

Custom Progress Reports

Posting Progress Grades

1. Select appropriate **Term**, **Section**, and **OVERALL GRADE** for the Task.
2. Under **In Progress** area, select **POST**.
3. Select **TERM Y**.
4. Select **PROGRESS GRADE** from the **Task** drop-down menu.
5. Click **OK**.

IMPORTANT!
All teachers, including specialists and humanities, must post for grades to populate the progress reports.

6. Read the warning and click **OK**.
7. Ensure the **Task** is **PROGRESS GRADE**.
8. Click **SAVE**.

Students	Percent	Grade	Rpt Crd Comments	Points	Possible	Percent	Post Grade
01 C	95.69 %	E					
01 C	92.91 %	E					

After grades have been posted and saved, changing the Task allows you to see the Overall or Progress Grades.

Grade Book Tips!

1. The **Show Active Students Only** box under **Account Settings** should be checked before Posting Grades.
2. A **Multi-post Grades** option is available from the Settings> Grade Book Tools menu. Additional information for using the tool can be found in Campus Help at:

<https://content.infinitecampus.com/sis/1613/documentation/multi-post-grades/>