

# Key Points for Infinite Campus Transition

## ➔ How To Post Grades for Progress or Final Tasks

Spring 2014

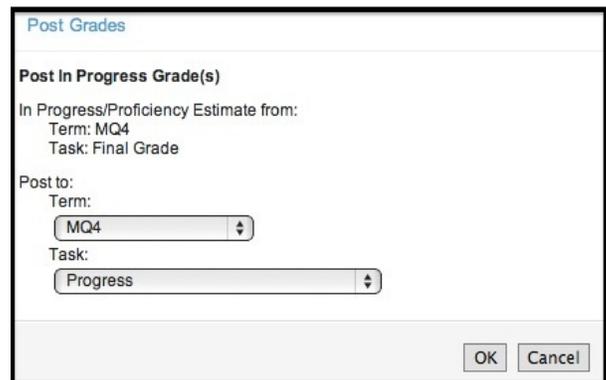
You have **TWO OPTIONS** for posting grades in the Infinite Campus Grade Book.

1. Click <**Post Grade**> on the main Grade Book screen.



Save	Grade Totals	Posted			In Progress			
		%	Grade	Fill Rpt Crd Comments	Points	Possible	%	Post Grade
Students				CC	288.89	300	96.30 %	A

- a. 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 (**T3**, **MQ4** or **HQ4**) and make sure to select **PROGRESS** as the Task.



Post Grades

Post In Progress Grade(s)

In Progress/Proficiency Estimate from:  
Term: MQ4  
Task: Final Grade

Post to:  
Term: MQ4  
Task: Progress

OK Cancel

- b. Click **OK** when the message “Grades will be posted upon save” appears. Then hit the **SAVE** button on the main Grade Book screen before you navigate away from the page.

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 task [i.e. all students; progress grades for each class/section you teach] or by student [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.