

Entering 1st Quarter Grades

Similar to taking Attendance, select **Post Grades** in the left column.

Infinite Campus | Campus Instruction

Message Center

Planner
Grade Book
Attendance
Roster
Seating Charts
Student Groups
Post Grades

All Items | Process Alerts | Announcements

New | Select All | Remove | Search

Message Center (40)

District Announcement **Roll For**

... More

Message Campus Not Action Requ

Message Campus Not Action Requ

Message Campus Not

Select the correct

Term – “Q1 (date – date)”

and

Section – your course and section to input marks

Task – Quarter

Term Q3 (01/06/17 - 03/17/17) Section 1) XZA0100-99 ADVISORY GR 6-8 YR (All Per) Task Quarter

Save Fill Percent, Grade, Comment Multi-Post Grades Graphs Show Post by Standard/Grading Task

Post by Standard/Grading Task

Students	Posted			
	Percent	Grade	Report Card Comments	Canned Comment
07				Manage

Now you are ready to assign grades (marks) to your students. Under **Grade** choose the correct mark in the drop down box. Continue for each student. Do not give a grade for students marked in “Red”.

If you are giving a comment, click on **Manage** to get a list of pre-made comments to choose from.

When you are done with one class, **SAVE** and select your next class in **Section** at the top.

Suggestions welcomed to improve the directions.