

This document can be found on the Infinite Campus Dashboard!

HOW TO POST INTERIM GRADES FROM THE INFINITE CAMPUS GRADE BOOK

To post Interim grades from the grade book, follow the steps below:

The screenshot shows the Infinite Campus Grade Book interface. The 'Grade Book' tab is selected on the left sidebar. The main area displays a table with columns for 'Percent', 'Grade', 'Rpt Crd', 'Comments', 'Points', 'Possible', 'Percent', 'Post Grade', 'Dependability', 'Lab', 'PCI1', and 'PCI2'. The 'In Progress' section is highlighted in blue, and the 'Post' button is highlighted in orange. Red circles 1 through 6 indicate the steps for navigating to the Grade Book, selecting the Term, Section, Task, and the 'Post' button.

Posted		In Progress			Categories		PCI1	PCI2			
Percent	Grade	Rpt Crd	Comments	Points	Possible	Percent	Post Grade	Dependability	Lab	Seq: 1.00 Due: 09/13 Dependability Points: 100	Seq: 1.00 Due: 09/22 Dependability Points: 100
10			CC	198	200	99.00 %	A	99.00 %		100	98
10			CC	157	200	78.50 %	C+	78.50 %		69	88
10			CC	184	200	92.00 %	A	92.00 %		89	95
10			CC	132	200	66.00 %	D	66.00 %		58	74
09			CC	176	200	88.00 %	B+	88.00 %		89	87
10			CC	188	200	94.00 %	A	94.00 %		97	91
10			CC	187	200	93.50 %	A	93.50 %		99	88
09			CC	145	200	72.50 %	C	72.50 %		76	69

1. In Campus Instruction, click Grade Book on the Action Bar.
2. Select the Term.
3. Select the Section (Class).
4. The Task must be Quarter. Use the drop-down menu to select Quarter, if needed.
5. In the In Progress section of the Grade Book, when the grading window is open, Post will display in orange above the Grade column. Click Post.

The 'Post Grades' dialog box is shown. It contains the following information: 'Post In Progress Grade(s)', 'In Progress/Proficiency Estimate from:', 'Term: Q1', 'Task: Quarter', 'Post to:', 'Term: Q1', 'Task: Quarter'. The 'Task' dropdown menu is open, showing 'Quarter', 'Grading Tasks', 'Interim', and 'Quarter'. Red circles 6 through 8 indicate the steps for selecting the Term, Task, and clicking OK.

6. The Term will default to the Term displayed in the Grade Book. Use the drop-down to select another Term, if needed.
7. During the Interim grading window, use the drop-down to select Interim.
8. Click OK.

Warning

Grades will be posted upon save.

9 OK

9. A Warning window will open 'Grades will be posted upon save.' Click OK.

DO NOT POST LETTER GRADES TO THE INTERIM GRADING PERIOD UNLESS YOUR SCHOOL HAS BEEN APPROVED TO DO SO BY THE REFORM PANEL. IF YOUR SCHOOL POSTS LETTER GRADES DURING INTERIMS, SEE STEPS 10 - 11 BELOW. IF YOU SCHOOL POSTS S's AND U's DURING INTERIMS, SKIP TO STEPS 12 – 14 ON PAGE 3.

Message Center

Planner

Grade Book

Attendance 6

Roster

Seating Charts

Student Groups

Class Serve

Post Grades

Assignment Overview

Term Q1 (08/24/16 - 10/21/16) Section 1) 930820-1 AMERICAN HISTORY 10 Task Interim 10

+ Add Sort Filter

Settings Save 11

Grade Totals	Posted			In Progress			
	Percent	Grade	Fill Rpt Crd Comments	Points	Possible	Percent	Post Grade
10	99.00 %	A	CC				
10	78.50 %	C+	CC				
10	92.00 %	A	CC				
10	66.00 %	D	CC				
09	88.00 %	B+	CC				
10	94.00 %	A	CC				
10	93.50 %	A	CC				
09	72.50 %	C	CC				

10. The Task moved to the Interim period. DO NOT CHANGE.

11. Click Save. The letter grades are now posted to the student's interim report card.

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Term Q1 (08/24/16 - 10/21/16) Section 1) 930820-1 AMERICAN HISTORY 10 Task Interim 12

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Save 14

Settings	Students	Grade Totals	Posted			In Progress			
			Percent	Grade	Fill Rpt Crd Comments	Points	Possible	Percent	Post Grade
	10 [Student Name]		99.00 %	S 13	CC				
	10 [Student Name]		78.50 %		CC				
	10 [Student Name]		92.00 %		CC				
	10 [Student Name]		66.00 %		CC				
	09 [Student Name]		88.00 %		CC				
	10 [Student Name]		94.00 %		CC				
	10 [Student Name]		93.50 %	A	CC				
	09 [Student Name]		72.50 %	C	CC				

12. The Task moved to the Interim period. DO NOT CHANGE.
13. In the Grade column, click on the drop-down arrow to view the grade options. Select or S or U as appropriate.
14. Click Save.

TIP: Instead of using the drop-down to change each grade, click in the Grade cell with the letter grade and type the S or U. Arrow down  to the next cell and type S or U. Repeat until all Interim grades are entered for the class. Click Save.