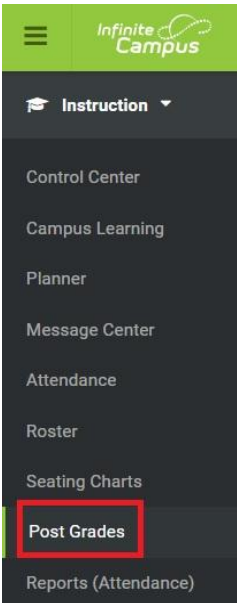


Elementary Grading

- Please note that you will not be able to enter grades until your secretary has opened the grading window.
- There are two methods for entering standards grades for elementary students by “Task” or by “Student”.

- Campus Instruction
- In the Index, choose Post Grades



Students		Percent	Grade	Report Card Comments	Canned Comment	Grade
04 B	y J				Manage	
04	y J				Manage	
04 E	E				Manage	

- **Post by Task:**
 - Select the TermSelect the Section - Select the section (class/subject) where you want to enter grades. Hit the down arrow and a list of your sections will come up. Every section you have access to will be there.
 - Select the Task (Standard) from the Dropdown.
 - Select the appropriate Mark in the Grade column.
 - Enter comments as needed.
 - You may enter comments for each score . To have comments print as a block at the end of each subject area, they need to be entered in the last comment block of the last task in that subject. “Canned” comments can be used as well as typing your own. If you click on Manage next to each comment block a list of comments will pop up. Choose which comments you want to use. A list can be compiled and given to Cheryl to be added to the “canned” comment list.
 - You no longer have to enter an N/A in a standard you are not assessing. The report card will not print a score if one has not been entered.
 - When you are finished with each student - hit SAVE

NOTE TO 1ST – 5TH : Words per Minute - YOU MUST POST THE . (PERIOD) The enter how many words per minute they can read as a COMMENT.

- Always remember to Save after every action, navigating away from a page without saving will usually result in a pop up reminder, but it is best practice to save frequently. There is no auto save with this

system.

- **Post by student:**
 - In the “Post by” box dropdown - Choose Student
 - Select Term, Section, and Student
 - Enter scores for each task
 - The Year task will only show up in 4th Quarter
 - Hit **SAVE**

Term	Standard/Grading Task	Percent	Grade	Report Card Comments	Canned Comment	Grade
1st Qtr	instructio: Follows Instructions		#		Manage	
1st Qtr	criticism: Accepts Criticism or a Consequence				Manage	
1st Qtr	task: Stays on Task				Manage	

To Fill a Score:

You can use the Autofill feature to enter the same grade for all students. Enter the score you want to give all students and hit Fill All. You would then just go back any make any appropriate changes. If you make a mistake and fill with the incorrect score, just leave the auto fill score blank and hit Fill All – it will change them back to blank.

- Select the Fill Percent, Grade, Comment box

Fill Percent, Grade, Comment

- Check the Grade Checkbox
- In the Drop Down, select the score you want to fill with.
- Hit the Fill Box

- When the next screen comes up - hit **SAVE**

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

☐ Percentage

☒ Grade

☐ Comment

Students: All

Fill Cancel

Preferences:

- To set up your courses to use “canned comments” or to see student pictures, etc., you will need to go to Instruction - then open Admin then Preferences. Check the box by “Use Canned Comments”. If you click on the link in blue “Mass Assign to multiple classes”, you can choose to copy your preferences to all of your courses at once.

Viewing Student Grades

If you wish to see all grades entered for a student, you can use your roster to find a student, or go to Student/General and search for the student.

- Go to Instruction/Roster.
 - A list of your students will come up.
 - Their names will be in blue which means it is a link. Click on the student’s name and it will take you to their Student General information. Their General student information page contains tabs to different sections.
 - Click on the Grades tab. Their grades will be there.
 - Use the Apps Switcher to get back to Campus Instruction
 - If you want to print a report card – [Click Here for Instructions](#)
 - If you want to print Report Cards for your whole class - [Click Here for Instructions](#)
- If you see you made a mistake after you have entered grades, you can go back to Grading by Task OR Grading by Student and just make the change. (it doesn’t matter which method you used to enter the grade – either place will save it correctly) Once the grading window is closed, you will need to talk to your building secretary to make a change.
- NOTE – Always remember to LOG OUT when you are done with Infinite Campus. DO NOT just hit the X in the upper right corner. (If you just X out – it still leaves a session open for you on the server – it will eventually time out, but the more sessions open, the slower things will run.)

