

## Infinite Campus Grade Reporting Instructions

### *I. Use these instructions the accurate posting of grades to report cards for the current Marking Period.*

1. Click **GRADE BOOK**
2. Make sure you are in the proper **Term** in the drop down
3. Select course **Section** in the drop down
4. Select Task – **MP** for Marking Period
5. Verify that all assignment/test/quiz, etc. grades have been entered
6. Click **Post** on top of the In Progress Grade Column
7. Make sure the proper parameters are selected & click **OK**
8. Percent and Grade columns will populate – **verify accuracy**
9. **IMPORTANT REMINDER:** The Posted Percent value must match the Posted Grade value. You **MUST MANUALLY** change the Percent values to whole numbers.
10. Deduct 15 points directly into the Posted Grade **AND** Percent columns or make an appointment with the grade level administrator to deduct the 15 points.
11. Any overrides **MUST** be done in **BOTH** Posted Percent AND Posted Grade columns
12. Enter Comments using the same procedure used for progress reports
13. **SAVE!**
14. Repeat for each class.

### *II. All teachers should use these instructions for posting Midterm, Regents, and Final Exam grades into Infinite Campus.*

1. Click **GRADE BOOK**
2. Select **Term** Q2 (Q4 for June)
3. Select course **Section**
4. Select appropriate **Task** (Midterm, Final Exam, or Regents)
5. Enter equal values for BOTH the Percent AND Grade columns under Posted
6. Enter **ABS** for any student who was absent in the **Grade column ONLY** (Percent column should be left blank for legal ABS. Enter Zero (0) for illegal ABS.)
7. Do NOT enter comments for testing tasks.
8. **SAVE!**
9. Repeat all steps for each as necessary for each task (Midterm, Regents, Final Exam) and each class.

### *III. All teachers who have classes that end this term **MUST** follow these instructions to enter FINAL COURSE GRADES.*

1. Rectifying any INC grades from previous marking periods following your building's procedures
2. Click **GRADE BOOK**
3. Select **Term** Q2 (Q4 for June)
4. Select **Task FINAL GRADE**
5. Scroll to the right and **verify that all grading tasks for the course are represented** (MP1, MP2, Midterm, Final, Regents, etc.) and that all grades are there for each student
6. Verify that the In Progress grades make sense
7. Click **Post** above the In **Progress Grades**
8. Verify that Grades AND Percents moved to the Posted columns
9. Do NOT enter comments
10. Override any necessary grades
  - a. If any student had an INC in any quarter or an ABS in an exam, you **MUST** override the Final Grade to INC and leave the Percent **BLANK**.
11. **SAVE!**
12. Repeat all steps for each class.