Infinite Campus - Behavior Standards Post Grades

Each Course you teach will have four Behavior Standards attached to it as well as the normal Progress, Quarter, and Semester Grading Tasks. The four Standards are:

- Is Prepared for Class
- Communicates Appropriately & Professionally
- Participates in Class & Meets Class Expectations
- Maintains Academic & Career Integrity

The Scores will be:

- H - Honorable
- S - Satisfactory
- N - Needs Improvement
- U - Unsatisfactory

You will need to Post Scores/comments for each of the four Behavior Standards for your students in each of your course/sections.
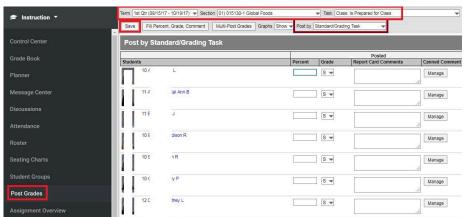
From Campus Instruction:
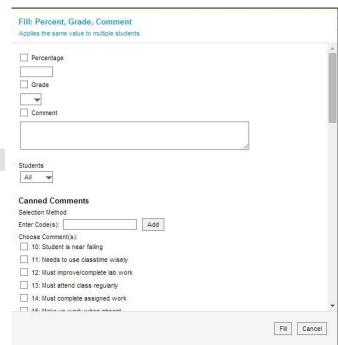
Post by Grading Standard/Grading Task:

- **From the Index - Select Post Grades**
- **Select Post by Standard/Grading Task if you are not already in that view.**
- **Choose your Section from the Dropdown**
- **Choose the Term from the dropdown - this is the term you want to POST to.**
- **Choose the Task (Behavior Standard)**
  - **In The GRADE box/dropdown, Select the Score**
  - **SAVE**

Fill Scores: (You may want to fill all students to an S, then go back and just change the scores as needed.)

- **Hit the Fill Grade Button**
- **In the box that pops up, Select the "Grade" check box and choose the mark from the Drop Down**
- **You can autofill a comment by choosing the Comment Box and Typing in the larger Text box what you want to say. You can also Select any of the canned comments to fill.**
- **Hit Fill**
- **If you accidentally fill with something you didn't want, just hit the Fill Percent, Grade, Comment Button again, don't fill anything in - then hit Fill - This will erase everything so you can start again**

Post by Student

- **From your Campus Instruction Index - Select Post Grades**
- **Select Post by Student if you are not already in that view.**
- **Choose the Post by Student Button**
- **Choose your Section from the Dropdown**
- **Choose the Term from the dropdown**
- **Choose the Student from the dropdown**
- **The Behavior marks have been pre-populated to an S**
  - **Change the S to what the mark should be from the Grade Drop Down**
  - **Add any Comments**
- **SAVE**