

## POSTING GRADES IN INFINITE CAMPUS

WHAT YOU WANT TO DO	GO TO	NOTES
<b><i>Post grades, work habits, and cooperation marks</i></b>		
Post GRADES for each grading period.	<p>App Switcher → Campus Instruction</p> <p>FIRST: Choose GRADE BOOK in the menu on the left.</p> <p>THEN: Choose the section (class), term (S1 or S2), and task (Semester Grade) for which you are posting grades.</p>	<ol style="list-style-type: none"> <li>1) Under the “In Progress” section, click on “Post” (indicated in red).</li> <li>2) Select “Progress 1” from the drop-down menu to indicate where the grades will be POSTED TO. <ul style="list-style-type: none"> <li>• Progress 1 = 5-week mark</li> <li>• Progress 2 = 10-week mark</li> <li>• Progress 3 = 15-week mark</li> <li>• Semester Grade = 20-week (final) mark</li> </ul> </li> <li>3) Press OK.</li> <li>4) <b>SAVE.</b></li> <li>5) The Grade Book automatically switches to the Progress 1 Task and only displays the posted grades and percentages. <i>Your assignment scores did not disappear!</i> If you would like to override any individual student’s grade, you can edit it now. You can also add comments by clicking CC. You can also override a grade using the Grading by Task or Grading by Student options.</li> <li>6) To see all of your assignment scores displayed again, change the TASK back to SEMESTER GRADE.</li> <li>7) <b>SAVE again if you made any changes.</b></li> </ol>
Post WK HABITS/COOPERATION for each grading period	<p>FIRST: Choose POST GRADES in the menu on the left.</p> <p>THEN: Choose the section (class), term (S1 or S2), and task for which you are posting marks.</p> <p>WORK HABIT TASKS:</p> <ul style="list-style-type: none"> <li>• WH 1 = 5-week mark</li> <li>• WH 2 = 10-week mark</li> <li>• WH 3 = 15-week mark</li> <li>• WH 4 = 20-week mark</li> </ul> <p>COOPERATION TASKS:</p> <ul style="list-style-type: none"> <li>• CP 1 = 5-week mark</li> <li>• CP 2 = 10-week mark</li> <li>• CP 3 = 15-week mark</li> <li>• CP 4 = 20-week mark</li> </ul>	<ol style="list-style-type: none"> <li>1) You can enter the marks (<b>E, S, U only</b>) for the <b>SCORE</b> or use the drop-down menu for each student. You do not need to enter a percent.</li> <li>2) If you would like to include comments, click “Add” under Canned Comment box to select from the approved canned comments (You must have activated this option in Teacher Preferences). You can also write your own comments. If you are creating your own comments, please be PROFESSIONAL.</li> <li>3) You may also use the fill marks at the top if most students will earn the same mark or have the same comment. Check “score” and “comments” and then <i>Fill All</i>.</li> <li>4) <b>SAVE.</b></li> </ol>

WHAT YOU WANT TO DO	GO TO	NOTES
<b>Generate "Verification Form" for each grading period</b>		
Generate verification form for your records after you post grades, work habits, and cooperation marks for each grading period	<p>App Switcher → Campus Instruction Beta</p> <p>FIRST: Choose REPORTS (Grade Book) on the left.</p> <p>THEN: Select SECTION SUMMARY. Choose the section (class). Please note:</p> <ul style="list-style-type: none"> <li>• P1, WH1, CP1 = 5-wk</li> <li>• P2, WH2, CP2 = 10-wk</li> <li>• P3, WH3, CP3 = 15-wk</li> <li>• SGrade, WH4, CP4 = 20-wk</li> </ul>	<ol style="list-style-type: none"> <li>1) In the lower half, make sure all active students are selected.</li> <li>2) Under Select Assignments, uncheck the SELECT ALL option.</li> <li>3) Click on EXPAND ALL and only check the appropriate Progress, Work Habits, and Cooperation boxes.</li> <li>4) The information on the top does not matter for the verification of marks. You may run a separate report if you would like to include that information for your records.</li> <li>5) Click Generate Report at the top.</li> <li>6) Once the pdf version loads, SAVE/PRINT the report. It should only be 1-2 pages.</li> </ol>
<b>Post grades, work habits, and cooperation marks BY TASK (Recommended for Work Habits and Cooperation marks)</b>		
Post grade, work habit, or cooperation marks by task.	<p>FIRST: Choose POST GRADES in the menu on the left.</p> <p>THEN: Choose the section (class) and click POST BY STANDARD/TASK if necessary. Select the term and task.</p>	<ol style="list-style-type: none"> <li>1) You can enter the appropriate marks for the <b>GRADE</b> for each task or use the drop-down menu. You do not need to enter a percent.</li> <li>2) If you would like to include comments, click "Add" under Canned Comment box to select from the approved canned comments (You must have activated this option in Teacher Preferences). You can also write your own comments. If you are creating your own comments, please be PROFESSIONAL.</li> <li>3) <b>SAVE (both options).</b></li> </ol>
<b>Post grades, work habits, and cooperation marks BY STUDENT (Highly recommended for service workers/tutors!)</b>		
Post grade, work habit, and cooperation marks for individual students all at once.	<p>FIRST: Choose POST GRADES in the menu on the left.</p> <p>THEN: Choose the section (class) and click POST BY STUDENT. Select the term and student.</p>	<ol style="list-style-type: none"> <li>1) You can enter the appropriate marks for the <b>GRADE</b> for each task or use the drop-down menu. You do not need to enter a percent.</li> <li>2) If you would like to include comments, click "Add" under Canned Comment box to select from the approved canned comments (You must have activated this option in Teacher Preferences). You can also write your own comments. If you are creating your own comments, please be PROFESSIONAL.</li> <li>3) <b>SAVE (both options).</b></li> </ol>