

Infinite Campus

Printing and/or Saving Your Gradebook

Elementary Teachers: Select Main from the Schedule menu before Generating the Report.



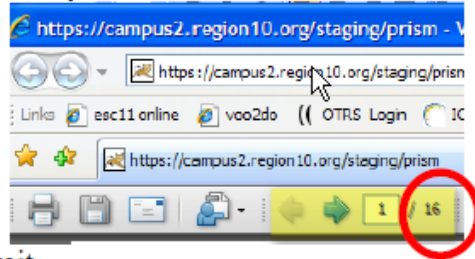
MANSFIELD ISD

The screenshot shows the Infinite Campus interface for Mansfield ISD. The top navigation bar includes 'Year' (10-11), 'School' (Donna Shepard Intermediate), and 'Section' (01) 7161-9 SOC STUDIES 6. The left sidebar contains a menu with 'Section Summary' highlighted (1). The main content area displays a report generation screen with various options. A dropdown menu for 'Section' is open (2). The 'Page Orientation' section has 'Portrait' selected (3). The 'Select Grading Tasks, Standards and Assignments' section has 'Select All' selected (4). The 'Select Students' section has 'Select All' selected (5). The 'Generate Report' button is visible (6).

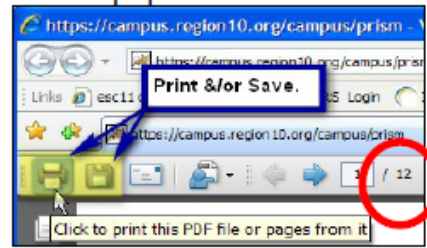
Steps for Saving Your Gradebook.

1. Click Section Summary.
2. Select Section.
3. See if portrait or landscape will generate a report with less paper (see below).
4. Double-click to select all assignments.
5. Select all students.
6. Click Generate.

The report will open in a separate window or tab. As stated in step #3 (above) set the view to **Portrait** and note how many pages are required. Then run the report again in **Landscape** view. Of course use the one that requires less paper.



Portrait



Landscape

The report is broken into grading cycles (1st 6-wks, 2nd 6-wks, etc). It first shows the assignments for the grading cycle ...

Group	Abbrev	Name	Description	Due Date	Assigned Date	Multiplic	Pts Poss
1	AR	AR Reading	Students are to read AR books every six weeks.	10/03/2008		1.000	100
2	Prp15	Preposition pg 15		08/28/2008		1.000	100
3	AAM	All About Me		08/31/2008	08/29/2008	1.000	100
4	AAENA	All About Me - Audience		08/31/2008	08/29/2008	1.000	100
5	Baby	TAKS Passage - Babystin		08/31/2008	08/03/2008	1.000	100
6	Cur	Curacao Map		08/04/2008		1.000	100
7	PMap	Preposition Map		08/08/2008		1.000	100
8	MM	Multiple Meaning		08/09/2008		1.000	100
8	OEgg	TAKS Passage - Oood Egg		08/10/2008	08/09/2008	1.000	100
10	sent	POS Sentence		08/11/2008		1.000	100
11	Inf P	Inference Paragraph		08/17/2008		1.000	100
12	Rewa	TAKS passage - Rewarding Exp.		08/17/2008		1.000	100
13	DiSk	Dictionary Skills		08/22/2008		1.000	100
14	Dun	The Dungeon - TAKS		08/23/2008		1.000	100
15	MG	Midas Gold		10/01/2008		1.000	100
16	Cay	The Cay		10/03/2008		1.000	100
17	S/V#1	Spelling/Vocab #1		08/05/2008		1.000	100
18	S/V#2	Spelling/Vocab #2		08/12/2008		1.000	100
18	S/V#3	Spelling/Vocab #3		08/18/2008		1.000	100
20	S/V#4	Spelling/Vocab #4		08/26/2008		1.000	100
21	S/V	Spelling/Vocab		10/03/2008		1.000	100

...then it shows the assignment grades and Gradebook calculated Percent and Grade for that grading cycle.

Course: [redacted] Section Summary Report 05/20/2009 01:42:33 PM
 6 Teacher: [redacted] Page 2 out of 12

Term I Six Weeks Grade Scores

Student	1 MR	2 TUE	3 WED	4 THUR	5 FRI	6 SAT	7 SUN	8 MON	9 TUE	10 WED	11 THUR	12 FRI	13 SAT	14 SUN	15 MON	16 TUE	17 WED	18 THUR	19 FRI	20 SAT	21 SUN	Percent	Grade
Points Possible	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100		
[redacted]	100	100	100	100	100	98	100	100	90		100	93	100	83	92	90	100	100	100	100	100	97.50	98
[redacted]	100	96	100	100	100	79	96	94	80	100	89	83	100	92	83	70	97	59	81	70	56	83.24	88
[redacted]	100	100	100	100	100	100	105	100	90	100	88	83	100	83	100	90	100	100	100	100	100	97.82	98
[redacted]	100	96	100	100	70	100	100	96	80	100	75	100	75	62	60	73	94	89	86	86	86	80.23	91
[redacted]	100	90	100	100	50	98	98	93	80	00	66	87	100	02	100	70	94	85	37	65	60	80.47	80
[redacted]	100	96	100	100	80	70	85	96	100	80	82	75	90	83	100	90	77	72	49	67	41	83.07	84
[redacted]	100	97	85	90	70	100	98	96	90	90	98	100	100	87	92	100	93	78	88	73	71	90.17	90
[redacted]	100	47	100	100	00	100	94	06	00	100	100	100	100	02	83	70	100	100	100	100	100	93.80	94
[redacted]	100	100	100	100	60	100	100	96	80	100	69	83	100	75	63	80	90	87	79	72	36	87.97	88
[redacted]	100	75	100	100	80	100	97	84	80	65	100	83	100	75	100	90	93	81	85	83	82	81.31	91
[redacted]	100	53	100	95	80	100	96	78	70	100	87	82	100	50	83	80	86	87	88	65	84	88.87	87
[redacted]	100	97	100	100	100	100	100	80	80	100	98	100	100	83	100	90	97	100	90	98	100	98.40	98
[redacted]	100	92	100	100	00	88	27	06	00	00	02	92	50	75	76	70	77	88	75	76	35	80.42	80
[redacted]	100	72	85	85	80	100	83	84	80	80	88	75	100	50	67	80	87	78	57	67	35	79.21	80
[redacted]	100	100	100	100	80	96	100	90	80	100	100	83	100	75	92	80	100	100	89	100	97	94.13	94
[redacted]	100	83	100	100	90	100	90	86	90	100	99	92	100	92	100	80	93	100	98	98	85	93.75	94
[redacted]	100	76	100	100	80	08	95	100	00	100	100	92	100	02	02	00	00	00	05	83	85	93.80	94
[redacted]	100	96	100	100	70	88	90	70	70	80	80	75	100	98	70	30	00	00	49	41	30	75.37	75
[redacted]	100	92	100	100	80	100	77	80	80	85	100	58	100	75	75	80	80	88	82	74	56	84.35	84
[redacted]	100	100	100	95	100	98	78	89	90	100	98	100	100	75	100	100	100	80	90	100	100	96.03	96
[redacted]	100	92	100	100	80	96	95	90	90	100	87	83	100	50	100	90	77	74	79	72	71	87.94	88
Assignment Averages	100	84.1	88.0	83.8	84.8	86.4	80.9	85.4	88.2	85.5	87.8	85	87.1	75.8	89.7	83.7	83.5	83	80.9	72.0			

Print &/or Save the report for that class. Repeat with your next class. ☺