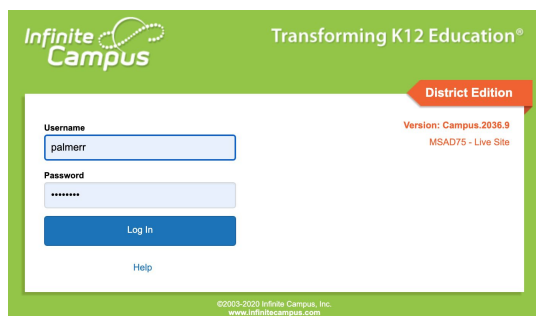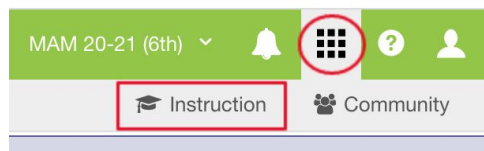# Posting Grades and Comments
On Infinite Campus Report Cards

Post Grade Method: This method requires that the teacher manually select the final grade that will be posted to the report card from a menu. While the In-Progress grade is listed, there is no way to post that grade automatically. This method does allow for greater flexibility in posting comments though. The teacher can also create a comment that all students in the section will see on their report card. It is extremely important to click the "Save" button when posting grades and comments in Infinite Campus.
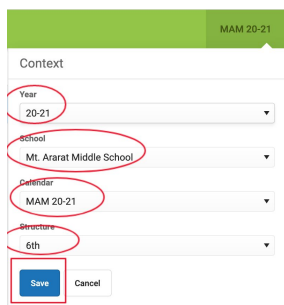
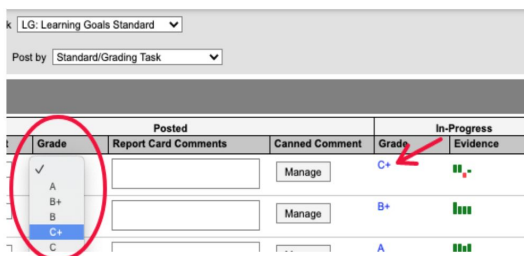|	
Log into your Infinite Campus account using your link75 account.	In the upper-right corner of the window, click on the Tool icon (waffle) and then click on "Instruction."
Click the context menu to the left and make sure you select the correct year, school, school calendar, and structure (grade level) and then click the Save button.	On the left side of the window, scroll down to and click "Post Grades."
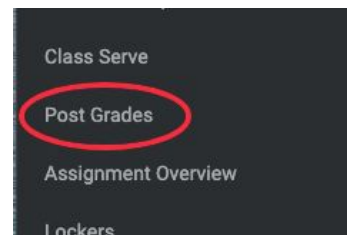
At the top of the window, make sure you have selected the correct Term, class Section, and Task that is being posted. You will do this for LG: Learning Goals Standard to post the grade for the class. Then you will change Task to each of the HOW to post those scores.
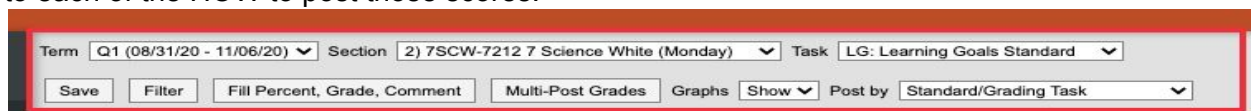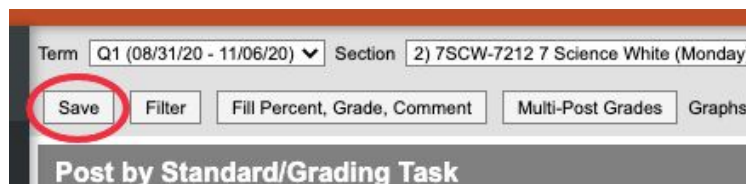
|	
Find the Grade column. In each students' row, there is a drop-down menu in that column. Simply click the drop-down menu and select the grade that matches the In-Progress grade you see to the right.	Enter the grades for all the students in that section. Then click the "Save" button in the upper left corner of the window.

|	
Now, find the Task drop-down menu at the top of the window and select HOW: Focus. 	
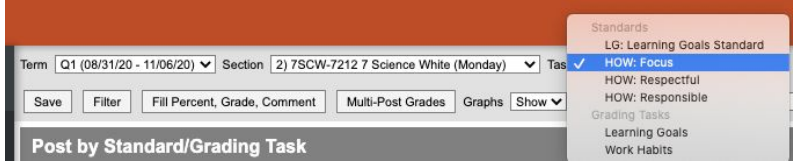
  Just like you did with the Learning Goal Standard, you will see a Grade column with a drop-down menu for each student. Click the drop-down menu and select the HOW score for each student.	 you wish to enter a comment and start typing.	You will also see that there is a column for you to enter Report Card Comments. To do so, simply click in the cell
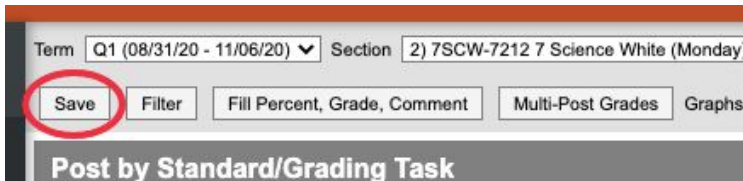
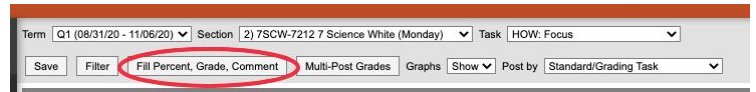|	
  Enter the scores and comments for all the students in that section. Then click the "Save" button in the upper left corner of the window.	**Posting Comment for Entire Section** At the top of the window you should find and click "Fill Percent, Grade, Comment."

A window will appear. Click the checkbox next to "Comment." Next, enter the comment you want posted for all your students in that section. Finally, click the "Fill" button at the bottom of the window. 	You will see that all the students in the section now have your comment listed in their rows. **Click the "Save" button on the top-left of the window.**