

Infinite Campus: Posting Grades (K-4th)

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Navigation

If you did not set your preferences to log directly into Campus Instruction, navigate there by using the app selector button in the upper-right corner of IC. Click on Campus Instruction, and you will be directed to the module.

In Campus Instruction, click to choose Grade Book from the outline.

Posting Checklist

- Grading window is open
- All standards have been scored for each section in Infinite Campus
- Each section has been saved
- All sections reviewed for accuracy

Grading Window

The grading window is the name for the period of time you are allotted to post your grades in Infinite Campus. Each term, the grading window opens on a specified date, and marks the beginning of the time in which you can post your students' term grades, make comments for the report card, and complete the P's and G's. The grading window closes on a specified date so that report cards can be processed, printed, and distributed to students' families in a timely manner. Once the grading window closes, you will need to ask your principal to re-open it.

Posting Grades (K-4th)

Post Grades

Along the left side of the screen is the index; click to select Post Grades from the index.

Along the top of the main pane are three drop down menus. Use the Term menu to be sure you are in the correct trimester. Use the Section menu to navigate between sections. Use the Task menu to change standards.

Please note: Homeroom teachers will need to score standards for Homeroom, Math, Language Arts, Social Studies, and Science. Specials teacher will score standards for each section they teach.

- Message Center
- Planner
- Grade Book
- Attendance 2
- Roster
- Seating Charts
- Student Groups
- Post Grades**

Term T1 (08/26/15 - 11/20/15) Section AM) 2HR-1 HOMEROOM Task 1: Respects the rights, feelings, and property of others

Save Post by Student Fill Percent, Grade, Comment

Each student will be listed in the main pane. Use the drop down under Grade to score each student on the standard in the Task drop-down.

Term T1 (08/26/15 - 11/20/15) Section AM) 2HR-1 HOMEROOM Task 2: Uses self-cor

Save Post by Student Fill Percent, Grade, Comment

Students ▲	Percent	Grade	Report Card Comments
02 Abraham, Jacob	<input type="text"/>	<input type="text" value="P"/>	<input type="text"/>
02 Brown, Addison	<input type="text"/>	<input type="text" value="G"/>	<input type="text"/>

You have an option to fill grades. Above the students, click the button titled Fill Percent, Grade, Comment.

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

Percentage

Grade
P ▾

Comment

Students
All ▾

Fill Cancel

Check the box in front of Grade, and use the drop down menu to choose the score you wish to apply.

If you have already scored some students, you can change the Students drop down menu to Empty.

Click the Fill button.

Please note: If you wish to change a student's score after using the Fill option, you can do so.

You will receive a confirmation; click the OK button to continue.

Confirm?

All students will be updated. Continue?

OK Cancel

Adjust any student scores, then click the Save button.

Using the Task menu, move to the next standard. Once all standards have been scored for a section, use the Section drop-down to move to the next section.

You must score all student for all standards in all sections.

Term T1 (08/26/15 - 11/20/15) Section AM) 2HR-1 HOMEROOM Task 2: Uses self-control

Save Post by Student Fill Percent, Grade, Comment

Students ▲	Percent	Grade	Report Card Comments
02 Abraham, Jacob	<input type="text"/>	P ▾	<input type="text"/>
02 Brown, Addison	<input type="text"/>	P ▾	<input type="text"/>
02 Garcia, Xochitl	<input type="text"/>	P ▾	<input type="text"/>

Standards

- 1: Respects the rights, feelings, and property of others
- 2: Uses self-control
- 3: Works cooperatively with others
- 4: Asks questions to seek help or clarify something that is not understood
- 5: Actively engages in classroom activities
- 6: Demonstrates active listening skills
- 7: Follows directions
- 8: Works independently and uses time wisely
- 9: Independently follows classroom routines
- 10: Effectively uses organizational skills
- 11: Shows responsible home to school communication
- 12: Produces quality work consistent with ability
- 13: Speaks effectively using language appropriate to the situation and audience
- 14: Comprehends & applies second grade concepts & skills related to technology

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Narrative

Each Homeroom section has a task called Narrative. It is here that you should type your report card narrative.

Students ▲	Percent	Grade	Report Card Comments
02 Abraham, Jacob	<input type="text"/>	<input type="text"/>	Jacob has done well this year...

You can type inside the box under Report Card Comments. You can expand the box by clicking and dragging the bottom right corner (where the lines are).

Remember to click the Save button when finished!

Translated Narrative

Each Homeroom section has a task called Narrative in Spanish. It is here that you can enter your translated narrative.

Task: 1: Respects the rights, feelings, and property of others

Standards

- 1: Respects the rights, feelings, and property of others
- 2: Uses self-control
- 3: Works cooperatively with others
- 4: Asks questions to seek help or clarify something that is not understood
- 5: Actively engages in classroom activities
- 6: Demonstrates active listening skills
- 7: Follows directions
- 8: Works independently and uses time wisely
- 9: Independently follows classroom routines
- 10: Comprehends and applies kindergarten concepts and skills related to technology
- 11: Holds scissors correctly and cuts on a line
- 12: Uses a functional pencil grip
- 13: Narrative
- 14: Narrative in Spanish**

It is highly recommended that you use Microsoft Word to type the translation, then copy the translation and paste it into Infinite Campus.

Posting Grades (K-4th)

Post by Student

You can choose to score all course standards per student instead of all students per course standard. To do this, click the Post by Student button at the top of the main pane.

Term	T1 (08/26/15 - 11/20/15)	Section	ELA) 2ELA030G1-1 LANGUAGE ARTS (Regular Day)	Student	Abraham, Jacob
Save Filter Post by Standard/Grading Task Fill Percent, Grade, Comment					
Term	Standard/Grading Task	Percent	Grade	Report Card Comments	
T1	1: Knows and applies grade-level phonics and word analysis skills	<input type="text"/>	<input type="text"/>	<input type="text"/>	
T1	2: Reads with sufficient accuracy and fluency of a grade level text	<input type="text"/>	<input type="text"/>	<input type="text"/>	
T1	3: Answers questions to demonstrate understanding of nonfiction texts using te	<input type="text"/>	<input type="text"/>	<input type="text"/>	

The Task drop-down will change to a Student menu. Below, all standards for the section will show. You can score all standards for that section for the one student, save, and change students. *Please note: the Fill option does not work for Post by Student – you will have to do each standard by hand.*

Final Check

It is highly recommended that you do a final check of each section and standard to be sure that all students have been scored.

Grade Changes

Once the grading window has closed, if you find that you need to change a student's score, you must ask your principal to re-open the grading window for you.