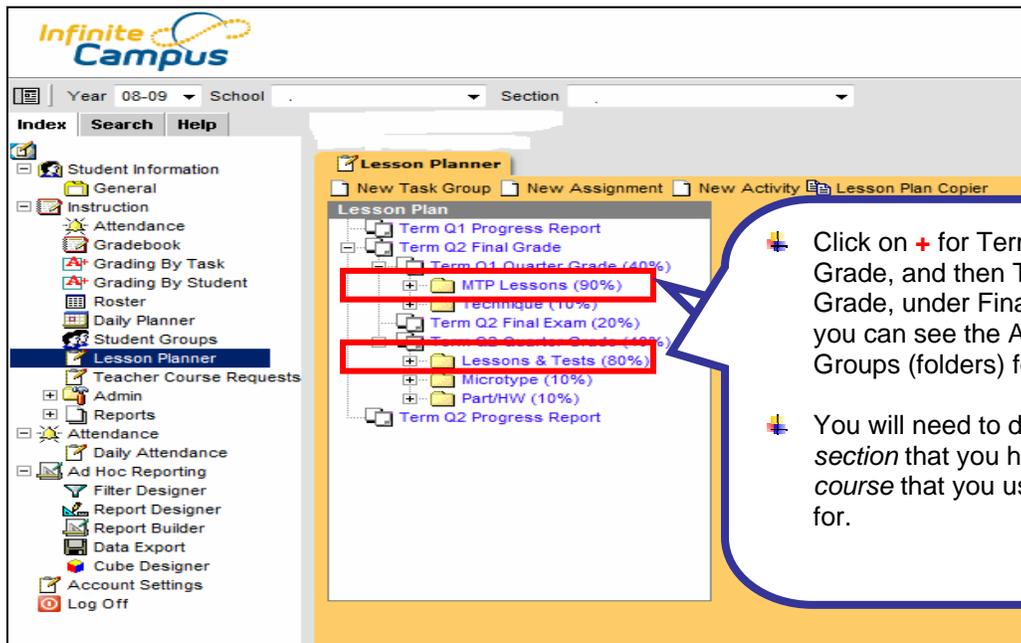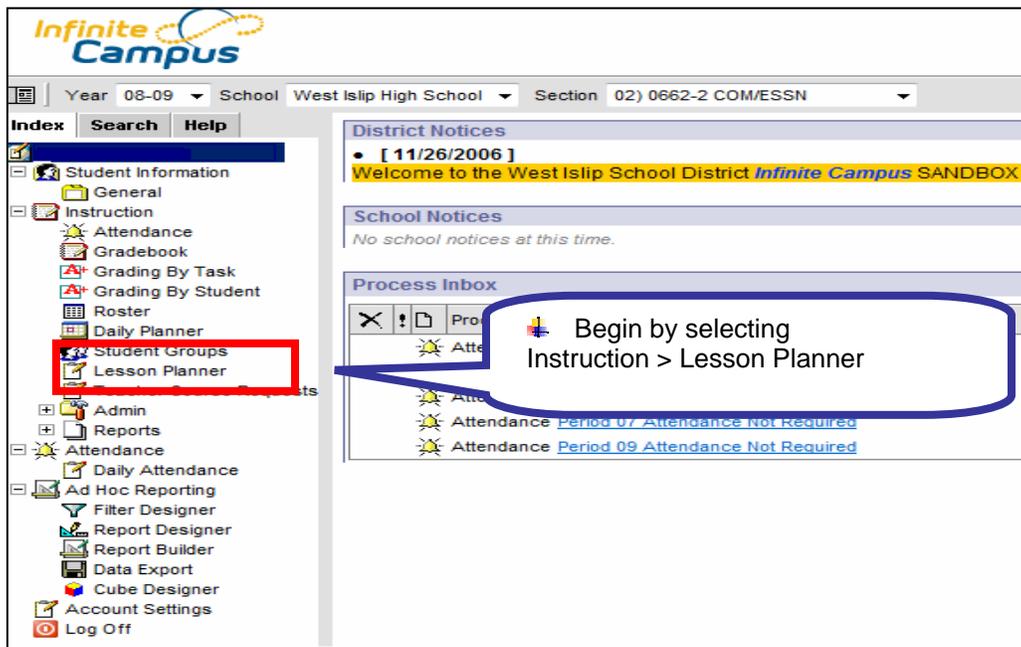# Lesson Planner for Infinite Campus Gradebook

Attention all teachers using Gradebook in Infinite Campus!

Please follow the directions below to change the **_settings_** on your assignments so that **_Missing Assignments_** do not show in the Infinite Campus Parent Portal. These settings will need to be made to all quarter assignment groups *(folders)* for each section that you teach.

If you are using the **_Lesson Plan Copier_** as you set up a second semester course or 3rd Quarter Lesson Plans/Assignments etc., you can make the changes first and then copy it over for each section without having to change the settings for each section.

Please see your building coaches for assistance or email Sue Huscilowitc, j.huscilowitc@wi.k12.ny.us if you have any further questions.

Begin by selecting
Instruction > Lesson Planner

- Click on **+** for Term 1 Quarter Grade, and then Term 2 Quarter Grade, under Final Grade etc. so you can see the Assignment Groups (folders) for each quarter.

- You will need to do this with *each section* that you have for *every course* that you use Gradebook for.

Lesson Planner Settings for Missing Assignments to Hide From Portal Jan 2009

Click on the *Assignment Group* (i.e. MTP Lessons) and you should see the Group Detail.

- Click inside the box to select **HIDE FROM VIEW IN PORTAL.**
- Continue this for **EACH** assignment folder you have under Term 1, Term 2, etc. You should check quarter after you have saved it.
- It includes Term Final Exam folders as well.
- You will need to make sure this box is selected as you continue to create or copy assignment groups.