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.

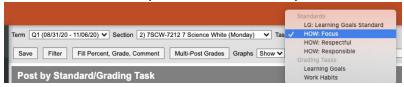
Log into your Infinite Campus account using your link75 In the upper-right corner of the window, click on the Tool icon (waffle) and then click on "Instruction." account. Infinite Co Campus Instruction **Community** Click the context menu to the left On the left side of the window, scroll down to and make sure you select the Context and click "Post Grades." correct year, school, school Class Serve 20-21 calendar, and structure (grade **Post Grades** Mt. Ararat Middle School level) and then click the Save Assignment Overview button. MAM 20-21 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. Term Q1 (08/31/20 - 11/06/20) V Section 2) 7SCW-7212 7 Science White (Monday) V Task LG: Learning Goals Standard V Save Filter Fill Percent, Grade, Comment Multi-Post Grades Graphs Show ✔ Post by Standard/Grading Task Find the Grade column. In each students' row, there is a Enter the grades for all the students in that section. Then drop-down menu in that column. Simply click the click the "Save" button in the upper left corner of the drop-down window. k LG: Learning Goals Standard V menu and Post by Standard/Grading Task select the Term Q1 (08/31/20 - 11/06/20) ✓ Section 2) 7SCW-7212 7 Science White (Monday) grade that matches the Save Filter Fill Percent, Grade, Comment Multi-Post Grades In-Progress Manage grade you

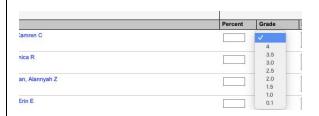
lon

see to the right.

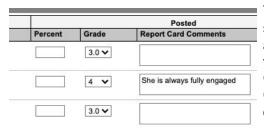
Post by Standard/Grading Task

Now, find the Task drop-down menu at the top of the window and select HOW: Focus.



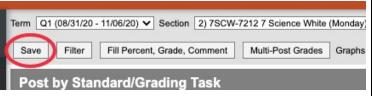


Just like you did with the Learning Goal Standard, you will see a Grade column with a drop-down menu for each student. Click the drop-down menu and select the HOW score for each student.



You will also
see that there is
a column for you
to enter Report
Card
Comments. To
do so, simply
click in the cell

you wish to enter a comment and start typing.



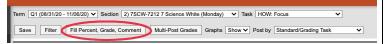
Enter the scores and comments for all the students in that section. Then click the "Save" button in the upper left corner of the window.

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.



Posting Comment for Entire Section

At the top of the window you should find and click "Fill Percent. Grade. Comment."



You will see that all the students in the section now have your comment listed in their rows.

Posted			
	Grade	Report Card Comments	Canned C
]	3.0 🕶	All the students have done an outstanding job this quarter in being engaged both in-person and remotely.	Manage
]	4 🗸	All the students have done an outstanding job this quarter in being engaged both in-person and remotely.	Manage
1	3.0 🗸	All the students have done an outstanding job this quarter in being engaged both in-person and remotely.	Manage
]	2.5 🗸	All the students have done an outstanding job this quarter in being engaged both in-person and remotely.	Manage
	3.0 🗸	All the students have done an outstanding job this quarter in	Manage

Click the "Save" button on the top-left of the window.