Posting Grades in Infinite Campus as A High School Teacher at the End of a Semester

Posting student grades in Infinite Campus is a simple click of a button but at the end of the semester there are a few added steps needed in order to produce a semester grade. 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 for the Quarter

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**.
7.) Select the task you would like to post grades to ---- **Quarter**.
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.

Posting your Final Exam Grade

1.) Working in the Term: **QTR2 (10/25/16 – 12/21/16)** switch the Task to **Exam**.
2.) Create a category called "Final Exam".
   a. Click Settings → Categories → Add
   b. The Category should be called "Final Exam" and have a weight of 100%. Then place it in the sections you would like it to appear in and finally in the Exam grading Task by checking the box next to Exam at the bottom of the Category Detail Window. Click Save. Close out of the Category Detail window and minimize your settings.
   c. If you already have a category created that is associated with your semester exam you can use that category for your exam.
3.) Create an assignment like you normally would (add an abbreviation; check what sections you would like the assignment in, etc.). Name the assignment Final Exam and place it in the Final Exam category.
4.) Enter Final Exam scores.
5.) Once you have entered your Final Exam scores, click the word **Post.**
6.) Select the term you wish to post your grades to ---- **QTR2**.
7.) Select the task you would like to post grades to ---- **Exam**.
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 Final Exam grades will be posted.

Posting your Semester Grade

1.) Working in the Term: **QTR2 (10/25/16 – 12/21/16)** switch the Task to **Semester**.
2.) You should see three columns, **QTR2) Exam**, **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.

Using Canned Comments

Click the settings tab in your grade book.

1.) 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**.
2.) Click the settings button again to hide the settings.
3.) Look at the "Posted" section of your grade book.
4.) You should see a column for Percent, Grade, and Rpt Crd Comments (Report Card Comments).
5.) 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.
6.) 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.
7.) You will see the comments appear in the Rpt Crd Comments column.
8.) 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**.