

# 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

Students	Percent	Grade	Posted	
			Report Card Comments	Canned Comment
10 A L		S		Manage
11 A Jal Ann B		S		Manage
11 E J		S		Manage
10 E dison R		S		Manage
10 E n R		S		Manage
10 C y P		S		Manage
12 C they L		S		Manage

**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

**Fill: Percent, Grade, Comment**  
Applies the same value to multiple students

☐ Percentage

☒ Grade

☐ Comment

Students: All

Canned Comments

Selection Method

Enter Code(s):  Add

Choose Comment(s):

☐ 10: Student is near failing

☐ 11: Needs to use classtime wisely

☐ 12: Must improve/complete lab work

☐ 13: Must attend class regularly

☐ 14: Must complete assigned work

☐ 15: Help us work when absent

Fill Cancel

### 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

**Instruction**

Control Center

Grade Book

Planner

Message Center

Discussions

Attendance

Roster

Seating Charts

Student Groups

**Post Grades**

Assignment Overview

Term: 1st Qtr (08/15/17 - 10/19/17) Section: 01) 015130-1 Global Foods Student: [Redacted] Previous Next

Save Filter Fill Percent, Grade, Comment Multi-Post Grades Graphs Show Post by: Student

### Post by Student

Term	Standard/Grading Task	Percent	Grade	Posted	
				Report Card Comments	Canned Comment
1st Qtr	Class: Is Prepared for Class	[ ]	S	[ ]	Manage
1st Qtr	Expectatio: Participates in Class & Meets Class Expectations	[ ]	S	[ ]	Manage
1st Qtr	Integrity: Maintains Academic & Career Integrity	[ ]	S	[ ]	Manage
1st Qtr	Communicat: Communicates Appropriately & Professionally	[ ]	S	[ ]	Manage
1st Qtr	Progress	98.47	A	[ ]	Manage
1st Qtr	Quarter	[ ]	[ ]	[ ]	Manage