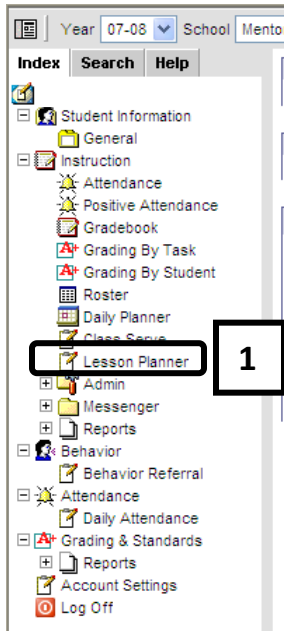
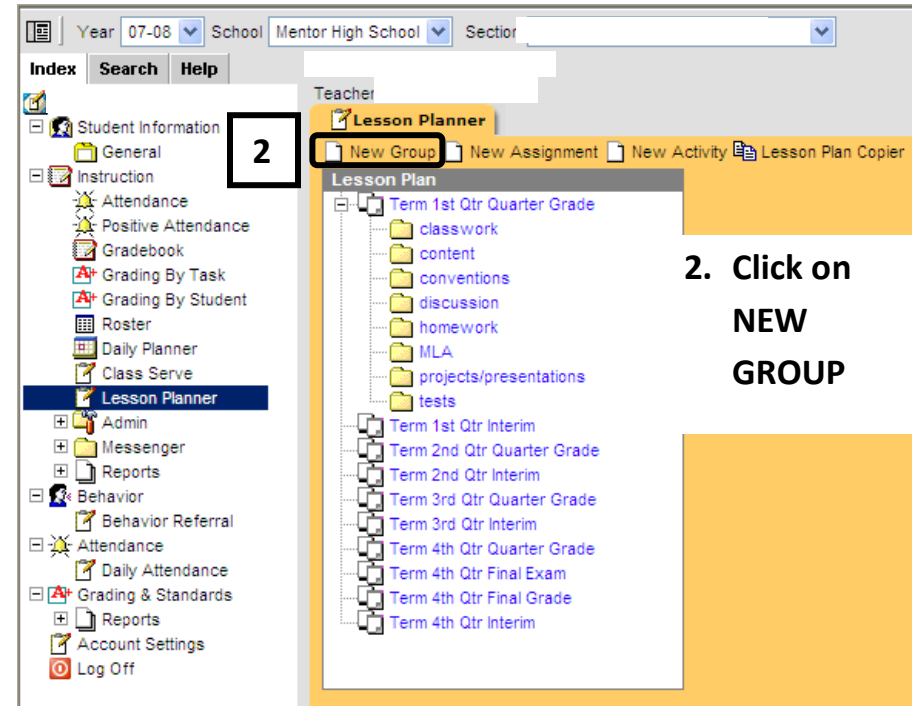


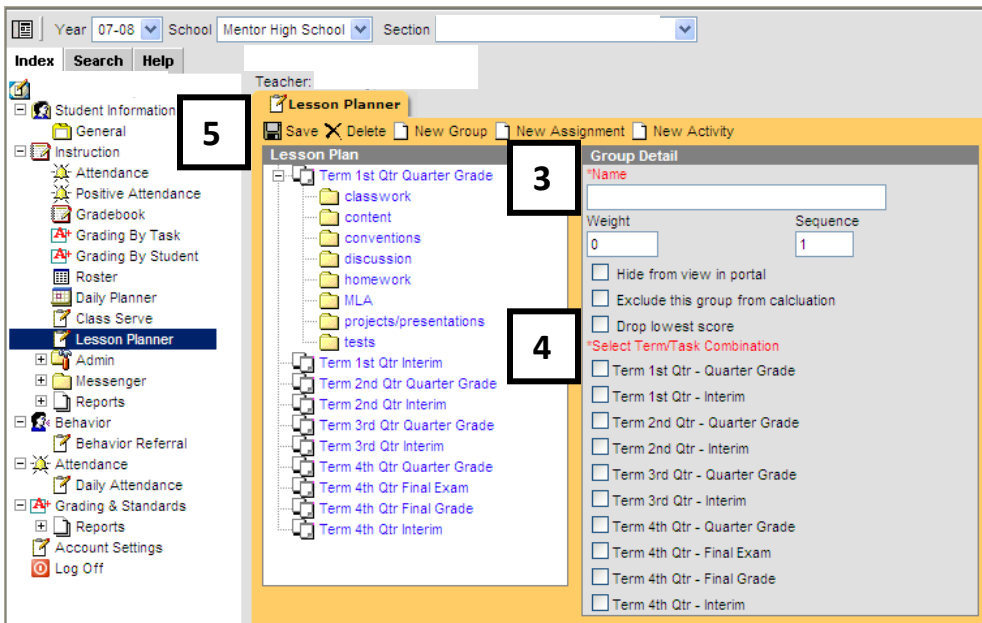
# Infinite Campus – Setting up a Gradebook



**1. Go to LESSON PLANNER**



**2. Click on NEW GROUP**



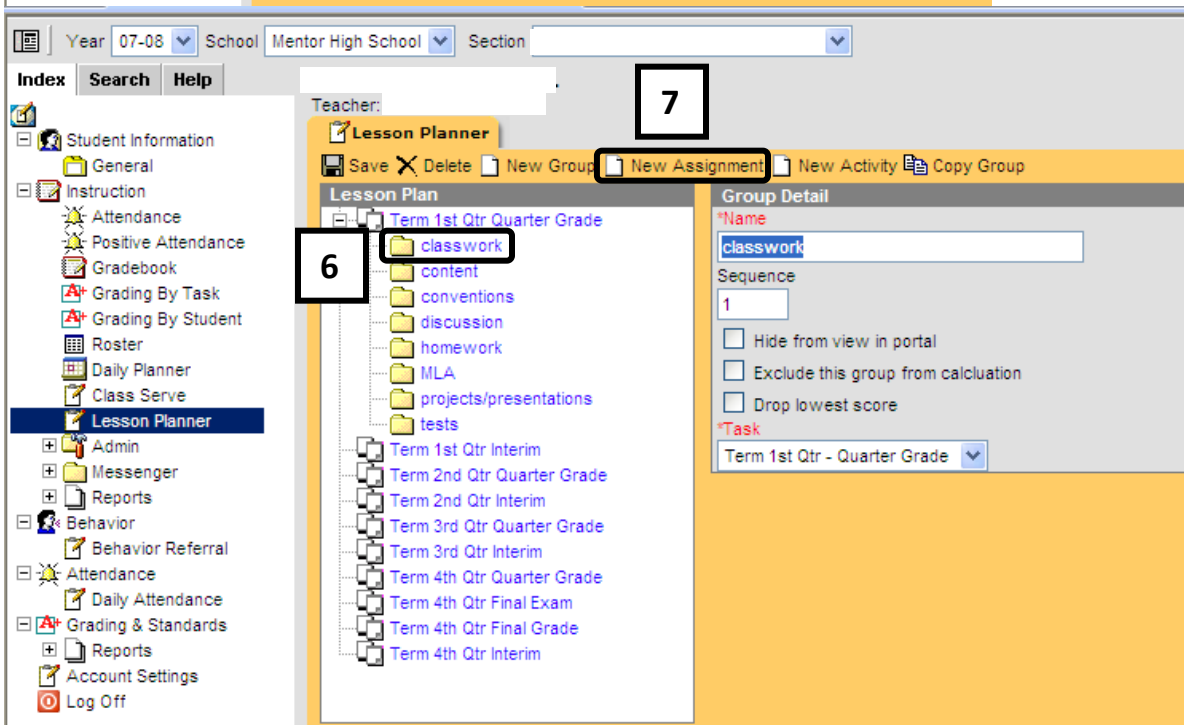
3. Type a NAME for the group

- a. Change the weight if that applies to you
- b. Change the sequence to show what order it will appear in your grade book

4. Select the appropriate Term/Quarter Grade

5. Click SAVE

\* Your group (folder) should appear under the term, like the example to the left

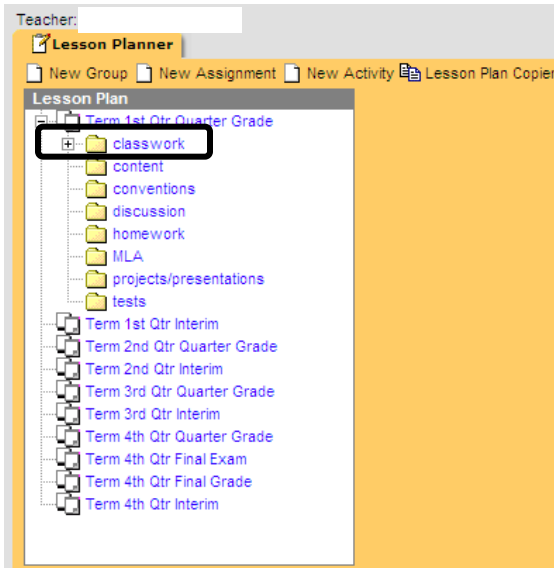


6. Click a folder's title (i.e. – classwork)

- a. You will see a new window appear

7. Click on NEW ASSIGNMENT



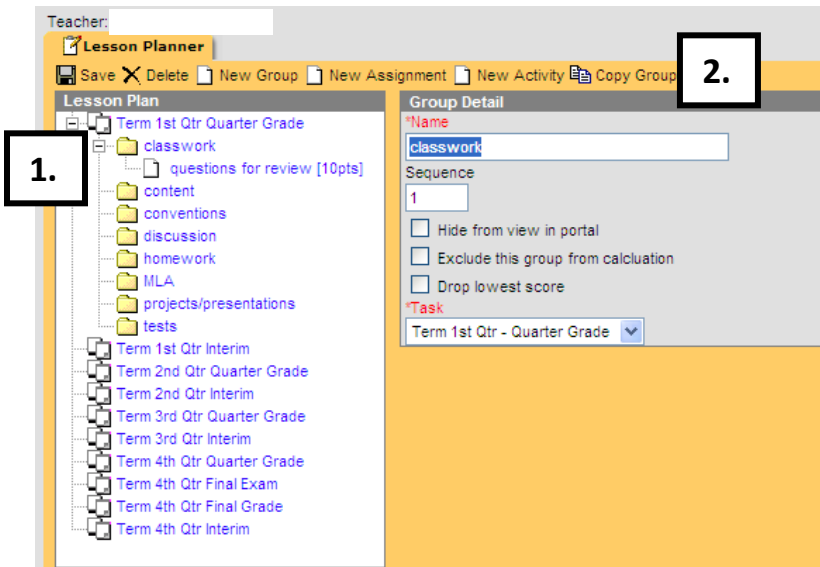
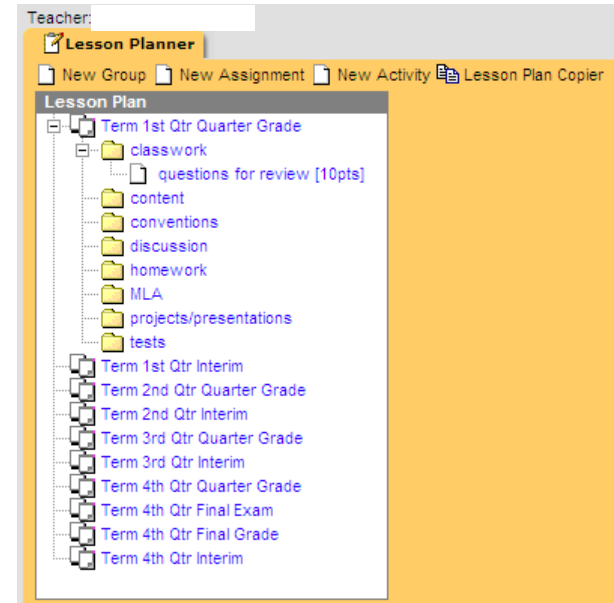


**\*Notice that you now have a '+' next to the classwork folder – that means you have an assignment located there.**

**\*Click on the '+'**

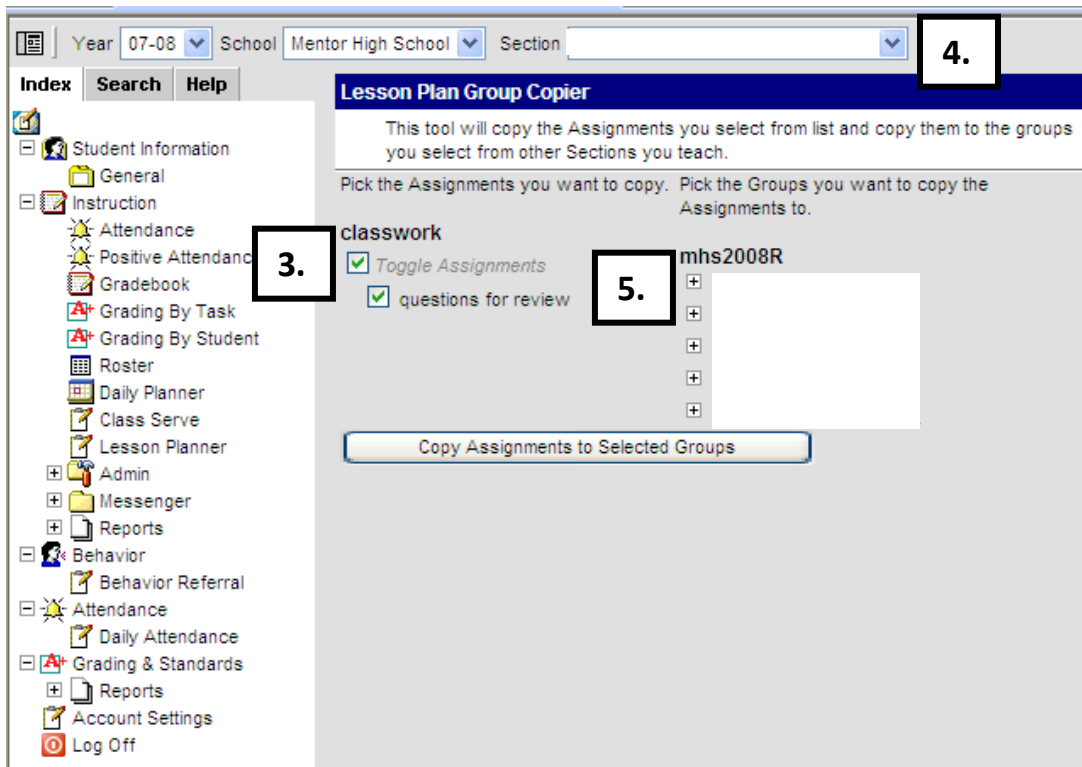


**\*You should see the assignment just created now**



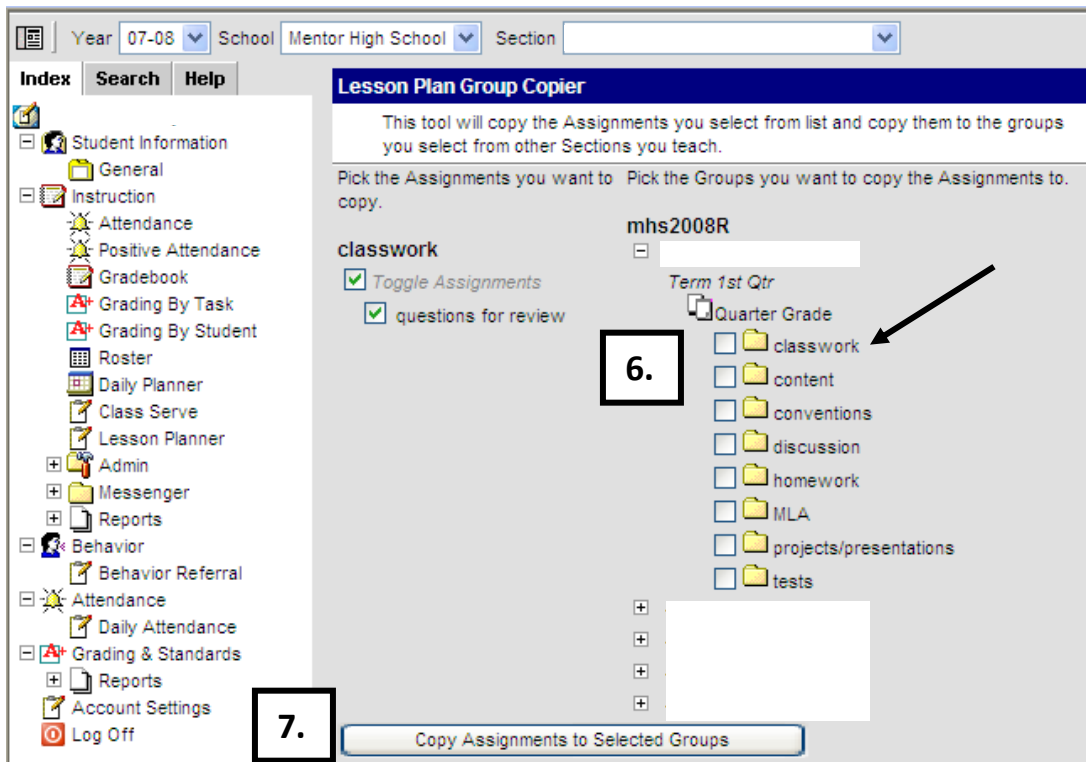
**\*To copy this assignment to your other classes:**

- 1. Click on the folder title (i.e. classwork)**
  - a. The group detail comes up next to it**
- 2. Click on COPY GROUP**



**\*You should see a window similar to the one on the left with your sections (I blocked them out on this example)**

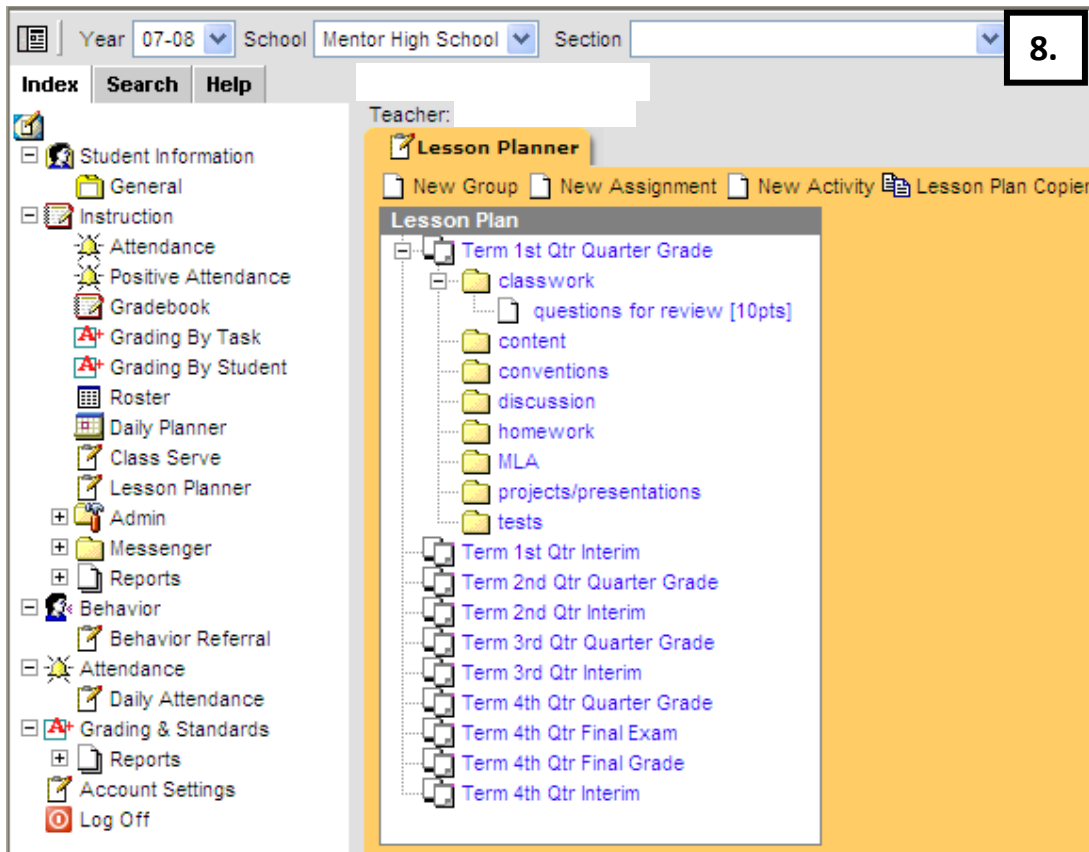
- 3. Make sure that the assignment you want to copy is 'checked'**
  - a. When you have a lot of assignments here, uncheck 'Toggle Assignments' & then select ONLY the assignments you wish to copy, otherwise you'd copy everything again**
- 4. Double-check which section you are working in (just look, you don't have to change anything in that box)**
- 5. Click on the '+' sign next to the section(s) you are copying the assignment(s) to**



**\*Your window should look similar to the left**

- 6. Place a check next to the correct group or folder under the appropriate term (i.e. Term 1<sup>st</sup> Qtr)
 
  - a. This ensures that your assignment will be copied to that section's folder**
  - b. Repeat this for all of the classes that will complete the same assignment****
- 7. Click COPY ASSIGNMENTS TO SELECTED GROUPS**

**\*You will return to the lesson planner screen (see top of pg4)**



8. To check & see that it copied to the appropriate classes, change the section(s) by clicking the drop-down arrow & choosing the different section
  - a. You should then see the different class with the new assignment added