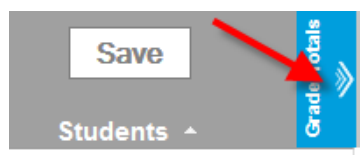# Posting 2nd Quarter Grades-Elementary

Available when the posting window is opened for quarter, see Timelines for dates

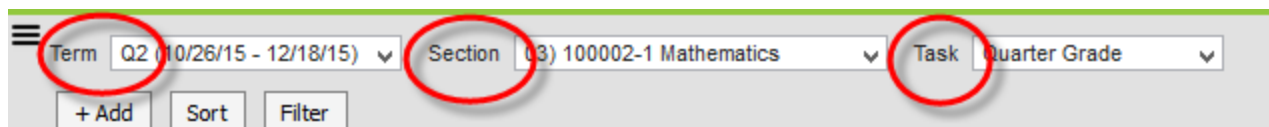| 1. **Posting Grades for subjects with recorded assignments**	4. **Reading & Math Level Grades**
2. **Adding District Canned Comments to Report Cards**	5. **Science Rubric Scores**
3. **S & U Grades** (Art, Penmanship, Music, etc)	6. **S & U Grades for ELL Students**

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.

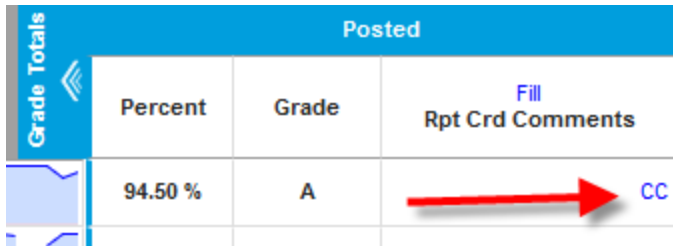- In the Post Grades window that pops up, select Term: Q2 and Task: Quarter Grade

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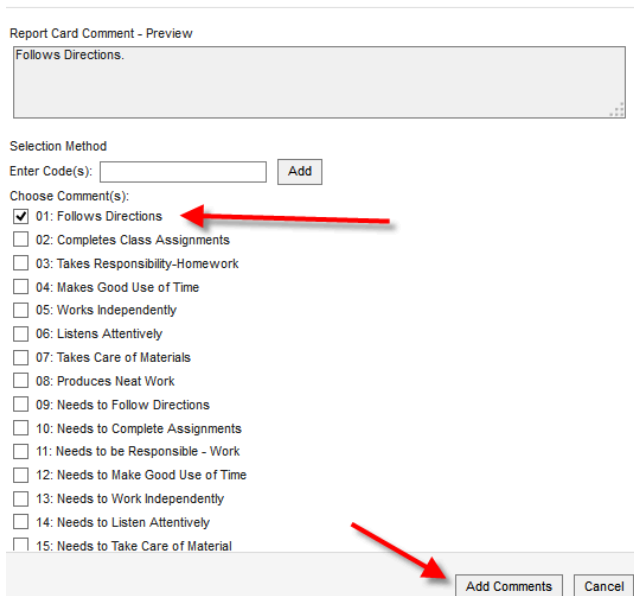- Click on the blue CC link in row for the student

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

- Save

Fill District Canned Comment for an Entire Class
- Click on the blue Fill link above the Column heading 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
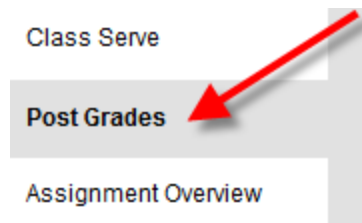Selection Method
Enter Code(s): [　　　　] [Add]
Choose Comment(s):
☑ 01: Follows Directions
☐ 02: Completes Class Assignments
☐ 03: Takes Responsibility-Homework
☐ 04: Makes Good Use of Time
☐ 05: Works Independently
☐ 06: Listens Attentively
☐ 07: Takes Care of Materials
☐ 08: Produces Neat Work
☐ 09: Needs to Follow Directions
☐ 10: Needs to Complete Assignments
☐ 11: Needs to be Responsible - Work

[Fill] [Cancel]

- 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)

Class Serve

Post Grades

Assignment Overview

- 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 ▾

[Save] [Post by Student] [Fill Percent, Grade, Comment]

- 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

☐ (empty box)

☑ Grade

S ▾

☐ 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
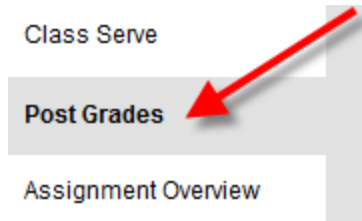
☐ Percentage

☐ (empty box)

☑ Grade

2 ▾

☐ 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

- 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.
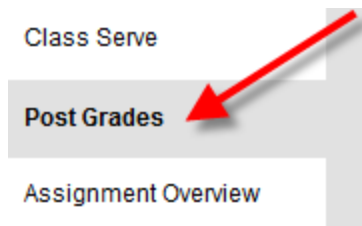

- Click on the Fill button
- If a student needs a rubric score for that standard other than what you just filled, scroll to the student's row and manually change their rubric score
- Save
- Do the above steps for all 4 Science standards

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)

Class Serve

Post Grades

Assignment Overview

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

Term Q2 10/26/15 - 12/18/15 | Section 03) 100001-1 Language | Task Quarter Grade

Save | Post by Student | Fill Percent, Grade, Comment

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

Percent	Grade	Rep
	S	

- Save

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