

## Instructions for Quarter Courses

### Posting Quarter Grades, Final Exam and Final Grades for a Quarter Class with a FINAL EXAM

#### Make sure your Final Grades calculation is set up for Quarter grade AND Final Exam:

1. Click on Grade Book
2. Click on the word Settings in the blue area above the students' names
3. Click on "Grade Calc Options"
4. Make sure "In Progress Grade" is listed in the box labeled Type for the quarter grade, final exam, and final grade;
5. Make sure the MTSD Alpha Grade Scale is showing for quarter grade, final exam, and final grade.
6. **Save.**

#### Posting Quarter Grades:

1. Click on grade book and select a quarter class with the current quarter selected in the Task Box.
2. Click on **Post** to post your quarter grades for this class.
3. Check that the Term and Task are correct in the pop-up window
4. Click **OK**
5. Click on **Save** - Grades are not actually posted until you click on **SAVE**.

#### Posting Final Exam Grades:

1. Select the Final Exam from the task for your quarter class.
2. Click on **Post** to post your final exam grades for this class.
3. Click on **Save** - Grades are not actually posted until you click on **SAVE**.

#### Posting Final Grades: **YOU DO NOTHING!!**

The procedure is:

Teachers only need to post quarter grades and final exam grades in Infinite Campus. After the end of the posting period, a task will be scheduled to run that will calculate and post final grades based upon the quarter grade(s) and final exam grade that the teacher has posted in Infinite campus. Teachers will be able to view final grades in their grade books after the calculation has completed.

If you have already posted and realize you need to update a student's grade, you can post as many times as you need until the grading window is closed. Once the grading window is closed, you will need to complete a grade change form located in the guidance office.

#### To add comments

- a. Click on "cc" in the Post Section under Report Card Comments
- b. Select appropriate comments per student by clicking in the box before the comment
- c. If you want the same comment for all students in a class, select Fill located above the Report Card Comment and select the comment you want
- d. Click **Add Comments**

**For instructions on posting incomplete, pass, fail and/or changing a grade see next page**

## Instructions on posting incomplete, pass, fail and/or changing a grade

**Only complete the following after the grades for all other students have been posted!**

To enter an **INCOMPLETE, PASS or FAIL** for a student:

1. Select Post Grades from the left side of your gradebook
2. Select the course
3. Select the term (ex. Quarter 1 – Q1)
4. Select the correct task (ex. Quarter Grade)
5. Locate the student who is receiving PASS, FAIL, or INCOMPLETE
6. Click on the drop down arrow under Grade
7. Select INC, P or F
8. Click on **SAVE** and then click on **POST BY STUDENT**

**DO NOT GO BACK INTO THE GRADEBOOK AND POST**

To **OVER-RIDE A GRADE:** (if you feel it is necessary for a student)

1. Select Post Grades from the left side of your gradebook
2. Select the course
3. Select the term (ex. Quarter 1 – Q1)
4. Select the correct task (ex. Quarter Grade)
5. Locate the student who is receiving a grade other than the one calculated by Infinite Campus
6. Click on the drop down arrow under Grade
7. Select the grade
8. Click on **SAVE** and then click on **POST BY STUDENT**

**DO NOT GO BACK INTO THE GRADEBOOK AND POST**

## Instructions for Quarter Courses

### Posting Quarter Grades and Final Grades for a Quarter Class **without a FINAL EXAM**

#### Make sure your Final Grades calculation is set up for Quarter grade AND Final Exam:

1. Click on Grade Book
2. Click on the word Settings in the blue area above the students' names
3. Click on "Grade Calc Options"
4. Make sure "in Progress Grade" is listed in the box labeled Type for the quarter grade and final grade
5. Make sure the MTSD Alpha Grade Scale is showing for quarter grade and final grade
6. Make sure "No Calculation" is listed in the box labeled Type for the final exam
7. **Save**.

#### Posting Quarter Grades:

1. Click on grade book and select a quarter class with the current quarter selected in the Task Box.
2. Click on **Post** to post your quarter grades for this class.
3. Check that the Term and Task are correct in the pop-up window
4. Click **OK**
5. Click on **Save** - Grades are not actually posted until you click on **SAVE**.

#### Posting Final Grades: **YOU DO NOTHING!!**

The procedure is:

Teachers only need to post quarter grades and final exam grades in Infinite Campus. After the end of the posting period, a task will be scheduled to run that will calculate and post final grades based upon the quarter grade(s) and final exam grade that the teacher has posted in Infinite campus. Teachers will be able to view final grades in their grade books after the calculation has completed.

If you have already posted and realize you need to update a student's grade, you can post as many times as you need until the grading window is closed. Once the grading window is closed, you will need to complete a grade change form located in the guidance office.

#### To add comments

- a. Click on "cc" in the Post Section under Report Card Comments
- b. Select appropriate comments per student by clicking in the box before the comment
- c. If you want the same comment for all students in a class, select Fill located above the Report Card Comment and select the comment you want
- d. Click **Add Comments**

## **Instructions on posting incomplete, pass, fail and/or changing a grade**

**Only complete the following after the grades for all other students have been posted!**

In order to enter the pass/fail, incomplete or a grade other than the one that is calculated by Infinite Campus, you must return to the old version of Infinite Campus:

1. Click on the App Switch (a series of three rows of three little squares) on the right of the screen
2. Select Campus Tools
3. This will move you from Campus Instruction Beta back to the old Infinite Campus.

To enter an **INCOMPLETE, PASS or FAIL** for a student:

1. Select GRADING BY TASK
2. Make sure you are in the correct course
3. Choose the correct task (a task is either: Quarter 1, Final Exam or Final Grade)
4. Locate the student who is receiving an INCOMPLETE
5. Click on the drop down arrow next to score
6. Select INC, P or F
7. Click on **SAVE** – **this will post the score for you.**

**DO NOT GO BACK INTO THE GRADEBOOK AND POST**

To **OVER-RIDE A GRADE:** (if you feel it is necessary for a student)

1. Select GRADING BY TASK
2. Make sure you are in the correct course
3. Choose the correct task (a task is either: Quarter 1, Final Exam or Final Grade)
4. Locate the student who is receiving a grade other than the one the gradebook calculated
5. Click on the drop down arrow next to score
6. Select the correct grade
7. Click on **SAVE** – **this will post the score for you.**

**DO NOT GO BACK INTO THE GRADEBOOK AND POST**