

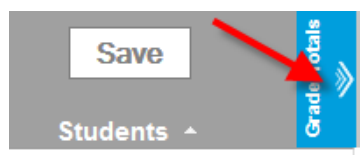
## Posting 2nd Quarter Grades-Elementary

Available when the posting window is opened for quarter, see [Timelines](#) for dates

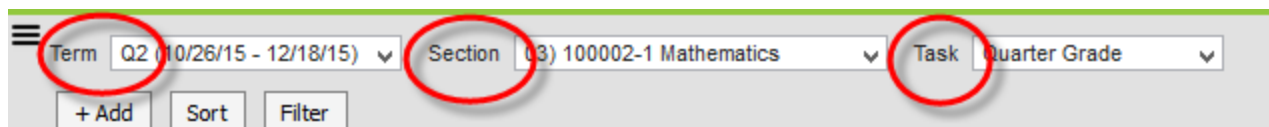
1. <a href="#">Posting Grades for subjects with recorded assignments</a>	4. <a href="#">Reading &amp; Math Level Grades</a>
2. <a href="#">Adding District Canned Comments to Report Cards</a>	5. <a href="#">Science Rubric Scores</a>
3. <a href="#">S &amp; U Grades</a> (Art, Penmanship, Music, etc)	6. <a href="#">S &amp; U Grades for ELL Students</a>

### 1. Posting Grades for subjects with recorded assignments


- Login into your Infinite Campus account
- Click on the Grade Book link
- Make sure the Grade Totals area is expanded. If it is not, click on the chevron symbol » next to the words Grade Totals to expand.



- Select the correct Term: Q2, Section and Task: Quarter Grade



- In the In Progress section, click on the Post button above the Grade column.



- In the Post Grades window that pops up, select Term: Q2 and Task: Quarter Grade

### Post Grades

#### Post In Progress Grade(s)

In Progress/Proficiency Estimate from:

Term: Q2

Task: Quarter Grade

Post to:

Term:

Q2

Task:

Quarter Grade

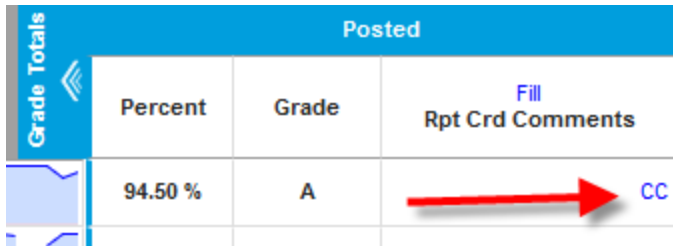
- Click OK
- A message box stating Grades will be posted upon save will appear. Click OK
- Save

**2. Adding District Canned Comments** (one per student per subject) The Use Canned Comments feature must be enabled before you can use this. [Click here](#) for instructions.

([Individually by Student](#) or [Fill for an Entire Class](#))

### Individually by Student

- Click on the blue CC link in row for the student

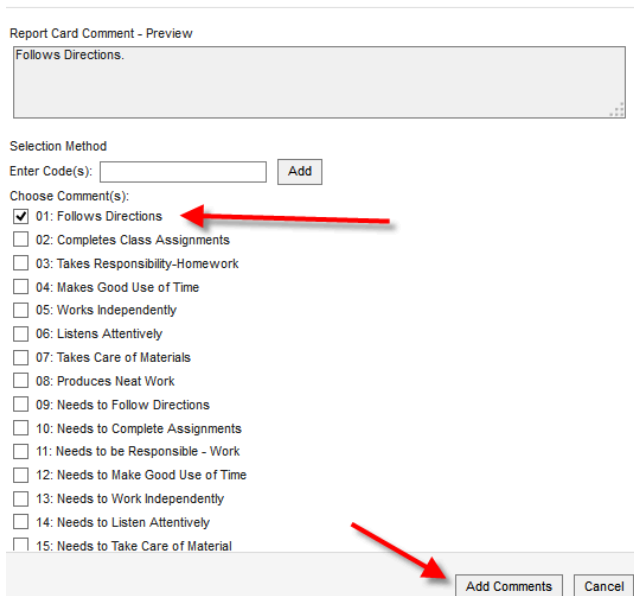


Grade Totals	Posted		
	Percent	Grade	Fill Rpt Crd Comments
	94.50 %	A	CC

- In the window that appears select a comment by placing a checkmark in the box next to it
- Click on Add Comments

#### Canned Comments

Add report card comment(s) for Q1 / Quarter Grade



Report Card Comment - Preview

Follows Directions.

Selection Method

Enter Code(s):

Choose Comment(s):

- ☒ 01: Follows Directions
- ☐ 02: Completes Class Assignments
- ☐ 03: Takes Responsibility-Homework
- ☐ 04: Makes Good Use of Time
- ☐ 05: Works Independently
- ☐ 06: Listens Attentively
- ☐ 07: Takes Care of Materials
- ☐ 08: Produces Neat Work
- ☐ 09: Needs to Follow Directions
- ☐ 10: Needs to Complete Assignments
- ☐ 11: Needs to be Responsible - Work
- ☐ 12: Needs to Make Good Use of Time
- ☐ 13: Needs to Work Independently
- ☐ 14: Needs to Listen Attentively
- ☐ 15: Needs to Take Care of Material

- Save

### Fill District Canned Comment for an Entire Class

- Click on the blue Fill link above the Column heading Rpt Crd Comments



Posted		
Percent	Grade	Fill Rpt Crd Comments

- In the Fill:Comment window select Comment and place a checkmark next to the comment to be used.
- Click on the Fill button

**Fill: Comment**  
Applies the same value to multiple students

☒ Comment  
Follows Directions.

Students  
All

**Canned Comments**  
Selection Method  
Enter Code(s):

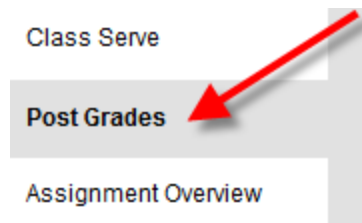
Choose Comment(s):  
☒ 01: Follows Directions  
☐ 02: Completes Class Assignments  
☐ 03: Takes Responsibility-Homework  
☐ 04: Makes Good Use of Time  
☐ 05: Works Independently  
☐ 06: Listens Attentively  
☐ 07: Takes Care of Materials  
☐ 08: Produces Neat Work  
☐ 09: Needs to Follow Directions  
☐ 10: Needs to Complete Assignments  
☐ 11: Needs to be Responsible Work

- In the Confirm message box click OK
- Save

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### 3. S & U Grades (Art, Penmanship, Music, PE etc)

- Make sure you are in the Campus Instruction Beta tool
- Navigate to the correct Section/Subject, for example Art
- Click on the Post Grades link9 (9th link down on left)



- Make sure the correct Term (Q2), Section and Task (Quarter Grade) are selected and click on the Fill Percent, Grade, Comment button

Term Q2 10/26/15 - 12/18/15 Section 03) 100011-1 Music Task Quarter Grade

- In the Fill: Percent, Grade, Comment window place a checkmark in the Grade box and choose S from the pull down menu

### Fill: Percent, Grade, Comment

Applies the same value to multiple students

☐ Percentage

☒ Grade

☐ Comment

- Click on the Fill button
- If a student needs a grade for that subject other than S, scroll to the student's row and manually change their grade
- Click Save

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#### 4. Reading & Math Level Grades

- Make sure you are in the Campus Instruction Beta tool
- Click on the Post Grades link9 (9th link down on left)

Class Serve

Post Grades

Assignment Overview

- Select the correct Term(Q2), Section and Task then the click on Fill Percent, Grade, Comment button

Term Q2 (10/26/15 - 12/18/15) Section 03) 100003-1 Math Level Task Quarter Grade

Save Post by Student Fill Percent, Grade, Comment

- In the Fill window, place a checkmark in the box next to Grade and select a 2

### Fill: Percent, Grade, Comment

Applies the same value to multiple students

☐ Percentage

☒ Grade

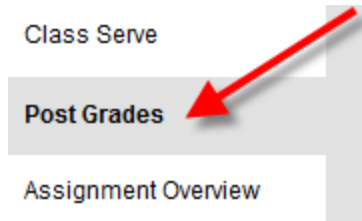
☐ Comment

- Click on the Fill button
- If a student needs a grade for that subject other than 2, scroll to the student's row and manually change their grade
- Click Save

## 5. Science Rubric Scores

**Important!!** Science requires 4 rubric scores and comments to be posted at the end of each nine weeks, one of each for each standard. **The following steps need to be done for each standard.**

- Navigate to the Campus Instruction Beta tool in your Infinite Campus account
- Click on the Post Grades link9 (9th link down on left)



- Select the correct Term, Section and Task. Click on the Fill, Percent, Grade, Comment button

A screenshot of the 'Fill Percent, Grade, Comment' form. The 'Term' dropdown is set to 'Q2 10/26/15 - 12/18/15', the 'Section' dropdown is set to '03) 100008-1 Science', and the 'Task' dropdown is set to 'Quarter Grade'. These three dropdowns are circled in red. Below them are three buttons: 'Save', 'Post by Student', and 'Fill Percent, Grade, Comment'. A red arrow points to the 'Fill Percent, Grade, Comment' button.

- In the Fill: Percent, Grade, Comment window place a checkmark in the Grade box and choose the rubric score that most of the students should receive from the pull down menu. Place a checkmark next the Comment box and select the correct Science comment.

### Fill: Percent, Grade, Comment

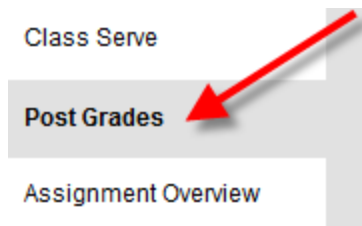
Applies the same value to multiple students

A screenshot of the 'Fill: Percent, Grade, Comment' window. The 'Percentage' checkbox is unchecked. The 'Grade' checkbox is checked, and a red arrow points to the 'Grade' dropdown menu which is set to 'SS'. The 'Comment' checkbox is checked, and a red arrow points to it. Below the 'Comment' checkbox is a text area containing the text 'Unit focus was physical science.' At the bottom of the window, there is a list of Science standards with checkboxes: 'K21: K Recognizes numbers within 0-29', 'K25: K Writes numbers within 0-29 in and ou', 'Sci 3: Unit focus was physical science' (checked), 'Sci 1: Unit focus was earth science', and 'Sci 2: Unit focus was life science'.

- Click on the Fill button
- If a student needs a rubric score for that standard other than what you just filled, scroll to the student's row and manually change their rubric score
- Save
- Do the above steps for all 4 Science standards

## 6. S & U Grades for ELL Students

- The regular ed classroom teacher will navigate to the correct Section/Class, for example Language
- Navigate to the Campus Instruction Beta tool
- Click on the Post Grades link (9th link down on left)



- Make sure you are in the correct Term, Section and Task and click on the Post by Student button

A screenshot of the top form area of the application. It features three dropdown menus: 'Term' (set to 'Q2 10/26/15 - 12/18/15'), 'Section' (set to '03) 100001-1 Language'), and 'Task' (set to 'Quarter Grade'). Each dropdown is circled in red. Below these are three buttons: 'Save', 'Post by Student', and 'Fill Percent, Grade, Comment'. A red arrow points to the 'Post by Student' button.

- On the row for the student in the Grade column, select either an S or U from the pull down menu

A screenshot of a table row for a student. The table has columns labeled 'Percent', 'Grade', and 'Rep'. The 'Grade' column contains a pull-down menu with 'S' selected. A red arrow points to the pull-down arrow of the menu.

- Save

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