

Posting Grades to Report Cards Instructions

REVISED
on
10-24-17

Follow the instructions below to Post Grades from the INFINITE CAMPUS **Grade Book** to Report Cards:

1. Click **GRADE BOOK**
2. Make sure you are in the proper **Term** in the drop down
3. Select course **Section** in the drop down
4. Select Task – **“MP”** for Marking Period
5. Verify that all assignment/test/quiz, etc. grades have been entered
6. Click **“Post”** on top of the In Progress Grade Column

Settings	Students	Posted			In Progress			
		Percent	Grade	Fill Rpt Crd Comments	Points	Possible	Percent	Post Grade
10	Bayer, Grace			CC	141	155	90.86 %	91
10	Eisert, Benjamin			CC	153	155	98.71 %	99

7. Make sure the proper parameters are selected & click **OK**

Post Grades

Post In Progress Grade(s)

In Progress/Proficiency Estimate from:
Term: Q1
Task: MP

Post to:
Term:
Task:

8. Percent and Grade columns will populate – **verify accuracy**

Settings	Students	Posted			In Progress			
		Percent	Grade	Fill Rpt Crd Comments	Points	Possible	Percent	Post Grade
10	Bayer, Grace	90.86 %	91	CC	141	155	90.86 %	91
10	Eisert, Benjamin	98.71 %	99	CC	153	155	98.71 %	99

9. **NEW:** The Posted Percent value must now match the Posted Grade value. You must manually change the Percent values to whole numbers. See the example below.

BEFORE:

Settings	Students	Posted		
		Percent	Grade	Fill Rpt Crd Comments
10	Bayer, Grace	90.86 %	91	CC

AFTER:

Settings	Students	Posted		
		Percent	Grade	Fill Rpt Crd Comments
10	Bayer, Grace	91.00 %	91	Puts forth genuine effort CC

10. Any overrides **MUST** be done in **BOTH** Posted Percent AND Posted Grade columns
11. Enter Comments using the same procedure used for progress reports
12. **SAVE!**