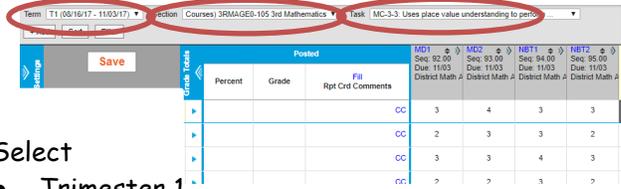
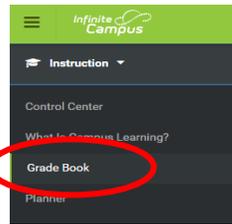


Posting Math Grades to the Report Card

In Infinite Campus Instruction

- Select **Gradebook**



Select

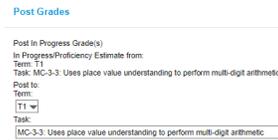
- Trimester 1
- Mathematics
- Task, or Report Card Line

Posting Grades

Gradebook	Posted				In Progress		Categories	MD1	MD2	NB1	NB2
	Percent	Grade	Rpt Crd	Comments	Trend	Post Rubric					
			CC	3.17	3	3.17		4	3	3	
			CC	2.56	3	2.56		3	3	2	
			CC	3.38	4	3.38		3	3	4	3

From the grade book, click **Post**

Click **OK** in the pop-up to verify the posting



OK Cancel

Gradebook	Posted				In Progress		Categories	MD1	MD2	NB1	NB2
	Percent	Grade	Rpt Crd	Comments	Trend	Post Rubric					
		3	CC	3.17	3	3.17		3	4	3	3
		3	CC	2.56	3	2.56		2	3	3	2
		4	CC	3.38	4	3.38		3	3	4	3
		2	CC	2.36	2	2.36		2	2	3	2
		4	CC	3.23	4	3.23		2	3	3	3
		3	CC	2.51	3	2.51		3	4	3	2
		3	CC	2.86	3	2.86		1	2	2	3

The Grades are now posted to the report card!
They appear in this column.

Verifying Grades



This Grade Calculation is not exact!

You need to go through and verify the scores using your teacher discretion

Gradebook	Posted				In Progress		Categories	MD1	MD2	NB1	NB2
	Grade	Rpt Crd	Comments	Trend	Post Rubric	District Math Assess...					
	3	CC	3.17	3	3.17		3	4	3	3	

Place your cursor in the In Progress section. A bubble will appear, showing you the different grade calculation options for this student's set of grades. This can help you verify the score that is posted.

Changing Grades & Comments

Gradebook	Posted				In Progress		Categories	MD1	MD2	NB1	NB2
	Percent	Grade	Rpt Crd	Comments	Trend	Post Rubric					
		3	CC	3.17	3	3.17		3	4	3	3
		3	CC	2.56	3	2.56		2	3	3	2
		4	CC	3.38	4	3.38		3	3	4	3
		2	CC	2.36	2	2.36		2	2	3	2
		4	CC	3.23	4	3.23		2	3	3	3
		4	CC	2.51	3	2.51		3	4	3	2
		3	CC	2.86	3	2.86		1	2	2	3
		3	CC	1.85	2	1.85		3	2	2	2
		3	CC	1.72	2	1.72		2	3	3	1

In the Posted column, click on a score to choose a new score

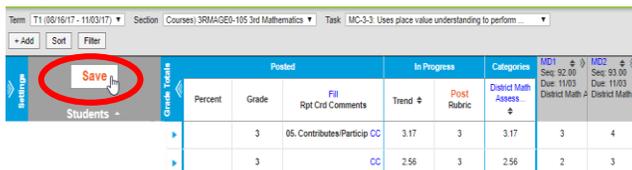
Gradebook	Posted				In Progress		Categories	MD1	MD2	NB1	NB2
	Percent	Grade	Rpt Crd	Comments	Trend	Post Rubric					
		3	CC	3.17	3	3.17		3	4		
		3	CC	2.56	3	2.56		2	3		

You can add comments to the report card from this screen! Click on **CC** to enter a Canned Comment

You can also type your own comments.



SAVE!



Be sure to **SAVE** your posted grades and comments before leaving this screen. Everything for this reporting strand is now on the report card!