Grade Book (Beta)

July 2013

This document is intended for restricted use only.

Infinite Campus asserts that this document contains proprietary information that would give our competitors undue advantage should they come into possession of any part or all of it. As such, this document cannot be publicly disclosed unless so ordered by a court of competent jurisdiction.

©2013 Infinite Campus, Inc. All rights reserved.

INFINITE CAMPUS and Transforming K12 Education are registered trademarks of Infinite Campus, Inc. The INFINITE CAMPUS logo is a trademark of Infinite Campus, Inc. This publication, or any part thereof, may not be reproduced or transmitted in any form or any means, electronic or mechanical, including photocopying, recording, storage in an information retrieval system, or otherwise, by anyone other than Infinite Campus, Inc. without written permission of Infinite Campus, Inc., 4321 109th Avenue NE, Blaine, MN 55449, tel. (651) 631-0000, email info@infinitecampus.com.

Grade Book (Beta)

Settings | Expanded Student | Grade Totals | Expanded Assignment | Keyboard Shortcuts

This tool was released with E.1314 for an open beta testing period. This new Grade Book will continue to exist parallel to the current Grade Book. Access to this Grade Book (Beta) is determined by tool rights.

See the Grade Book (Beta) Release Notification for a feature highlights and additional learning tools.

***PATH**: Instruction > Grade Book (Beta)*

The Grade Book (Beta) allows teacher to enter scores for students scheduled into the section, with additional options not available in the original Grade Book, such as graphs, diagrams, and color-coding describing student performance, extended score calculations and additional options for scoring standards.

This Grade Book is supported on Firefox, Chrome and Safari. Internet Explorer is not compatible with the Grade Book Beta.

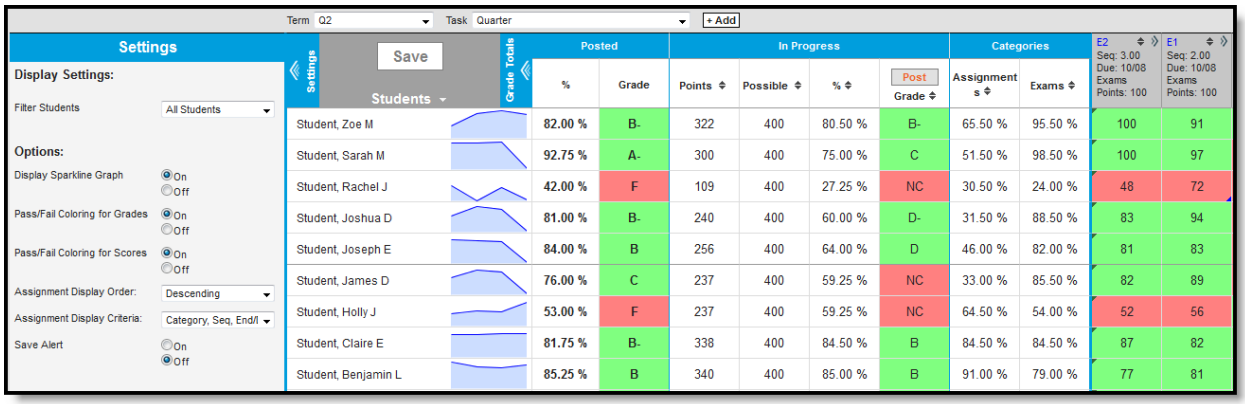

Image 1: Grade Book (Beta) - All Areas Expanded

The **Save** button, which appears above the student list, turns orange when there is unsaved information in the Grade Book.

This article is divided into four main parts based on the different areas of the Grade Book, Settings, Expanded Student, Grade Totals and Expanded Assignment. Use this **Table of Contents** to navigate to a specific area of this article:

Assignments Scored with Points or Marks:	**Assignments Scored with Rubrics:**

©2013 Infinite Campus, Inc. All Rights Reserved.

- View Options
- Settings
- Expanded Student
  - Sparkline Graphs
    - Sparkline Graph Examples
      - Sparkline Graph from Points/Marks
  - Box and Whisker Diagrams
    - Box and Whisker Examples
      - Student is in the Fourth Quartile
      - Student is a Low Outlier
- Grade Totals
  - Points/Marks Grade Totals
    - Categories
    - In Progress Grades
    - Posting Grades
- Expanded Assignment
  - Calculation Summary - Points/Marks Assignments
  - Fill Options
  - Scores
    - Grid Colors
    - Score Flags

- View Options
- Settings
- Expanded Student
  - Sparkline Graphs
    - Sparkline Graph Examples
      - Sparkline Graph from Rubrics
  - Proficiency Graphs
- Grade Totals
  - Rubric Grade Totals
    - Categories
    - Proficiency Estimates
    - Posting Grades
- Expanded Assignment
  - Proficiency Level Distribution - Rubrics Assignments
  - Fill Options
  - Scores
    - Grid Colors
    - Score Flags

Assignments can also be scored in the Assignments tool. Grading Tasks and Standards can be scored in Grading By Task and Grading by Student tools.

View Options

The context of the Grade Book is determined by the options selected in the Campus toolbar and the **Term** and **Task** dropdown lists above the Grade Book.

The **Add** option will open an instance of the Assignments tool within the Grade Book where users can create a new assignment without leaving the Grade Book, or use **ALT N**.

The **Grade Totals** and **Settings** options toggle open the Settings menu and the calculated Grade Totals columns based on entered scores.

Students can be sorted alphabetically by clicking the arrow next to the Students header.

Whenever a question mark appears next to the cursor, click to view the FAQ information, including Box & Whisker Diagrams, Assignment Calculations, Power Law, Sparklines and Keyboard Shortcuts. Click the Grade Book anywhere outside the help screen or the *Close* option to exit.

Settings

The **Settings** area of the Grade Book manages the **Display Settings**, the students being viewed, and visual display **Options**. This area can be toggled on and off using the **Settings** button above the student list.

©2013 Infinite Campus, Inc. All Rights Reserved.

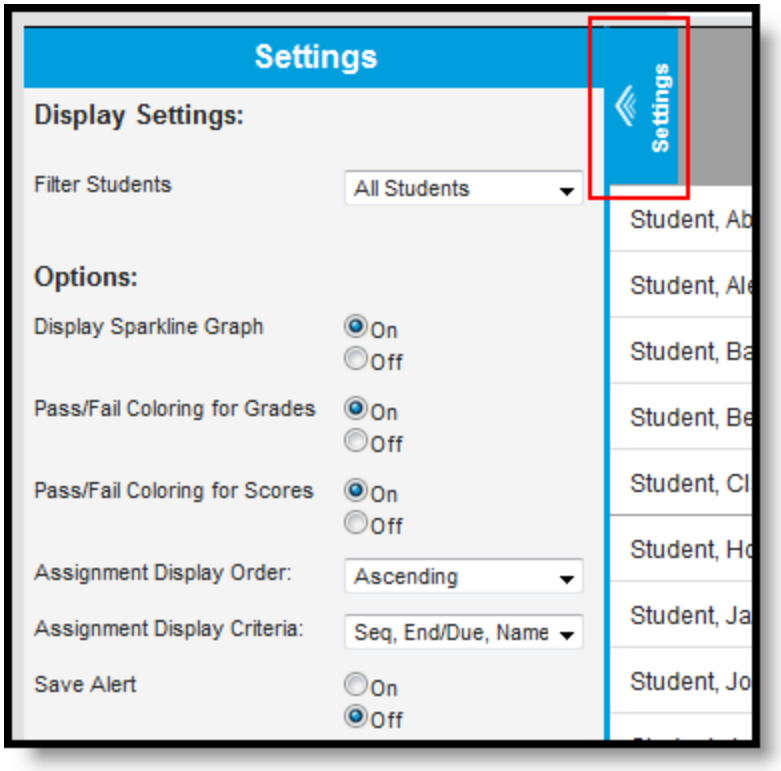

Image 2: Grade Book Settings

Use **ALT G** to expand or collapse this area.

The fields in this area are as follows:

Field	Description
Display Settings	**What parts of the Grade Book users will see.**
Filter Students	Select a student or student group from the dropdown list to limit the students shown in the Grade Book. Filtering the Grade Book to an individual student can also be done in the Expanded Student section.
Options	**How information stored in the Grade Book will appear.**
Display Sparkline Graph	This option controls whether a Sparkline graph appears next the student's name. These graphs show trends in student performance over time and are always arranged chronologically, regardless of assignment display criteria described below. Point/Mark based scoring will display as a blue line and Rubric-based scoring will appear as colored bars along an axis of proficiency. For more information on Sparkline graphs, click the display preference when the question mark appears next to the cursor.
Pass/Fail Coloring for Grades	This option controls the color coding for the calculated grades in the Grade Totals section of the Grade Book. Passing scores are indicated in green, failing scores in red. Passing scores are indicated using the Grading Scale or Rubric selected in the Grade Calculation Options.Score Groups and Rubrics

©2013 Infinite Campus, Inc. All Rights Reserved.

Pass/Fail Coloring for Scores	This option controls the color coding for the scores entered for assignments. Passing scores are indicated in green, failing scores in red. Passing scores are indicated using the Grading Scale or Rubric selected in the Grade Calculation Options.
Assignment Display Order	This option controls whether assignments are ordered ascending or descending. Once past the midway point of the term, it may be useful to reverse the order in which assignments appear.
Assignment Display Criteria	This option controls how assignments are displayed. Users can choose to sort assignments by Sequence, End Date, then Name, or to sort them primarily by Category, then Sequence, End Date and Name.
Save Alert	When there is unsaved data in the Grade Book, the Save button will appear orange. This option determines whether a notification will appear when the Grade Book is saved. If set to yes, when a user clicks Save, a notification stating "Grade Book has been saved." will appear. If set to no, this notification will not appear upon save.

Expanded Student

Clicking on a student's name displays additional details for that student. The student's picture, Student ID #, Date of Birth and the date of most recent Portal login appear, as well as a text box where teachers can enter comments to post to the Portal. Additionally, a Sparkline Graph appears next to the student's name displaying student performance. Box and Whisker Diagrams for Point/Marks-scored assignments and Proficiency Graphs for Rubric-scored assignments will display below the student's score comparing the student's performance to the rest of the section.

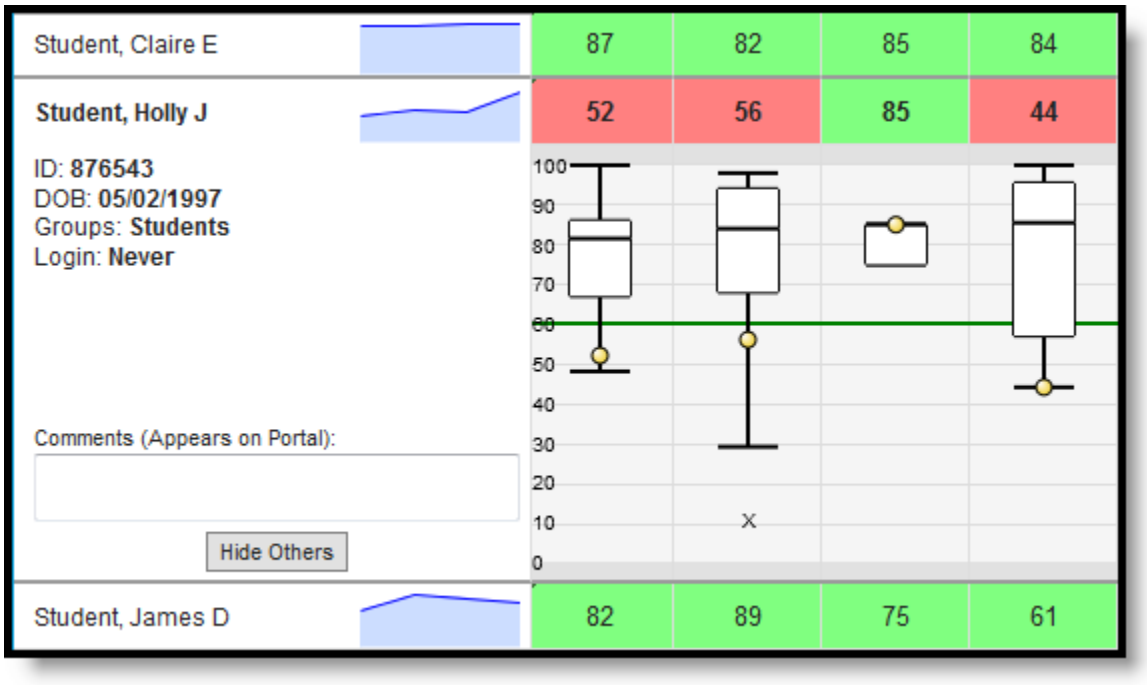

Image 3: Expanded Student - Points/Marks Example

Use the **Hide Others** button at the bottom of the student details to filter the Grade Book so only that student's scores and grades are visible.

When the Grade Book is filtered to a single student, use the **Previous** and **Next** buttons to view other students in the section or the **Show All** button to return to all students.

©2013 Infinite Campus, Inc. All Rights Reserved.

Use **ALT S** to expand and collapse student details.

Sparkline Graphs

A Sparkline graph will display next to the student's name if the option is activated, which charts the student's performance over time. Point/Mark based scoring will display as a blue line and Rubric-based scoring will appear as colored bars along an axis of proficiency. Sparkline graphs summarize individual student performance, compared to Box and Whisker diagrams or Proficiency Graphs that indicate student performance in relation to other students in the section. See the Sparkline Graph Examples area following for more information.

Sparkline Graph Examples

The following examples depict two students' Sparkline graphs. The first example shows the graph that will appear for assignments scored with Points or Marks. The second example is based on a Standard scored using a Rubric.

A tool tip will appear when hovering over the graph with the number of scores represented in the graph.

Sparkline Graph from Points/Marks

Sparkline graphs calculate based on the percentage of a score, rather than by the numeric score value. Therefore, a 6 our of 10 and a 60 out of 100 would both calculate as 60%.

As shown by the entered scores, Claire's performance steadily improves over four assignments. The line is created by connecting scores to show progress over time.

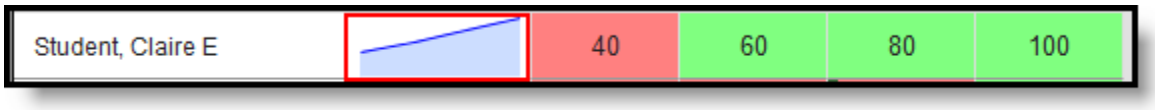

Image 4: Sparkline Graph from Point/Marks

Sparkline Graph from Rubrics

When scoring using Rubrics, the Sparkline graph summarizes the student's Rubric scores. Each bar represents an assignment score.

Image 5: Sparkline Graph from Rubrics

In this example, there are four score options, two considered Proficient: HP: Highly Proficient, P: Proficient, and two considered Not Proficient: S: Improving, and U: Unsatisfactory.

©2013 Infinite Campus, Inc. All Rights Reserved.

Box and Whisker Diagrams

For each assignment scored with Points or Marks, a Box and Whisker diagram will display. Diagrams also display for each category and the In Progress calculation. These diagrams display student performance in relation to other students in the section, rather than points possible. Box and Whisker diagrams divide scores into a variable quartile distribution and then represent the averages of those groups with the top and bottom of the box and the top and bottom whiskers, with the student's score represented by the yellow dot. Since lines are based on averages rather than raw scores, student scores that are outliers, or far from the median score (average) can appear outside the diagram.

A score scale appears along the left side indicating where scores fall by percentage. The green line represents a passing score. Statistical outliers, or scores far from the median that tend to skew calculations, are indicated with an x for other students.

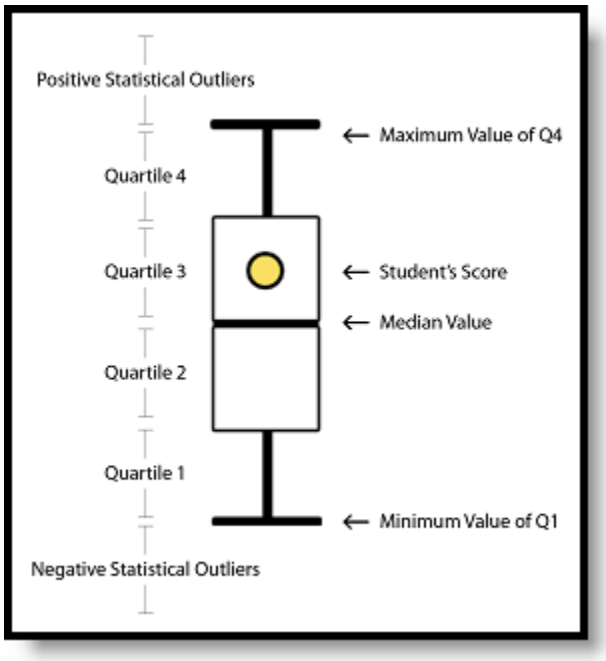

Image 6: Box and Whisker Diagram

For more information about Box and Whisker diagrams, click the diagram area when the question mark appears next to the cursor.

Box and Whisker Examples

The following examples explain two specific Box and Whisker plots. In these examples, there are 12 students in the class, which is three students per quartile. All assignments are out of 100 points.

Student is in the Fourth Quartile

In this example, the student is within the top quarter of the class.

©2013 Infinite Campus, Inc. All Rights Reserved.

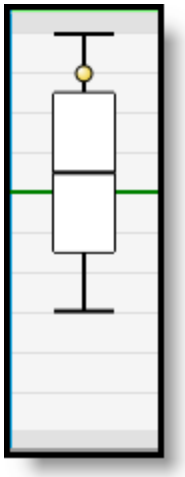

Image 7: Box and Whisker Example - Upper Quartile

The student scores that produced this diagram are as follows (example student's score in bold):

- Fourth Quartile (top quarter, upper whisker) - 100, 95, **90** (average: 95)
- Third Quartile (lower-top quarter, top half of box) - 80, 75, 70 (average: 75)
- Second Quartile (upper-bottom quarter, lower half of box) - 60, 55, 50 (average: 55)
- First Quartile (bottom quarter, lower whisker) - 40, 45, 30 (average: 45)

Student is a Low Outlier

In this example, the student received a score that is significantly lower than the rest of the class, called an outlier.

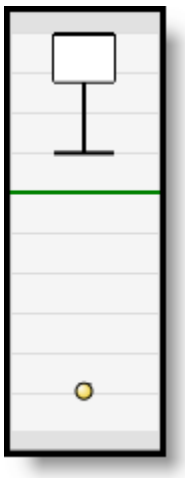

Image 8: Box and Whisker Example - Low Outlier

The student scores that produced this diagram are as follows (example student's score in bold):

- Fourth Quartile (top quarter, upper whisker) - 100, 100, 100 (average: 100)
- Third Quartile (lower-top quarter, top half of box) - 100, 100, 100 (average: 100) Note: Identical first and second quartiles explain the non-existent top half of the diagram.
- Second Quartile (upper-bottom quarter, lower half of box) - 100, 98, 88 (average: 95.3)
- First Quartile (bottom quarter, lower whisker) - 88, 80, **10** (average: 59.3)

©2013 Infinite Campus, Inc. All Rights Reserved.

Proficiency Graphs

In place of the Box and Whisker diagrams shown for assignments scored with Points/Marks, Standards scored with Rubrics display graphs in the expanded Student area, one displaying a student's proficiency over time and the other showing the proficiency distribution across all students in the section.

Image 9: Proficiency Graphs

The Student Proficiency graph depicts student proficiency across all Rubric proficiency levels. The Proficiency Distribution graph aggregates how many students were scored at each proficiency level across the section.

Grade Totals

Grade Totals include three sections, Posted Grades, In Progress Grades and Category totals. In Progress values calculate automatically based on scores entered and cannot be directly modified. Posted grades will appear on the student's Grades tab. Grades in the Posted column can be modified as desired by the teacher; updated grades will post upon save.

Calculations differ for assignments scored with Point or Marks and ones scored with Rubrics.

Use **ALT T** to expand or collapse this area.

In Progress calculations are only available if the appropriate Grade Calculation Options are set in the Assignments Tool. Here, users have the option of indicating if the entered **Weight** for **Categories** should be honored and if the In Progress grade should calculate based on the raw score entered or the percent earned. Grades can only be posted if the Active Mask is set for the Grading Task or Standard.

Points/Marks Grade Totals

The Grade Totals area includes Posted Percent and Grade and In Progress Percent and Grade as well as a calculated percentage per assignment Category.

©2013 Infinite Campus, Inc. All Rights Reserved.

If the **Pass/Fail Coloring for Grades** preference is turned on in Settings, scores indicated as Passing on the Grading Scale will be highlighted in green. Scores not considered passing will be highlighted in red.

Posted		In Progress				Categories	
%	Grade	Points	Possible	%	Post Grade	Assignments	Exams
82.00 %	B-	322	400	80.50 %	B-	65.50 %	95.50 %
92.75 %	A-	370	400	92.50 %	A-	86.50 %	98.50 %
42.00 %	F	179	400	44.75 %	NC	65.50 %	24.00 %
81.00 %	B-	310	400	77.50 %	C+	66.50 %	88.50 %
84.00 %	B	326	400	81.50 %	B-	81.00 %	82.00 %
76.00 %	C	307	400	76.75 %	C	68.00 %	85.50 %
53.00 %	F	237	400	59.25 %	NC	64.50 %	54.00 %

Image 10: Grade Totals for Points/Marks

Categories

A column will display for each Category based on the Term and Task selected above. For each student, a percentage is calculated based on the scores entered on assignments within each Category. In the example above, the Categories are Assignments and Exams.

Categories marked as **Exclude** will still have a percentage calculated but will not be included in the In Progress calculations. Excluded categories will appear in red text.

The percentage calculated for each Category will be affected by the following settings:

- Whether a **Multiplier** is entered for a Scoring Alignment. This value will only affect the Category percentage if the Grade Calculation Option to **Use score's % value** is *not* set.
- Whether the Grade Calculation Option to **Use score's % value** is set. For example, two assignments are scored as 8/10 and 100/100. The point value calculated for these two assignments would be 108/110, or 98%. The percent value calculated would be 80% and 100%, or 90% for the Category.

In Progress Grades

The **In Progress Percent** is also calculated based on the scores entered. The **In Progress Grade** is determined based on the Grading Scale selected in the Grade Calculation Options. The Grade Calculation Option to **Calculate In Progress Grade** must be selected for these columns to appear. This section also includes the points earned by the student and the total points possible.

The In Progress Percent calculated will be affected by the following settings:

- Whether a **Multiplier** is entered for a Scoring Alignment. This value will only affect the percentage if the Grade Calculation Option to **Use score's % value** is *not* set.
- Whether the Grade Calculation Option to **Use score's % value** is set. For example, two

©2013 Infinite Campus, Inc. All Rights Reserved.

assignments are scored as 8/10 and 100/100. The point value calculated for these two assignments would be 108/110, or 98%. The percent value calculated would be 80% and 100%, or 90% for the two.

- Whether a **Weight** is entered for a Category AND whether the Category is marked to be **Excluded** from calculation.

Posting Grades

Clicking the orange **Post** button in the In Progress section will copy the In Progress Grade to the students' Grades tabs. This is the grade that posts to the students' Transcripts using the Transcript Post Wizard, if *Post to Transcript* is marked for the Grading Task. Grades can only be posted if the Active Mask is set for the Grading Task. This button will not appear if none of the Tasks or Standards for the section have the Active Mask set.

To post grades, select the **Post** button and then indicate the destination Term and Task combination to which the grades should be posted. This function allows teacher to post grades to another task, such as quarter grades that are posted to the semester grading task.

Rubric Grade Totals

For assignments scored using Rubrics, In Progress grades are calculated based on the **Proficiency Estimate** option selected for the Term/Standard in Grade Calculation Options. These columns include Posted Grade and Proficiency Estimates as well as a calculated percentage per assignment Category.

If the **Pass/Fail Coloring for Grades** preference is turned on in Settings, scores indicates as Passing on the Rubric will be highlighted in green. Scores not considered passing will be highlighted in red.

Posted		In Progress				Categories
%	Grade	Points	Possible		Post Proficiency Estimate	Standards
	U				U	U
	P				P	P
	HP				HP	HP
	HP				HP	HP
	S				S	S
	S				S	S
	U				U	U

Image 11: Grade Totals for Rubrics

©2013 Infinite Campus, Inc. All Rights Reserved.

Categories

A column will display for each Category based on the Term and Task selected above. For each student, a proficiency estimate is calculated based on the scores entered on assignments within each Category. In the example above, the Categories is Standards.

Categories marked as **Exclude** will still have a proficiency estimate calculated but will not be included in the In Progress calculations. Excluded categories will appear in red text.

Proficiency Estimates

Proficiency Estimates assist teachers in determining how overall student proficiency has progressed.

Proficiency Estimate Calculation	Description
Highest Score	Indicates the highest proficiency level the student has achieved. Sequence must be entered for items on the Rubric for this option to calculate correctly.
Mode of 3	Indicates the most common score for the student across the most recent three scores.
Mode of 5	Indicates the most common score for the student across the most recent five scores.
Power Law	Power Law is a mathematical calculation that converts proficiency levels into numeric values and determines a trend based on the student's scores. The student's overall numeric proficiency value is then converted back into a proficiency level (Rubric), which is the **Proficiency Estimate**. Power Law works on the assumption that standards are assessed at consistent intervals, such as weekly.

When hovering over a student's proficiency estimate, a tool tip will appear with all four proficiency calculations.

⚠ The Calculation Option must be set to calculate Proficiency Estimates for values to appear in these columns.

Categories marked as **Excluded** will not be included in calculation.

Posting Grades

Clicking the orange **Post** button in the In Progress section will copy the Proficiency Estimate to the students' Grades tabs. This is the grade that posts to the students' Transcripts using the Transcript Post Wizard, if *Post to Transcript* is marked for the Grading Tasks (Grading and Standards) Standard. Grades can only be posted if the Active Mask is set for the Standard. This button will not appear if none of the Tasks or Standards for the section have the Active Mask set. No Posted Percent will appear for assignments scored with Rubrics.

To post grades, select the **Post** button and then indicate the destination Term and Task combination to which the grades should be posted. This function allows teacher to post grades to another task, such as quarter grades that are posted to the semester grading task.

Posted grades can be modified by the teacher as desired and will be updated upon save. Changing student scores (and therefore Proficiency Estimates) will not automatically re-post grades, but Proficiency Estimates can be re-posted.

©2013 Infinite Campus, Inc. All Rights Reserved.

Expanded Assignment

Clicking the chevron symbol to the right of the assignment abbreviation or within the score grid will expand the detail information for that assignment. Clicking the blue Assignment Name link (or the assignment abbreviation when the assignment is collapsed) or using **ALT E** will open an instance of the Assignments tool within the Grade Book where modifications can be made.

Inactive assignments will appear in red text.

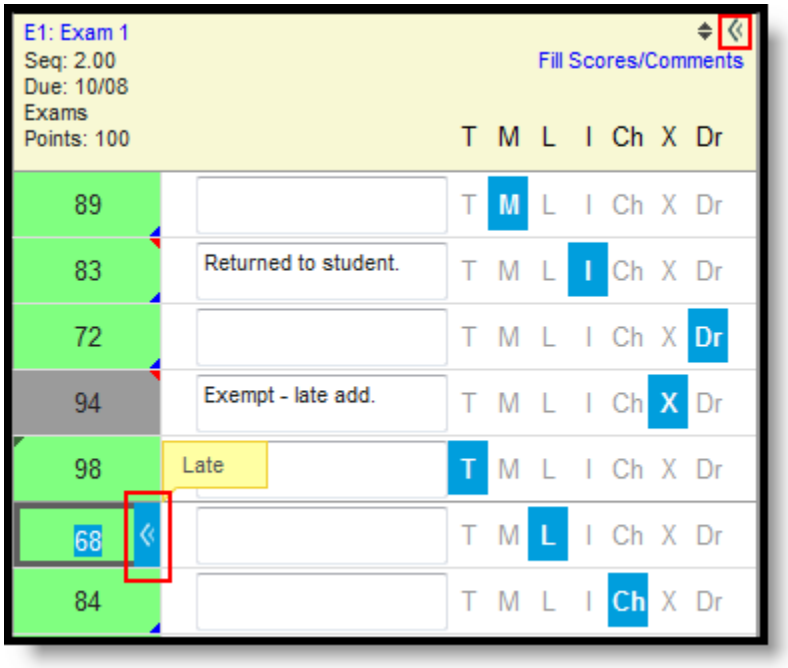

Image 12: Details for an Assignment - Point/Marks Grading Task

Use **ALT A** to expand or collapse the assignment details.

The assignment detail area includes three parts, Fill options, scores and flags.

Calculation Summary - Points/Marks Assignments

The calculation summary appears as a tool tip when hovering over the assignment information and provides basic calculations describing student performance across the assignment. These values will apply to all students enrolled in the section, regardless of any filters selected in the Settings.

©2013 Infinite Campus, Inc. All Rights Reserved.

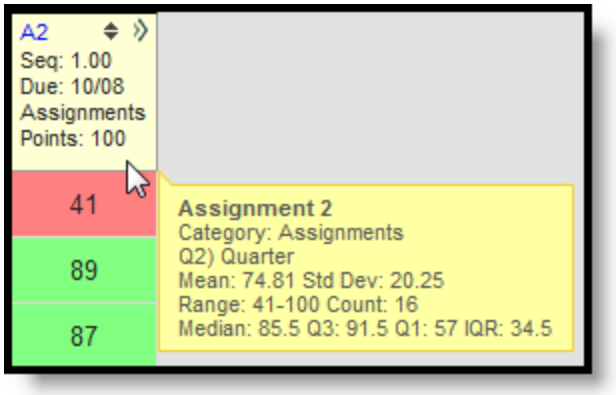

Image 13: Calculations when Hovering over an Assignment

The calculations for an assignment scored with Assignment Marks or Points are determined as shown in the following table. Assignments that are not scored are not included in calculations.

Field	Description
Mean	The average score. Calculated by adding all student scores together and dividing by the number of scores.
Std Dev	Standard Deviation - the variation in scores based on the mean. A low standard deviation indicates that scores are grouped fairly close together, that students scored similarly on the assignment. A high standard deviation indicates that scores vary more greatly, that students did not score similarly on the assignment.
Range	The range of the lowest score to the highest score. Displays as the **lowest score - highest score (total scores)**.
Count	The total number of scores entered for the assignment.
Median	The middle score, half way between the highest and lowest scores.
Q3	The top score of Quartile 3, the 75th percentile. Halfway between the highest score and the median.
Q1	The top score of Quartile 1, the 25th percentile. Halfway between the lowest score and the median.
IQR	Interquartile Range - the difference between Q1 and Q3. Like standard deviation, this value indicates the degree of variance across student scores.

Box and Whisker Plots, described above, are a visual representation of quartiles.

Proficiency Level Distribution - Rubrics Assignments

The proficiency level distribution appears as a tool tip when hovering over the assignment information and includes the number of proficiency levels entered and the distribution of all students in the section across all proficiency levels.

©2013 Infinite Campus, Inc. All Rights Reserved.

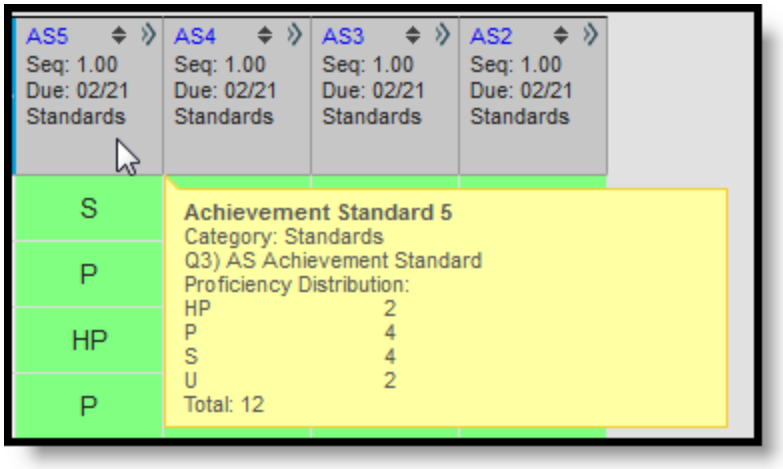

Image 14: Distribution when Hovering over an Assignment

Fill Options

To save time in entering scores or proficiency levels, teachers have the option of filling the indicated score fields with the entered score. For example, the fill option can be useful when all students receive the same participation score.

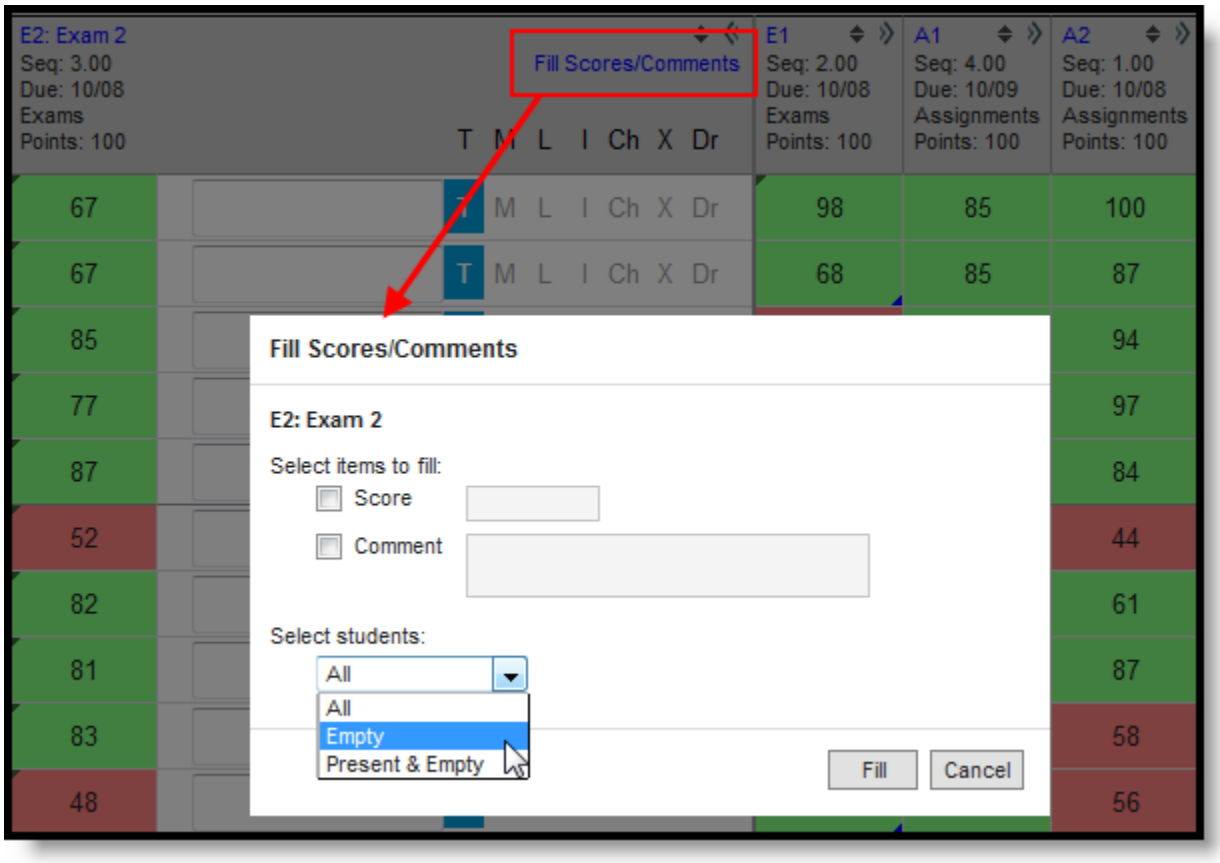

Image 15: Fill Scores Options

©2013 Infinite Campus, Inc. All Rights Reserved.

Using Fill Options

1. Indicate which **items** should be filled, **Scores**, **Comments**, or both.
2. Enter the value to be filled in each item.
3. Select the **student** criteria that will determine which scores will be filled.

Option	Action
All	Will populate all score fields for that assignment with the entered value.
Empty	Will populate all empty score fields for that assignment with the entered value.
Present & Empty	Will populate all empty score fields of students not marked as absent on the assignment due date with the entered value.

4. Click **Fill** to fill scores.

Users can apply a flag to all students by clicking the flag (T, M, etc) in the assignment header.

Scores

Student scores are recorded by entering the points or proficiency level the student earned. Teachers can also enter comments and select the context of the assignment, such as turned in or missing. Scores entered for a student are color-coded based on the options selected in the Settings menu.

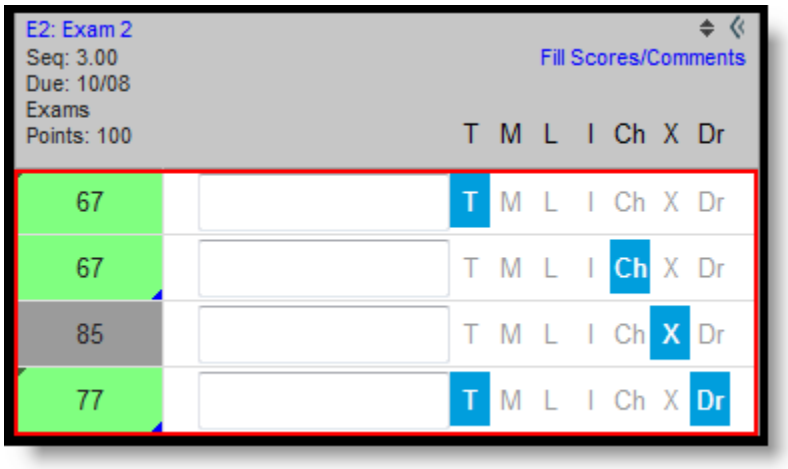

Image 16: Student Scores

Use the **Arrow Keys, Tab** and **Enter** to navigate among the score cells.

Score Flags

When the assignment is expanded, flag options appear to the right of the score and comment fields.

©2013 Infinite Campus, Inc. All Rights Reserved.

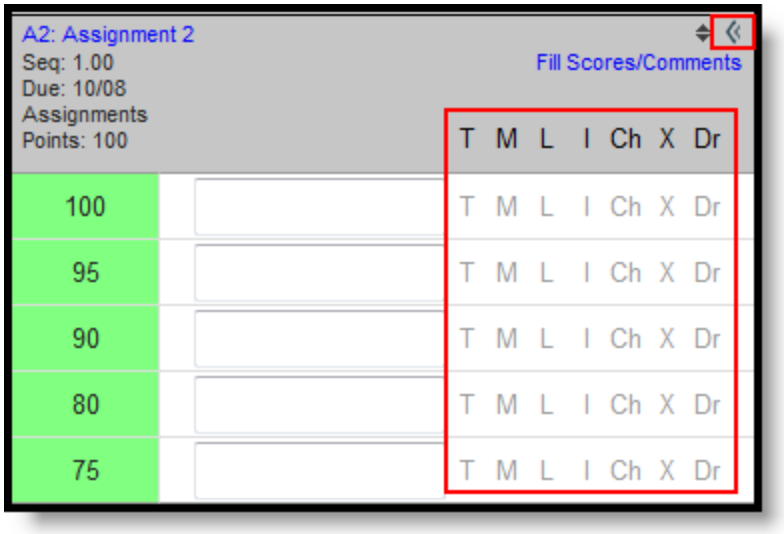

Image 17: Score Flags

The following table describes the effect of marking a flag for an assignment:

Abbreviation	Description	Grid Indicator	Additional Logic
T	Turned In	Top left of grid	If an assignment is marked as Turned In and then marked as Missing, the Turned In flag will be removed. Assignments which are enabled for Submission through the Portal will be closed for submission when the Turned In flag is marked.
M	Missing	Bottom right of grid	Score appears stricken-through. If a score is entered for an assignment marked as Missing, a dialog box will appear asking the user if the Missing flag should remain. Missing assignments will automatically calculate as zero. If an assignment is marked as Missing and then marked as Turned In, the Missing flag will be removed.
L	Late	Bottom right of grid	N/A
I	Incomplete	Bottom right of grid	N/A
Ch	Cheated	Bottom right of grid	Score appears stricken-through. Scores with the cheated flag will automatically calculate as zero.
X	Exempt	Grey grid color	Score appears stricken-through. The grid of scores flagged as Exempt will appear in grey.
Dr	Dropped	Bottom right of grid	Dropped scores are not included in In Progress grade calculations.

©2013 Infinite Campus, Inc. All Rights Reserved.

If there's a comment entered for a score, a red indicator will appear in the top right corner of the score grid. Hovering over the score will display the comment in a hover.

Typing the flag Abbreviation into the score grid will set that flag, unless the Abbreviation is a valid Assignment Mark or Rubric score.

When a flag is marked, hovering over the score grid will display the label of the flag set.

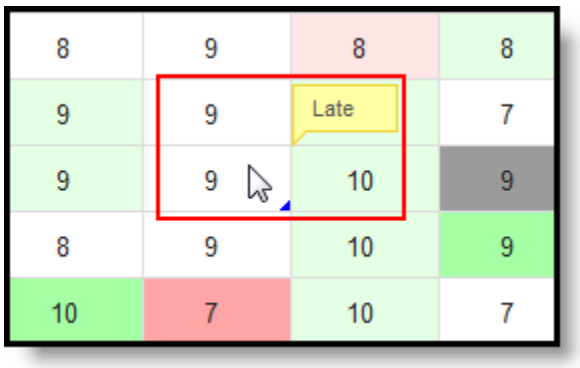

Image 18: Hovering Over a Flagged Score

Sorting Student Scores

Clicking the pair of arrows next to the Category name or Assignment abbreviation will sort the students by score:

- Click once to sort students ascending by score - the highest score will appear first.
- Click twice to sort students descending by score - lowest score will appear first.
- Click three times to return to sort alphabetically by student name.

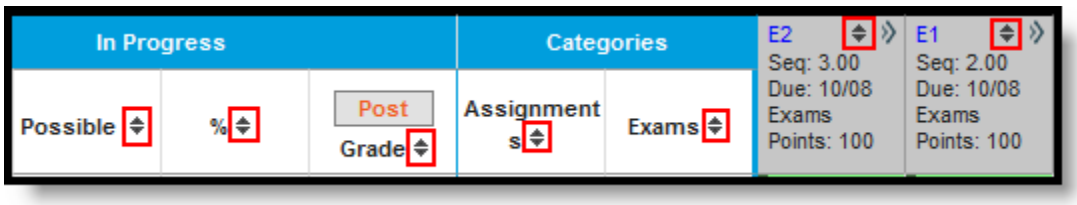

Image 19: Score Sort Options

Students can also be sorted alphabetically by name.

Keyboard Shortcuts

The following keyboard shortcuts are available when using the Grade Book (Beta):

Key Command	Result
Arrow Keys, Tab, Enter	Navigate among score cells in the direction of the arrow, Tab to move right, Enter to move down.
ALT >	Moves to the next task in the currently selected term.
ALT <	Moves back one task in the currently selected term.

©2013 Infinite Campus, Inc. All Rights Reserved.

ALT A	Expands the Expanded Assignment area for using the Fill Options and entering score comments and flags.
ALT S	Expands the Expanded Student area to view student demographics and performance graphs.
ALT E	Opens the Assignment Tool for the current assignment to be edited.
ALT N	Opens the Assignment Tool within the Grade Book to create a new assignment.
ALT T	Expands or collapses the Grade Totals area.
ALT G	Expands or collapses the Settings area.

©2013 Infinite Campus, Inc. All Rights Reserved.