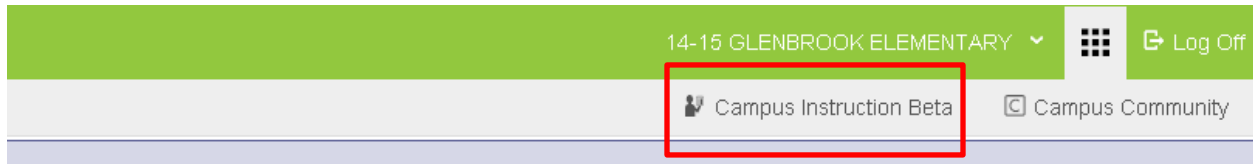
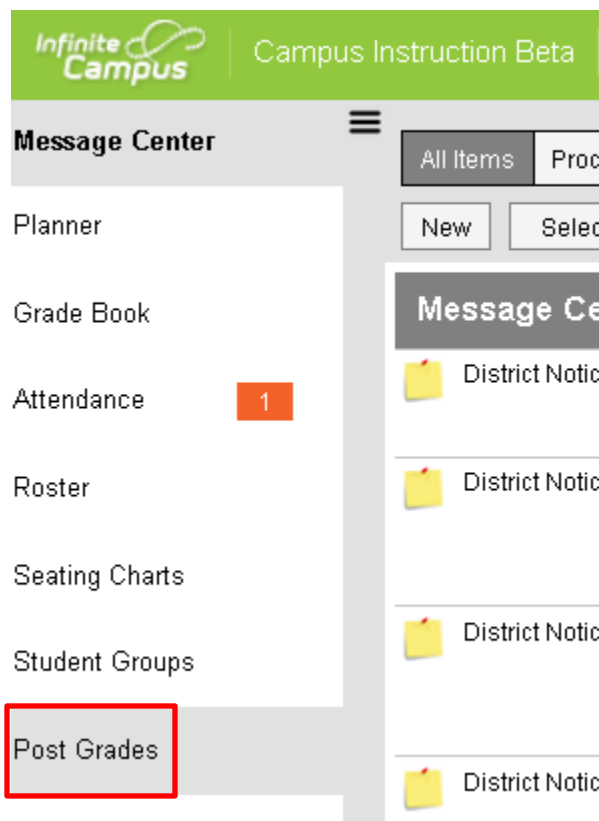


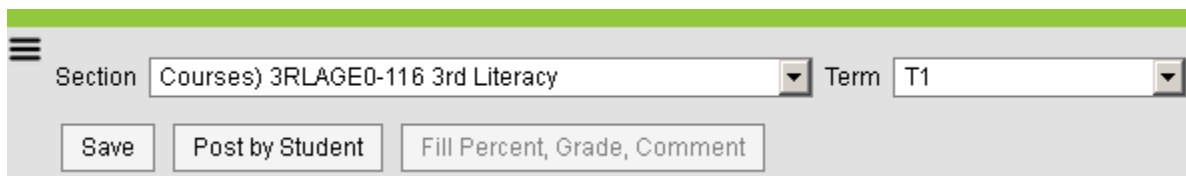
To post grades, you first need to make sure you are in “**Campus Instruction Beta**” by clicking on the 3x3 square grid in the upper-right corner and selecting “**Campus Instruction Beta**”.



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

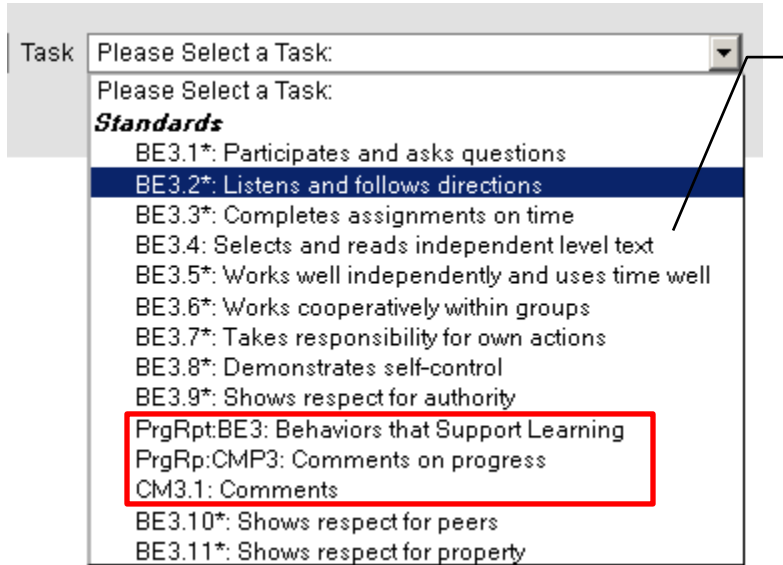


As with the previous version of IC, there are two ways to enter a grade: **Grading by Task** and **Grading by Student**. For both methods, you will need to select an academic course from the Section drop down (ex. **Literacy, Math**, etc. but not homeroom) and select the current term (**T1** in this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

**Post by Standard/Grading Task:**



Task Please Select a Task: [dropdown arrow]

Please Select a Task:

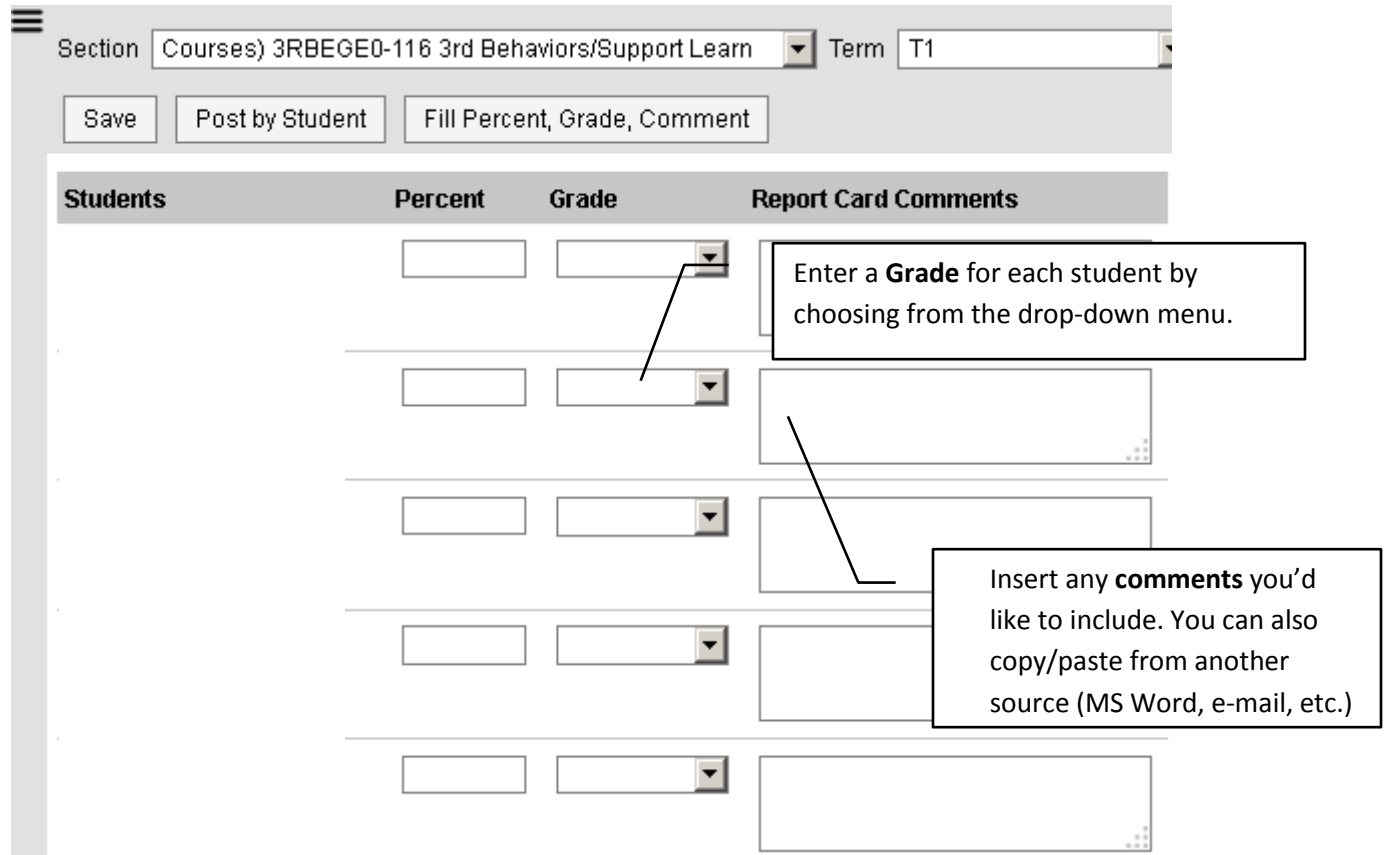
**Standards**

- BE3.1\*: Participates and asks questions
- BE3.2\*: Listens and follows directions
- BE3.3\*: Completes assignments on time
- BE3.4: Selects and reads independent level text
- BE3.5\*: Works well independently and uses time well
- BE3.6\*: Works cooperatively within groups
- BE3.7\*: Takes responsibility for own actions
- BE3.8\*: Demonstrates self-control
- BE3.9\*: Shows respect for authority
- PrgRpt:BE3: Behaviors that Support Learning
- PrgRp:CM3: Comments on progress
- CM3.1: Comments
- BE3.10\*: Shows respect for peers
- BE3.11\*: Shows respect for property

Only the tasks with **PrgRpt** in front of them are reported for Progress Reports.

**Behaviors that Support Learning** courses also include a progress report 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.



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

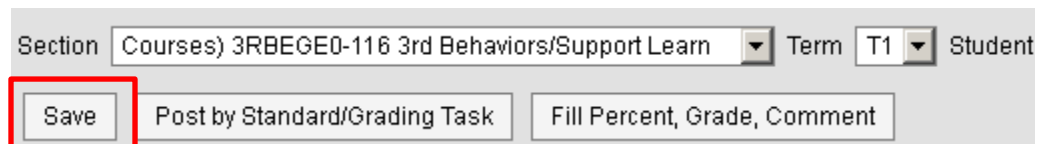
Save Post by Student Fill Percent, Grade, Comment

Students	Percent	Grade	Report Card Comments
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Yes

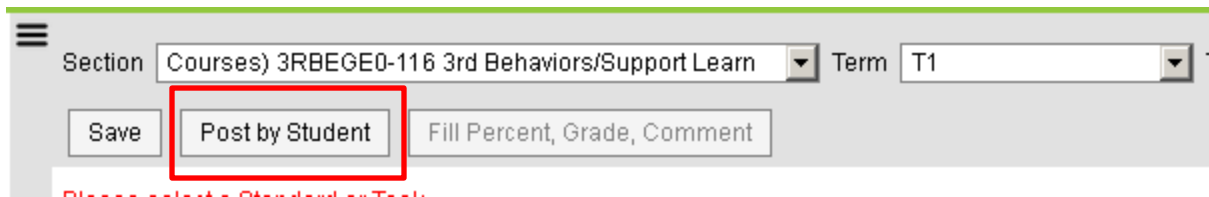
Comment

Students

All

## Post by Student:

If you would rather post grades by student, select “**Post by Student**”



You will be presented with a list of grading tasks/standards for the course. Note that the only standards that will allow you to enter scores are the ones noted **PrgRpt**

T1	BE3.8*: Demonstrates self-control	<input type="text"/>	<input type="text"/>	<div data-bbox="1063 1480 1591 1575" data-label="Text"> <p>Enter a Grade for each grading task/standard.</p> </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="1079 1932 1559 2026" data-label="Text"> <p>Insert any comments you'd like to include</p> </div>
T1	PrgRp:CMP3: Comments on progress	<input type="text"/>	<input type="text"/>	

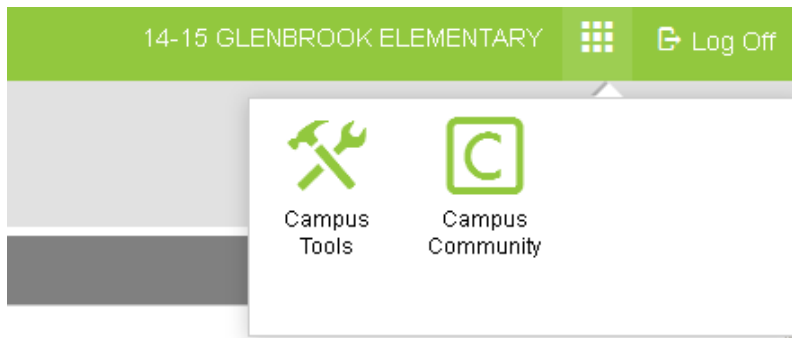
Finally, hit **“Save”** to record the grades you’ve entered.

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

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

### **To print custom progress reports:**

To print your progress reports, you first need to move back into **“Campus Tools”** by clicking on the 3x3 square grid in the upper-right corner and selecting **“Campus Tools”**.



Next, select **Grading & Standards -> Reports -> Custom Elementary Report Cards -> ES Progress Report**



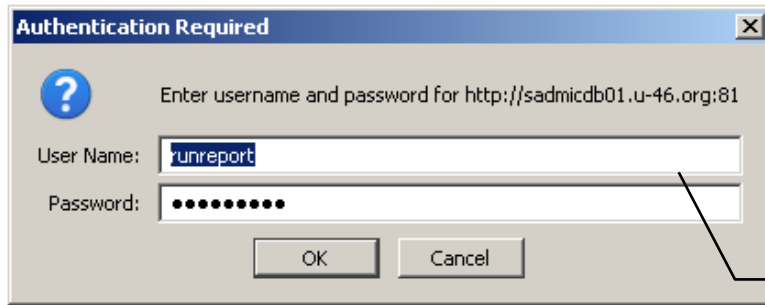
# 2014-2015 ELEMENTARY PROGRESS REPORT INSTRUCTIONS

INFINITE CAMPUS  
SCHOOL DISTRICT U-46

Year  School

Index Search Help <

- General
- PBIS
- Academic Planning
  - ▶ Program Participation
  - ▼ PLP
    - General
    - Caseload
    - BlankForms
  - Rtl
    - ▶ Reports
- ▼ Instruction
  - Assignments
  - ▼ Reports
    - Online Assessment Item Ar
    - Online Assessment Studen
  - ▶ Census
  - ▶ Behavior
- Edvantage
  - ▼ Grading & Standards
    - ▼ Reports
      - ▼ Custom Elementary Repc
        - ES Report Card
        - ES Progress Report**



**Authentication Required**

Enter username and password for http://sadmicdb01.u-46.org:81

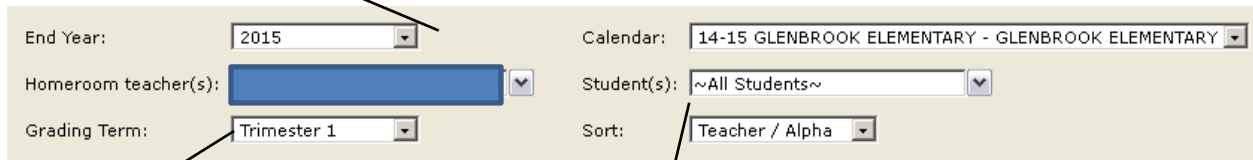
User Name:

Password:

OK Cancel

Enter User Name of **runreport** and password of **runreport** to authenticate

Confirm the **end year, calendar** and **homeroom teacher** are displayed



End Year:

Calendar:

Homeroom teacher(s):

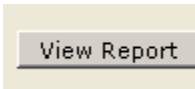
Student(s):

Grading Term:

Sort:

Select **Trimester 1** for grading term and choose your sort option

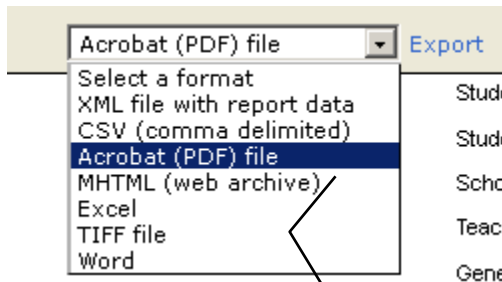
Select "**~All students~**" from the Student(s) drop-down and "**Teacher/Alpha**" from the sort drop-down



View Report

Hit **View Report**

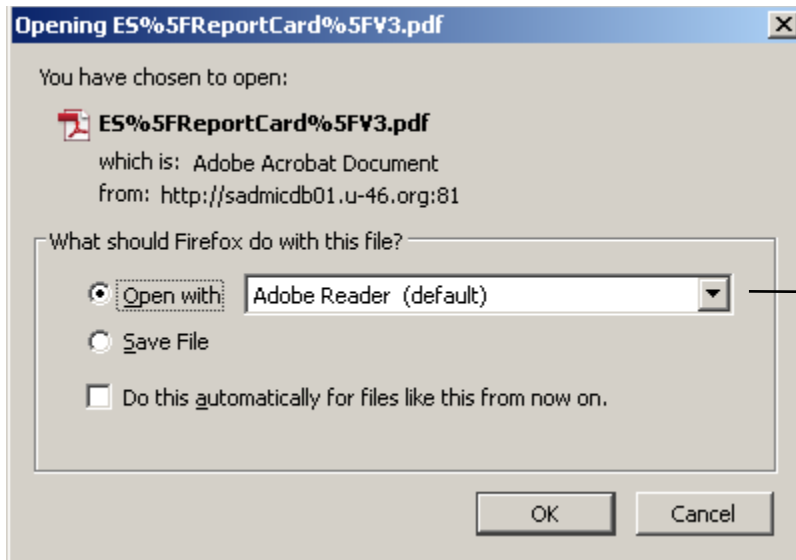
Once your progress reports have completed, you can export as a PDF for printing.



Acrobat (PDF) file

- Select a format
- XML file with report data
- CSV (comma delimited)
- Acrobat (PDF) file**
- MHTML (web archive)
- Excel
- TIFF file
- Word

Select **Acrobat (PDF) file** and hit **Export**



Select **Open with Adobe Reader** to save or print selected report cards

**Note:** We have occasionally experienced system performance issues when accessing the report server. Please be patient and allow up to several minutes for your report to complete – particularly if you are running for an entire school. Also, please report any login or other technical issues to the IS Help Desk. In addition, IS will again be able to print PDF files for each school as a back-up plan in case teachers have any problems printing these progress reports individually.