Posting Grades for Report Cards
Support Reference

Infinite Campus

Its report card time and grades are due! Let's review…

Finalizing Grades

- Enter all final assignment grades
- Review the yellow In-Progress Grades
- If grades are being adjusted due to professional judgment on borderline grades, it is best to adjust them using extra credit so that the percentage grade matches.
- This is important for grades that contribute to a composited grade, such as a quarter grade that will be averaged into a semester grade as the percentage is used in the formula, not the letter grade.

TIP:

- If there is no yellow In-Progress Grade visible, go to **Instruction > Lesson Planner**, and click on this grading task.
- Set the Grading Scale dropdown to the appropriate scale.
- Grades will now be visible in the yellow In-Progress section.

Getting grades into the system   *(Gradebook)*

Posting grades from Gradebook

- Right-click on the green posted grades section and choose **Post Grades**
- The top line on the menu will be the grading task you're currently on and will be posting to
- Grades will fill in the green section, then click **Save**
- **TIP:** A *RED* save button means that the system recognizes that changes have been made. If it's GREY you haven't done anything to save yet
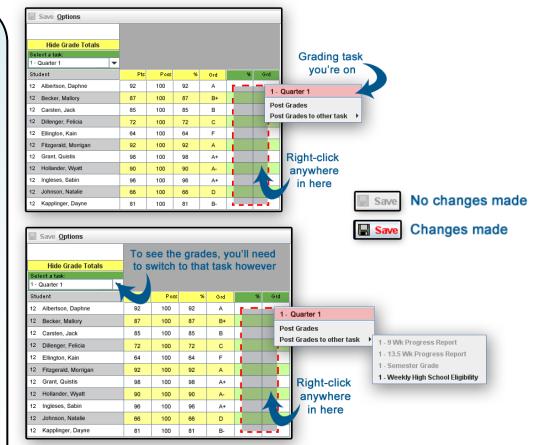
Posting grades to Task(s)

- **This task** - for use when you keep a quarterly gradebook and need to post a quarter grade
- **Another task** – for use when you need to post these grades to another task as well such as a midterm
- Note that after you post, you need to click Save, and then navigate to the actual task in the dropdown menu to see the posted grades

Posting composited grades

- For use when you use composite grading and need to post the composited grade such as **"50% of Q1 + 50% Q2 = Semester grade"**
- Note that after you post, you need to click Save, and then navigate to the actual task in the dropdown menu to see the posted grades
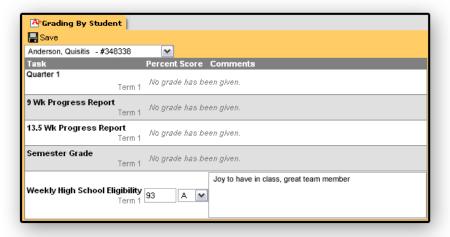- The compositing formula is automatically calculated based on the compositing tools
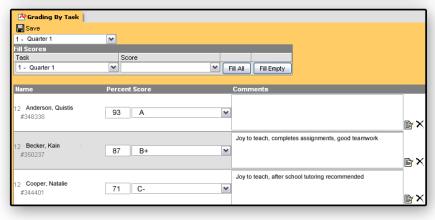
Missing scores?

- If not all scores are posting, while others are, then go to **Instruction > Lesson Planner** and click on the grading task. The Grading Scale that has been set may be incorrect or missing
- Additionally, Grading Scales like the ones that are teacher created under **Instruction > Admin > Grading Scales** may include scores that are not on the Score Group that has been set for the course
- You may need to contact your Teacher Coach for assistance

Grading task you're on

Right-click anywhere in here

To see the grades, you'll need to switch to that task however

Right-click anywhere in here

		1 - Quarter 1
		Post Grades
		Post Grades to other task ▸
		1 - 9 Wk Progress Report
		1 - 13.5 Wk Progress Report
		1 - Semester Grade
		1 - Weekly High School Eligibility

 Save No changes made

 Save Changes made

Re-posting grades?

- Once scores have been posted, the green Posted Score does not auto adjust based on additional assignments and grades. Should it be necessary to add in additional assignment grades, then the scores will need to be re-posted by following the above steps again
- If this grade is part of a composited grade, and that grade has been posted, then both grades will need to be reposted. It is important to note that this step will overwrite any manually adjusted grades
- It is also possible to simply manually adjust the posted grades as well by clicking and changing the dropdown grades and clicking on the percentage to change

Grading By Student

Save

Anderson, Quisitis - #348338

Task	Percent Score	Comments
Quarter 1 Term 1	*No grade has been given.*	
9 Wk Progress Report Term 1	*No grade has been given.*	
13.5 Wk Progress Report Term 1	*No grade has been given.*	
Semester Grade Term 1	*No grade has been given.*	
Weekly High School Eligibility Term 1	93 A	Joy to have in class, great team member

Grading By Task

Save

1 - Quarter 1

Fill Scores

Task	Score		
1 - Quarter 1		Fill All	Fill Empty

Name	Percent Score	Comments
12 Anderson, Quistis #348338	93 A	
12 Becker, Kain #350237	87 B+	Joy to teach, completes assignments, good teamwork
12 Cooper, Natalie #344401	71 C-	Joy to teach, after school tutoring recommended

Grading By Task
- This tool is useful to enter scores and comments for the entire section
- It makes it easier to compare scores for the entire class, or to enter comments utilizing the cut and paste feature when some students receive the same comments
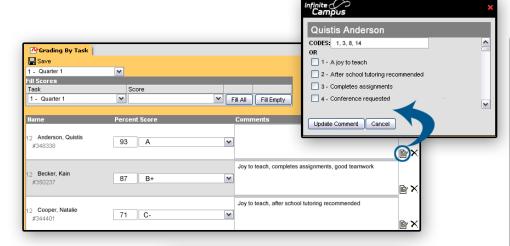
Grading by Student
- This tool is useful to enter all scores for a particular student
- It also makes it easier to see a student's progress throughout the course and compare previous comments, or to enter a set of standards scores for a single student at a time

General Notes…
- Once the scores and comments have been saved, it is possible to review them using either tool, as they both save to the same place in the database
- If scores have been posted, they will display the percentage and score. If the Campus Gradebook is not being used, then grades can be entered directly here. Simply pull down the letter grade and/or percentage as required by your school

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Entering Comments   &   Printing Copies of the Report Card

Grading By Task

Save

1 - Quarter 1

Fill Scores

Task	Score		
1 - Quarter 1		Fill All	Fill Empty

Name	Percent Score	Comments
12 Anderson, Quistis #348338	93 A	
12 Becker, Kain #350237	87 B+	Joy to teach, completes assignments, good teamwork
12 Cooper, Natalie #344401	71 C-	Joy to teach, after school tutoring recommended

Infinite Campus

Quistis Anderson

CODES: 1, 3, 8, 14

OR
- [ ] 1 - A joy to teach
- [ ] 2 - After school tutoring recommended
- [ ] 3 - Completes assignments
- [ ] 4 - Conference requested

Update Comment   Cancel

Infinite Campus Spellcheck - Mozilla Firefox

http://ie.infinitecampus.com:8080/ie/speller

Studint

Not in dictionary: Stud int

Suggestions:
Stud int
Student
Suint
Students
Sudrin
Studding

Ignore   Ignore All
Change   Change All
Stop Checking

Done

Canned Comments
- If Canned Comments are turned on, an icon will be visible on the right side of the page.
- Simply click on the icon to view the available comments
- If a code has been attached, you can type the codes at the top to select the comments, using a comma to separate the numbers, such as 1,3,16 or check their respective boxes
- Click **Update Comment** at the bottom to load them into the Comments field

Custom & Combined Comments
- To enter custom comments, simply type the comment into the field, if allowed by the district
- It is possible to both select canned comments as well as to customize them afterwards if the district system preference setting for Disable Canned Comments is turned off

Spell Check
- Press CTRL + SHIFT + L. Note that this will not grammar check
- You can also write comments in a word processing program that contains a spelling and grammar checker, and cut/paste them in

Printing Copies of Report Cards
- For a teacher copy of the grades and comments of this section, use the Instruction > Reports > Grades Report.
- For a single copy of a student's report card, go to the Student Information > General > Grades tab for that student, and select the report card you wish to print from the dropdown at the top of the tab.