
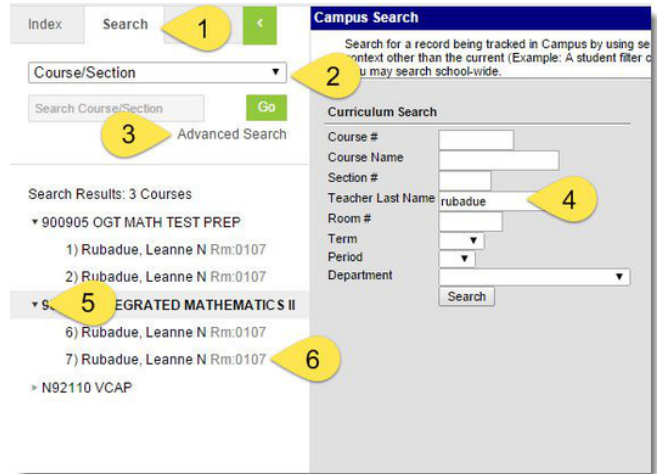


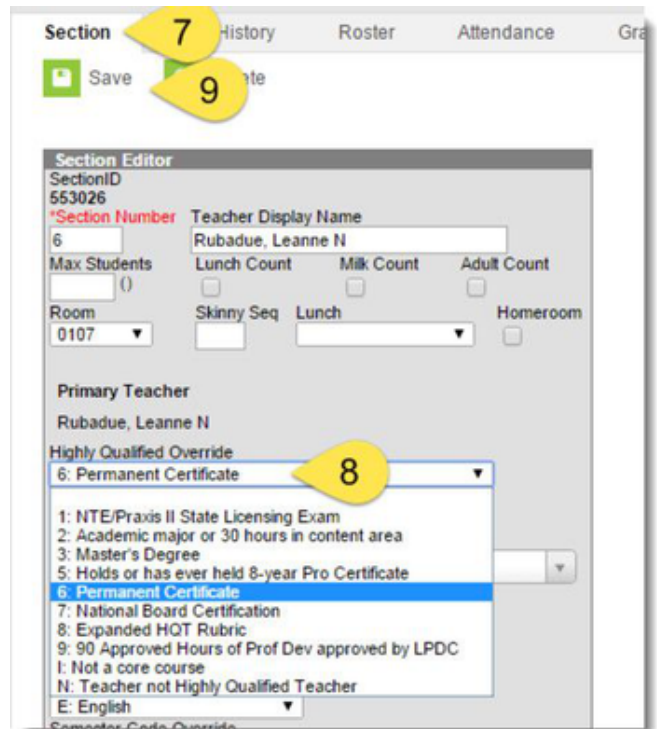
How to Load HQT Data into Infinite Campus

Once the teacher recording sheets are received, the information needs to be loaded into Infinite Campus for each course section. Make sure that you are in the current school year, and that your school is selected at the top of the screen, then follow the instructions below for EACH Teacher Status Sheet.

1. Open the **Search Tab**
2. Choose Course/Section
3. Click the **Advanced Search** link
4. Enter the teacher's last name in the box provided and click **Search**
5. Expand a course by clicking the  icon to see individual sections
6. Click on a section to view the details for that section



7. Open the **Section** tab
8. In the Highly Qualified Override drop-list, choose the correct code for this course section as indicated on the Teacher Status Sheet
9. Click **Save**
10. Repeat this process (steps 7-10) for **each section** for that teacher



Repeat Steps 1-10 for each teacher status sheet.