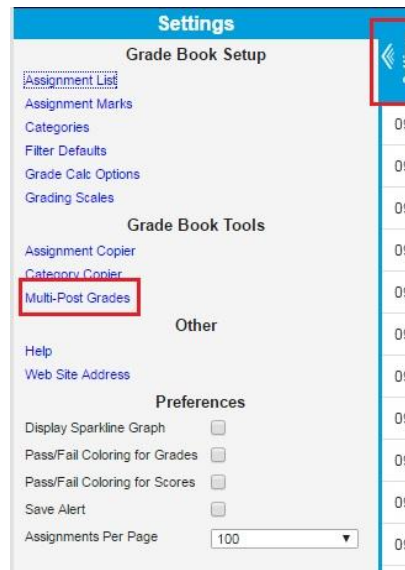# Infinite Campus – Multi Post Grades

Infinite Campus has added the ability to post all of your grades at once instead of going to each section and posting!

- Campus Instruction
- Go to any section in your gradebook
- Expand Settings
- Choose Multi-Post Grades

- Select the Term, Section(s), and Task(s) to which grades will be posted (destination) in the Post to Filters.
- Indicate if grades being posted should Overwrite Existing Grades that have already been posted. (If you choose to Overwrite Existing Grades, you will get a screen telling you what grades got changed)
- Select which Sections to post grades from (source).
- Select the Term and Task to post grades from.
  - The Term and Task is where you have created your assignments (where they will receive their final (transcripted) grade.)
  - The Task should always be Semester – since that is where you should be entering assignments
- Click Next to review grades prior to posting.

Beatrice High School 15-16

Collapse All

▼ 4th Qtr

Section ▲	Post from Term	Post from Standard/Grading Task	Post to Standard/Grading Task	New/Updated Grades	No Grades
01) 012012-1 Integrtd Science	4th Qtr	Semester	Progress	7	0
02) 012002-2 Integrtd Biolgy	4th Qtr	Semester	Progress	20	0
03) 012012-3 Integrtd Science	4th Qtr	Semester	Progress	7	0
04) 012162-4 Integrated Earth Science	4th Qtr	Semester	Progress	20	0
07) 012002-7 Integrtd Biolgy	4th Qtr	Semester	Progress	22	0
08) 012002-8 Integrtd Biolgy	4th Qtr	Semester	Progress	20	0

Back Post Close

- This screen shows a list of sections and how many grades will be posted. It also recaps where the grades are coming from and where they are being posted.
- If you wish, you can click on the Blue Link to a section to see students and the grades that will be posted for them.
- You will also see if there are students that do not have any grades to post.
- After reviewing grades to be posted, click Post to post grades.
    - A message indicating that "Your grades have been posted successfully." displays at the top of the screen.
    - Click Close.

Your grades have been posted successfully.

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Collapse All

▼ 4th Qtr

Section ▲	Post from Term	Post from Standard/Grading Task	Post to Standard/Grading Task	New/Updated Grades	No Grades
01) 012012-1 Integrtd Science	4th Qtr	Semester	Progress	7	0
02) 012002-2 Integrtd Biolgy	4th Qtr	Semester	Progress	20	0
03) 012012-3 Integrtd Science	4th Qtr	Semester	Progress	7	0
04) 012162-4 Integrated Earth Science	4th Qtr	Semester	Progress	20	0
07) 012002-7 Integrtd Biolgy	4th Qtr	Semester	Progress	22	0
08) 012002-8 Integrtd Biolgy	4th Qtr	Semester	Progress	20	0

Back Close