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:

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.

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.

			Posted			In Progress			
Students ▲		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				

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

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Save ⑪

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.

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.