

## Posting Grades in Infinite Campus as a Middle School Teacher

Posting student grades in Infinite Campus is a simple click of a button. The following information will assist you with the process of posting grades for your students as well as using the canned comments feature.

### Posting Grades

- 1.) Look at the "In Progress" section of your grade book.
- 2.) You should see a column for Points, Possible, Percent and Grade.
- 3.) In the Grade column you should see the word **Post** above the word Grade.
- 4.) Click the word **Post**.
- 5.) Upon clicking the word **Post** a post grades window will pop up.
- 6.) Select the term you wish to post your grades to ---- QTR2 for 8<sup>th</sup> Grade, EXP2\*Q2, and EXP3Q2\*\* for 6<sup>th</sup> and 7<sup>th</sup> grade (you will only have one option to choose).
- 7.) Select the task you would like to post grades to ---- Quarter or Explo depending on the course that you teach (you will only have one option to choose).
- 8.) Click OK.
- 9.) Upon clicking OK you will get a warning that Grades will posted upon save. Click OK again.
- 10.) Click **Save**. Once you have clicked **Save**, your students grades will be posted.

#### Explo Teachers

For steps **6** and **7** please refer to the bottom of the page.

### Using Canned Comments

- 1.) Click the settings tab in your grade book.
- 2.) Under preferences check the box next to use canned comments. You do not have the option to enter comments on students posted grades any other way. **THIS IS DIFFERENT THAN COMMENTING ON AN ASSIGNMENT.**
- 3.) Click the settings button again to hide the settings.
- 4.) Look at the "Posted" section of your grade book.
- 5.) You should see a column for Percent, Grade, and Rpt Crd Comments (Report Card Comments).
- 6.) In the Rpt Crd Comments column you should see a blue **CC**. If you don't go back to your settings and check the box next to use canned comments.
- 7.) Click the **CC**. The Canned Comments pop up window will appear. Check the boxes of the comments you wish to use or enter the code and hit Add. Click the Add Comments button in the bottom right corner of the pop up window.
- 8.) You will see the comments appear in the Rpt Crd Comments column.
- 9.) Click **Save**.

### Changing a Students Posted Grade

- 1.) In the Grade column of the "Posted" section of your grade book you can click on the student's grade and change it if you wish.
- 2.) If you make changes, make sure you click **Save**.

<u>Grade</u>	<u>At the end of Quarter 1</u>	<u>At the end of Quarter 2</u>	<u>At the end of Quarter 3</u>	<u>At the end of Quarter 4</u>
6 <sup>th</sup> and 7 <sup>th</sup>	Post grades for classes in the EXP2*Q1* term  Task will be Quarter	Post grades for classes in the EXP3*Q2** term  Task will be Quarter	Post grades for classes in the EXP5Q3*  Task will be Quarter	Post grades for classes in the EXP6*Q4** term  Task will be Quarter
8 <sup>th</sup>	Post grades for classes in the QTR1 term  Task will be Quarter	Post grades for classes in the QTR2 term  Task will be Quarter and Semester	Post grades for classes in the QTR3 term  Task will be Quarter	Post grades for classes in the QTR4 term  Task will be Quarter and Semester
Explo	Post grades for classes in the EXP1*Q1 term  Task will be EXPLO	Post grades for classes in the EXP2*Q2 and EXP3*Q2** term  Task will be EXPLO	Post grades for classes in the EXP4*Q3 term  Task will be EXPLO	Post grades for classes in the EXP5*Q4 and EXP6*Q4** term  Task will be EXPLO

## For 8<sup>th</sup> Grade Teachers Only

### Posting your Semester Grade

- 1.) Working in the Term: **QTR2 (10/25/2016-12/21/2016)** switch the Task to **Semester**.
- 2.) You should see two columns, **QTR1) Quarter** and **QTR2) Quarter**.
  - a. Each column should have a Composite Percent and Composite Grade, if not please contact Rob Gongola or Brent Kallay in the IT Department.
- 3.) Look at the "In Progress" section.
- 4.) You should see a column for Points, Possible, Percent and Grade.
  - a. There will be no information in the Points or Possible column.
- 5.) In the Grade column you should see the word **Post** above the word Grade.
- 6.) Click the word **Post**.
- 7.) Select the term you wish to post your grades to ---- **QTR2**.
- 8.) Select the task you would like to post grades to ---- **Semester**.
- 9.) Click OK.
- 10.) Upon clicking OK you will get a warning that Grades will posted upon save. Click OK again.
- 11.) Click **Save**. Once you have clicked **Save**, your student's semester grades will be posted.