

Entering Grades in the Montana Edition Value Added

AIM User Guide

This AIM User Guide is intended for Infinite Campus users who wish to use the Value-Added features provided by the state for entering final grades. This guide should only be used by districts who have completed the initial setup for Montana Edition Value Added users. If you have not completed that setup, contact the OPI AIM staff for assistance.

This AIM User Guide is intended for Infinite Campus users who wish to use the Value Added features provided by the state for entering final grades. This guide should only be used by districts who have completed the initial setup for Montana Edition Value Added users. If you have not completed that setup, contact the OPI AIM staff for assistance.

Contents

| | |
|--|----------|
| System Administrator: Opening the Grading Window..... | 2 |
| Teacher: Entering Grades..... | 3 |
| System Administrator: Closing the Grading Window..... | 3 |

System Administrator/Supervising Teacher: Opening the Grading Window.

Before entering grades for a defined period, the grading window must be 'opened'. It is recommended that the grading window be opened only for a short period of time to prevent either purposeful or accidental changes after grades are finalized.

1. Select the **Index** tab.
2. Select **Grading & Standards**.
3. Select **Grading Window**.
4. Select the current School Year.
5. Select the Calendar(s) to open for grading.
6. Click **Next**.
7. Click on the **Grading Tasks** and the **Standards** to open.
8. Click **Next**.
9. Select the **Term(s)** to open. It is only recommended to open one term at a time.
10. Click **Update Active Masks**.

The screenshot shows the 'Grading Window Wizard' interface. At the top, there are dropdown menus for 'Year' (set to '15-16') and 'School' (set to 'Eastgate School'). Below this is a navigation menu with 'Index', 'Search', and 'Help' tabs, and a list of categories including 'Student Information', 'Census', 'Behavior', 'Health', 'Attendance', 'Scheduling', 'Grading & Standards', 'Auto Grade', 'Grading Window', 'Credit Groups', 'Grading Tasks', 'Score Groups & Rubrics', 'Standards Bank', 'Reports', 'Programs', 'Ad Hoc Reporting', 'User Communication', and 'Assessment'. The 'Grading Window' option is highlighted with a mouse cursor. The main content area contains the following text: 'This tool batch edits the Active Mask for Grading Tasks and Standards. The Active Mask is what determines whether teachers can edit students scores for any number of Calendars from a School Year.' Below this is a 'Select School Year' section with a dropdown menu showing '15-16'. A second section, 'Select Calendars', has a dropdown menu showing '15-16 Eastgate School'. At the bottom right, there are 'Update Active Masks', '< Back', and 'Next >' buttons.

The screenshot shows the second step of the 'Grading Window Wizard'. The main text reads: 'Select the Grading Tasks and Standards for which you'd like the Active Mask changed.' There are two columns: 'Select Grading Tasks' and 'Select Standards'. The 'Grading Tasks' column has a dropdown menu showing 'Quarter'. The 'Standards' column has a dropdown menu showing 'Elementary' with a list of standards: 'Respects others/peers', 'Organizes self and materials', 'Participates in and contributes to group work', 'Completes classwork on time', and 'Follows rules, procedures and directions'. At the bottom right, there are 'Update Active Masks', '< Back', and 'Next >' buttons.

The screenshot shows the third step of the 'Grading Window Wizard'. The main text reads: 'Choose the Terms that you want to make active for grading.' Below this is a list of terms from 'Term 1' to 'Term 31'. 'Term 1' is selected with a checked checkbox. A note at the bottom states: 'NOTE: All of these flags default to being unchecked. The display does not represent the current active mask flags for the calendar(s) and task(s) you've selected.' At the bottom right, there are 'Update Active Masks', '< Back', and 'Next >' buttons.

Teacher: Entering Grades

1. Select the **Index** tab in Campus Instruction.
2. Select **Post Grades**.
3. Choose the **Term**, **Section**(course), and **Task** (quarter, semester, or standard).
4. Enter the **Percent**, **Grade**, an/or **Comments**.
5. Click **Save**.
6. Repeat for each **Section** or **Task**.

Message Center

Attendance 1

Roster

Seating Charts

Post Grades

Standardized Test

Reports (Attendance)

Reports (Roster)

Account Settings

Term: Quarter 1 (07/01/15 - 09/30/15) Section: Courses) 4602-1 Language Arts Task: Quarter

Save Post by Student Fill Percent, Grade, Comment

| Students | Percent | Grade | Report Card Comments |
|-----------------------|---------|-------|---|
| 04 Affleck, Violet | 95.00 | A | Excellent student, a joy to have in class |
| 05 Beckham, Cruz | 85.00 | B | |
| 06 Duggar, Jackson | 75.00 | C | |
| 04 Duggar, Johannah | 65.00 | D | |
| 06 Jolie-Pitt, Pax | 90.00 | A | |
| 04 Jolie-Pitt, Shiloh | 52.00 | F | Has potential, needs to focus |
| 05 Jolie-Pitt, Zahara | 79.00 | C | |

System Administrator/Supervising Teacher: Closing the Grading Window

Once all grades have been entered for a defined period, the grading window must be 'closed'.

1. Select the **Index** tab.
2. Select **Grading and Standards**.
3. Select **Grading Window**.
4. Select the current **School Year**.
5. Select the **Calendar(s)** to open for grading.
6. Click **Next**.

Year: 15-16 School: Eastgate School

Index Search Help Grading Window Wizard

This tool batch edits the Active Mask for Grading Tasks and Standards. The Active Mask is what determines whether to apply any number of Calendars from a School Year.

Select School Year
Changing the selected School Year will update the Calendar list below.

15-16

Select Calendars
CTRL-click and SHIFT-click for multiple

15-16 Eastgate School

Update Active Masks « Back Next »

Grading Window Wizard

This tool batch edits the Active Mask for Grading Tasks and Standards. The Active Mask is what determines whether to apply any number of Calendars from a School Year.

Select School Year
Changing the selected School Year will update the Calendar list below.

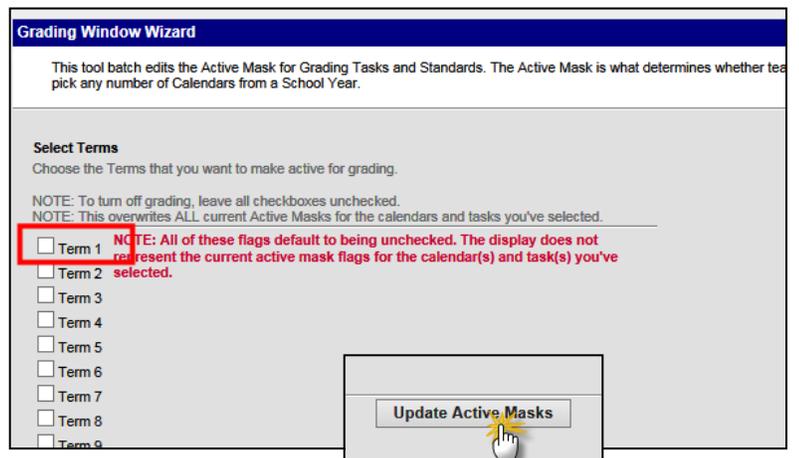
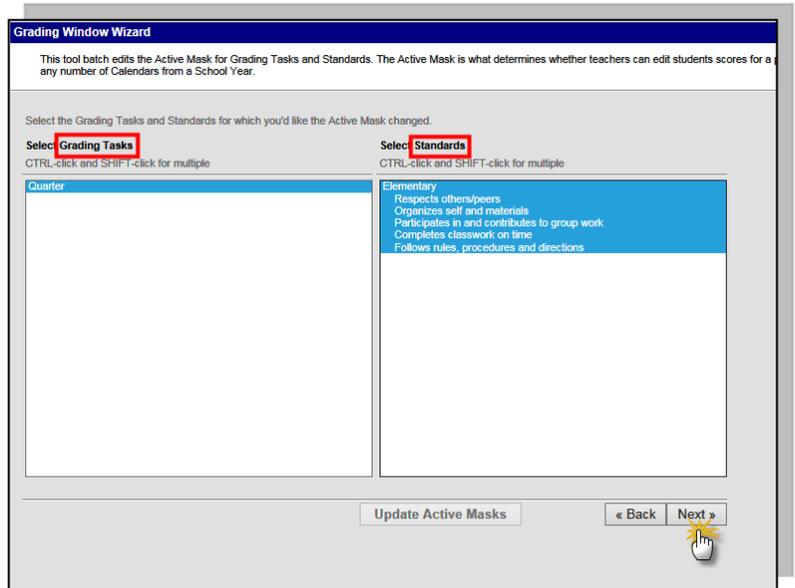
15-16

Select Calendars
CTRL-click and SHIFT-click for multiple

15-16 Eastgate School

Update Active Masks « Back Next »

7. Select the **Grading Task(s)** and the **Standards** to open.
8. Click **Next**.
9. Un-Check the **Term(s)** to close.
10. Click **Update Active Masks**.



For more information, contact the AIM Help Desk at 1- 877-464-6681 or

[Submit an AIM Help Desk Ticket](#)