

## Eligibility Reporting for teachers doing standards-based grading (SBG)

Teachers who are using standards-based grading (SBG) this year will not be calculating an “In Progress Grade” through Infinite Campus. Instead, to fulfill eligibility reporting requirements, we will need them to mark Failing and Near-Failing grades in a special grading task we’ve created (“HS Eligibility” or “MS Eligibility”) before the weekly deadline each Wednesday.

To mark an eligibility grade, please follow the steps below from your grade book:

1. Select the proper term
  - a. Middle Schools will always choose the current Quarter (Q1 initially)
  - b. High Schools will choose the last quarter of the current semester (Q2 initially)
2. Select the proper Task.
  - a. High Schools will use ‘**HS Eligibility**’
  - b. Middle Schools will use ‘**MS Eligibility**’

### Middle School Example

Posted		In Progress					
Percent	Grade	Rpt Crd	Comments	Points	Possible	Percent	Post Grade
	▼						
	Passing						
	Near-Fail						
	Failing						

### High School Example

Posted		In Progress					
Percent	Grade	Rpt Crd	Comments	Points	Possible	Percent	Post Grade
	▼	CC					
	Passing	CC					
	Near-Fail	CC					
	Failing	CC					

3. Choose the appropriate grade from the dropdown in the **Posted** Grade Column.
  - a. If nothing is entered here, it is assumed the student is passing. So you really only need to mark “failing” or “near failing”.
  - b. Scores you enter will carry over into the following weekly reporting period. So each Wednesday, you will only need to update students who have moved from passing to failing/near failing or vice versa.
4. Click **Save**