Key Points for Infinite Campus Transition How To Post Grades for Progress or Final Tasks Spring 2014

You have TWO OPTIONS for posting grades in the Infinite Campus Grade Book.

Crade T	%	Grade	Fill				
			Rpt Crd Comments	Points \$	Possible \$	% \$	Post Grade
			cc	288.89	300	96.30 %	A
to post Pro current ter term is con <i>HQ4</i>) and <i>PROGRESS</i>	ops up a ogress g rm, mal rrect (T make su S as the	are corre grades fo ke sure t 3, MQ4 ure to se Task.	ect [i.e. or the he or ect in Progress/ Term: M Task: Fil Post to: Term: MQ4 Task: Progr elect	Proficiency Estin 24 aal Grade	the from:	•	DK Cance
Click OK w	when the	e messag	ge "Grades will	be poste	ed upon :	save" aj	ppea
	Make sure box that p to post Pro current ter term is con HQ4) and PROGRES Click OK w Then hit th	Make sure the self box that pops up a to post Progress g current term, make term is correct (<i>T</i> <i>HQ4</i>) and make su <i>PROGRESS</i> as the Click OK when the Then hit the SAVE	Make sure the selections is box that pops up are correct to post Progress grades for current term, make sure t term is correct (<i>T3, MQ4</i> (<i>HQ4</i>) and make sure to se <i>PROGRESS</i> as the Task. Click OK when the messag Then hit the SAVE button	Make sure the selections in the box that pops up are correct [i.e. to post Progress grades for the current term, make sure the term is correct (<i>T3, MQ4</i> or <i>HQ4</i>) and make sure to select <i>PROGRESS</i> as the Task.	Make sure the selections in the box that pops up are correct [i.e. to post Progress grades for the current term, make sure the term is correct (<i>T3, MQ4</i> or <i>HQ4</i>) and make sure to select <i>PROGRESS</i> as the Task. Click OK when the message "Grades will be poste Then hit the SAVE button on the main Grade Boo	Make sure the selections in the box that pops up are correct [i.e. to post Progress grades for the current term, make sure the term is correct (<i>T3, MQ4</i> or <i>HQ4</i>) and make sure to select <i>PROGRESS</i> as the Task. Click OK when the message "Grades will be posted upon Then hit the SAVE button on the main Grade Book screer	Make sure the selections in the box that pops up are correct [i.e. to post Progress grades for the current term, make sure the term is correct (<i>T3, MQ4</i> or <i>HQ4</i>) and make sure to select <i>PROGRESS</i> as the Task.



2. Select **<Post Grades>** in the Grade Book navigation menu on the left side of the screen.

- a. Make sure you select the correct grading term (*T3*, *MQ4* or *HQ4*) and task (*Progress*) selected at the top of the screen.
- b. You may post either by <u>task</u> [i.e. all students; progress grades for each class/section you teach] or by <u>student</u> [i.e. all standards (*for elementary teachers*) or grade task options show up for each individual student].
- c. Enter grades manually for all students and add comments, if preferred.
- d. Click **<SAVE**> when you are ready to post the information.