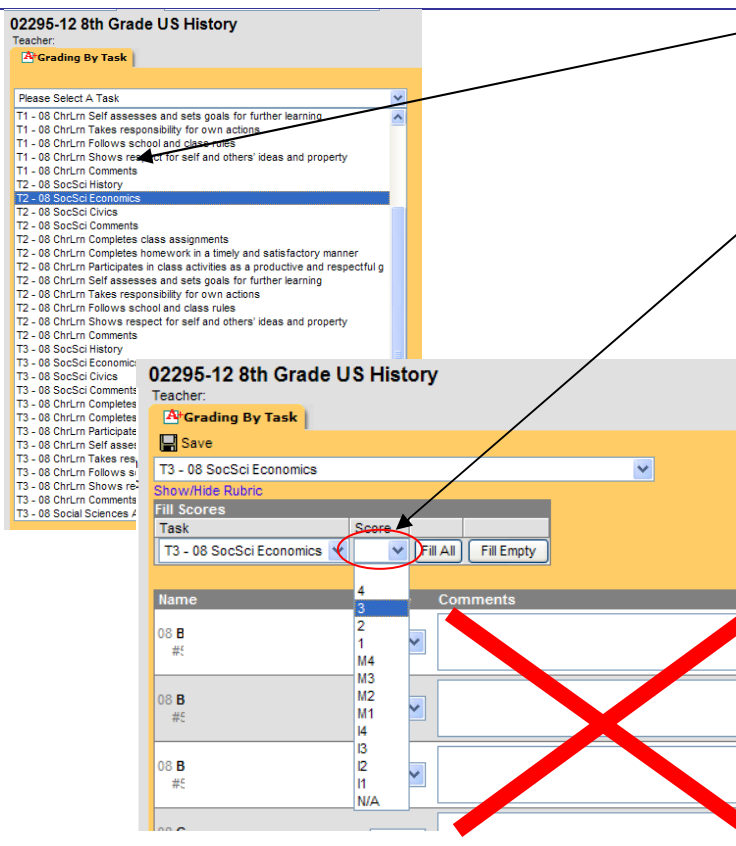


Window	Information
<p>Select Section</p> 	<p>Before proceeding to <i>Grading By Task</i> or <i>Grading by Student</i>, select the proper:</p> <ul style="list-style-type: none"> • Schedule (if displayed). • Section from the pull-down menu.
<p>Location of SBPR</p> 	<p>Teachers will be entering information for Standard Based Progress Report (SBPR) by Grading by Task or Grading by Student.</p> <ol style="list-style-type: none"> 1. From the Index tab, click on Instruction link. 2. Click Grading by Task or Grading by Student following the instructions below.
<p>Grading by Task</p> 	<ol style="list-style-type: none"> 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.). 2. Click in the pulldown under the “Score” heading to select the common score to fill down in the column 3. Click Fill All or Fill Empty. 4. Change the scores for those students who did not achieve the common score. 5. DO NOT enter your comments in the comment field under the standards. Please read on for directions on where to enter your comments. 6. When complete, click the Save icon at the top of the tab. <p>Repeat the process for each class section:</p> <ul style="list-style-type: none"> • select the section across the top • select <i>Grading By Task</i> in the left column • Select the Standard (task) • Use Fill All or Fill empty and change the exceptions

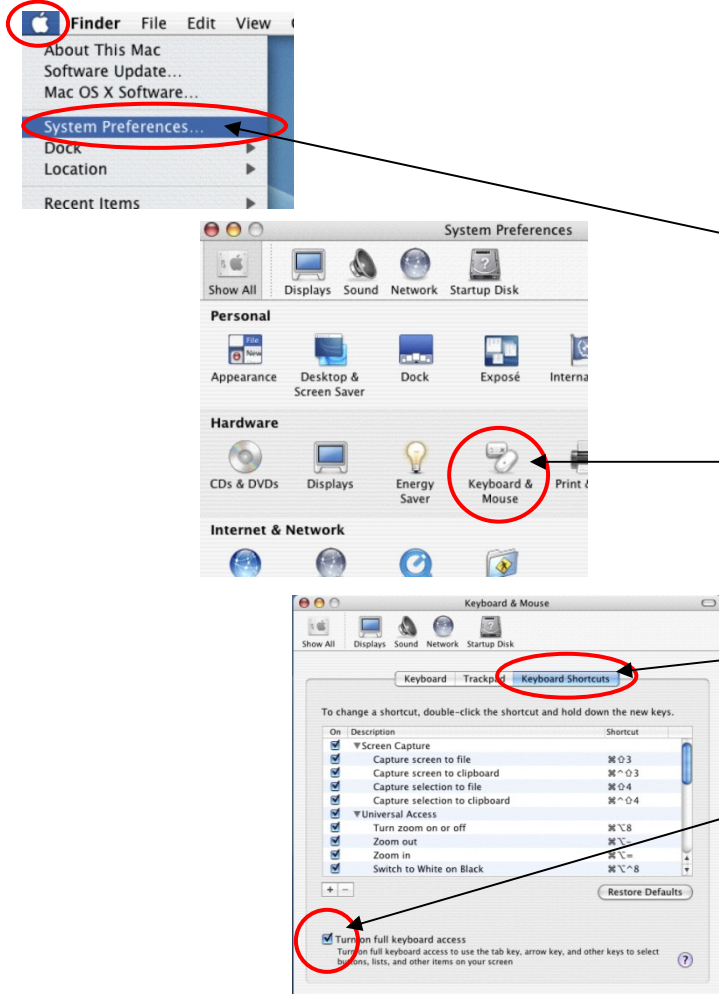
Grading by Student

1. Click on the pull-down labeled “Please Select A Student” to choose a student to assess.
2. Click in the first score field and select the appropriate score.
3. Type the “**TAB**” key on the keyboard. This will move your cursor to the next score column.
4. 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.
5. DO NOT enter your comments in the comment field under the standards. Please see below for directions on where to enter your comments.
6. When complete, click the Save icon at the top of the tab.

Repeat the process for each class section:

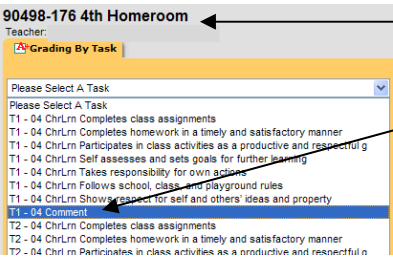
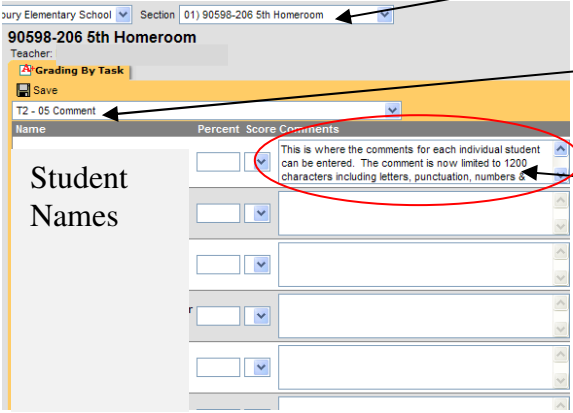
- select the section across the top
- select *Grading By Student* in the left column
- Select the Student
- Enter assessments for each standard

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*.

Window	Information
<p>Entering Comments</p> <p><u>Kindergarten to 5th grade</u></p>  	<p><u>Comments need to be entered into specific locations for printing on the end-of-term Progress Report.</u></p> <p>KINDERGARTEN TO 5TH GRADE Comment should be entered into the Homeroom > Comments.</p> <p><u>Specials teachers</u> should not enter any comments.</p> <ul style="list-style-type: none"> • The section pull-down should show Homeroom. • The Grading by Task pull-down should show the correct term (T1, T2, T3) and the word Comment. • Type comments into the comment window. Comments are limited to 1200 characters. This includes letters, punctuation, and spaces. • 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. <p>IMPORTANT NOTES:</p> <ul style="list-style-type: none"> • The location delineated above is the <u>ONLY</u> 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. • <u>Specials teachers</u> 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!



Entering Comments

6th to 8th grade

02295-12 8th Grade US History

Teacher: [Name]

Grading By 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

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

6TH TO 8TH 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.

02295-12 8th Grade US History

Teacher: [Name]

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.

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>

