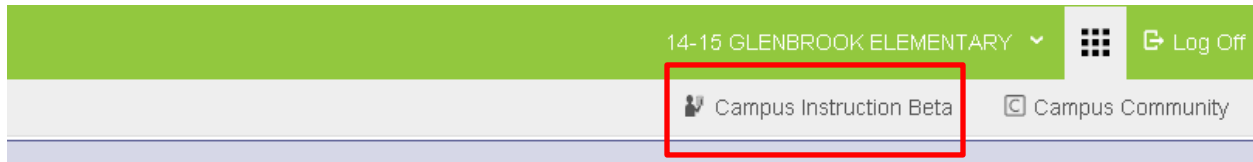


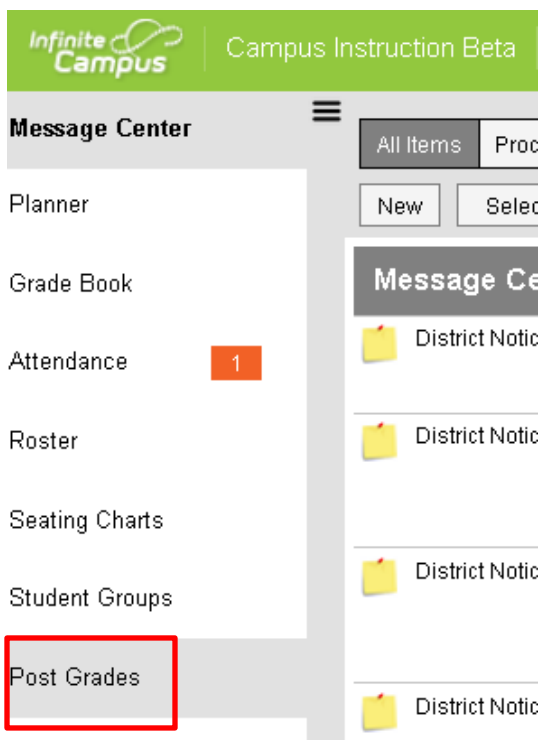
'14-'15 ELEMENTARY REPORT CARD POSTING INSTRUCTIONS

INFINITE CAMPUS
SCHOOL DISTRICT U-46

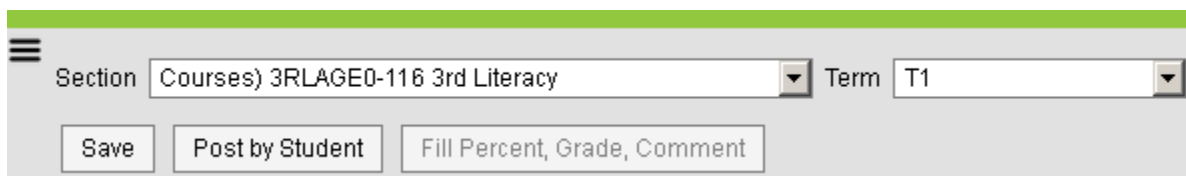
To post grades, you first need to make sure you are in “**Campus Instruction Beta**” by clicking on the 3x3 square grid in the upper-right corner and selecting “**Campus Instruction Beta**”.



In Campus Instruction Beta, you will see an option to “**Post Grades**” on the left-hand side of the screen.



As with the previous version of IC, there are two ways to enter a grade: **Grading by Task** and **Grading by Student**. For both methods, you will need to select an academic course from the Section drop down (ex. **Literacy, Math**, etc. but not homeroom) and select the current term (**T1** in this case).

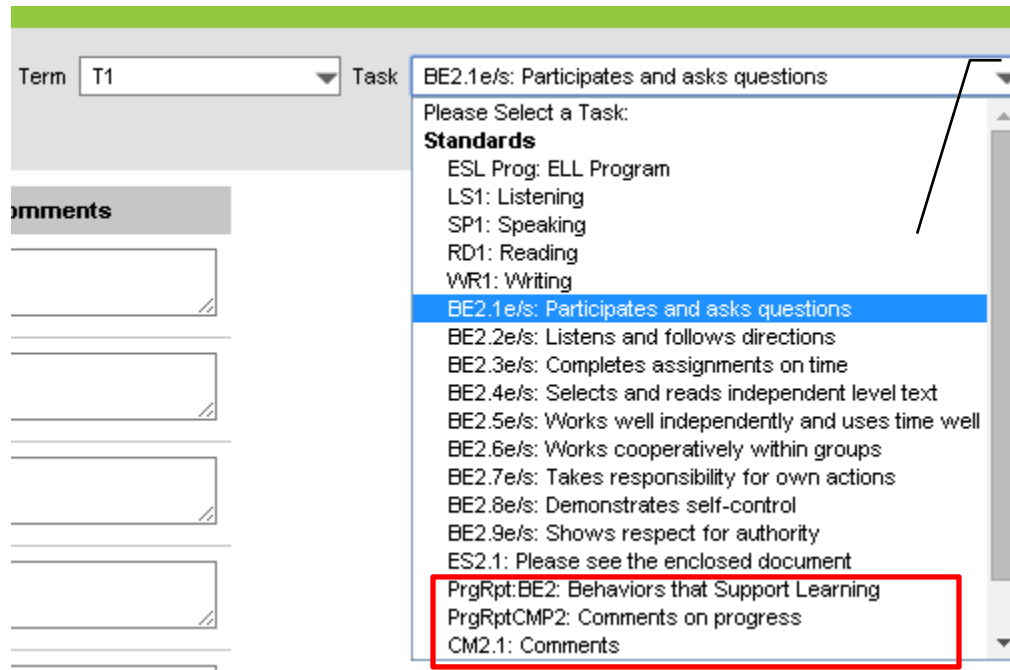


As with the previous version of IC, you will need to enter grades separately for each of your academic courses (Behaviors that Support Learning, Literacy, Mathematics, Science and Social Studies).

'14-'15 ELEMENTARY REPORT CARD POSTING INSTRUCTIONS

INFINITE CAMPUS
SCHOOL DISTRICT U-46

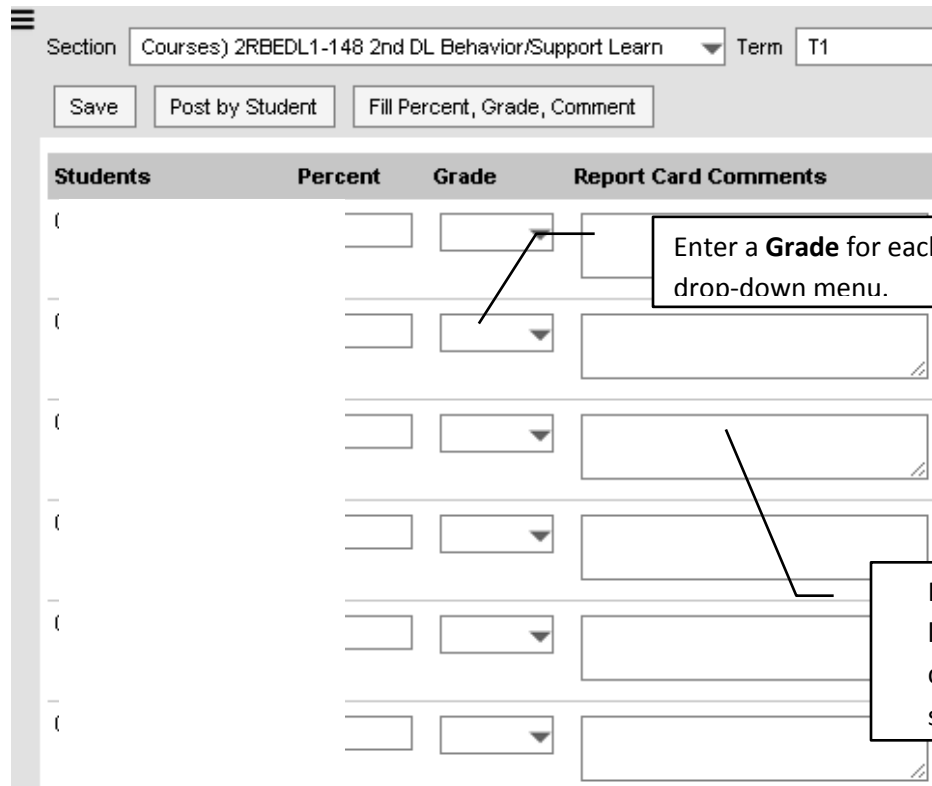
Post by Standard/Grading Task:



Please note that tasks with **PrgRpt** in front of them are **not** reported for this grading cycle.

Behaviors that Support Learning courses also include a comments task where teachers can enter an overall comment about the student

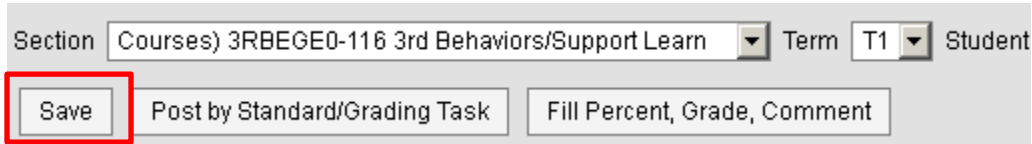
Once you select a grading task, you will be presented with a list of all of your students to score for that particular task.



Enter a **Grade** for each student by choosing from the drop-down menu.

Insert any **comments** you'd like to include. You can also copy/paste from another source (MS Word, e-mail, etc.)

Finally, hit "Save" to record the grades you've entered.



Section Courses) 3RBEGE0-116 3rd Behaviors/Support Learn Term T1 Student

Save Post by Standard/Grading Task Fill Percent, Grade, Comment

If you would like to use the "Fill Percent/Grade/Comment" option, you can quickly enter a common grade and/or comment for all of your students. After you fill these values for the entire class, you can go to individual students who will receive different grades or comments to make adjustments.

Fill: Percent, Grade, Comment

Applies the same value to multiple students

Percentage

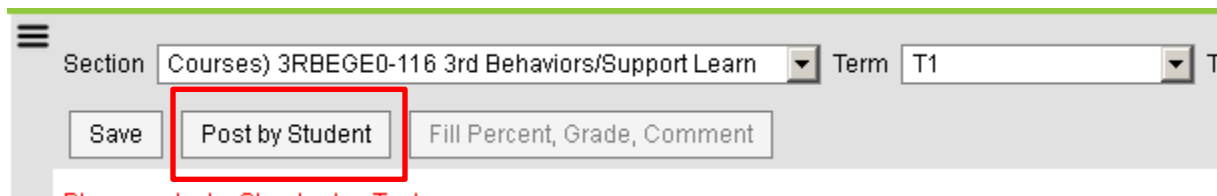
Grade

Comment

Students

Post by Student:

If you would rather post grades by student, select "Post by Student"



Section Courses) 3RBEGE0-116 3rd Behaviors/Support Learn Term T1 Student

Save **Post by Student** Fill Percent, Grade, Comment

You will be presented with a list of grading tasks/standards for the course. Note that you will not be able to enter scores for the standards noted **PrgRpt**



'14-'15 ELEMENTARY REPORT CARD POSTING INSTRUCTIONS

INFINITE CAMPUS
SCHOOL DISTRICT U-46

T1	BE3.8*: Demonstrates self-control	<input type="text"/>	<input type="text"/>	<div data-bbox="1065 243 1596 336">Enter a Grade for each grading task/standard.</div>
T1	BE3.9*: Shows respect for authority	<input type="text"/>	<input type="text"/>	
T1	PrgRpt:BE3: Behaviors that Support Learning	<input type="text"/>	<input type="text"/>	<div data-bbox="1031 657 1511 751">Insert any comments you'd like to include</div>
T1	PrgRp:CMP3: Comments on progress	<input type="text"/>	<input type="text"/>	

Finally, hit **"Save"** to record the grades you've entered.

Section Term Student