

## Report Cards

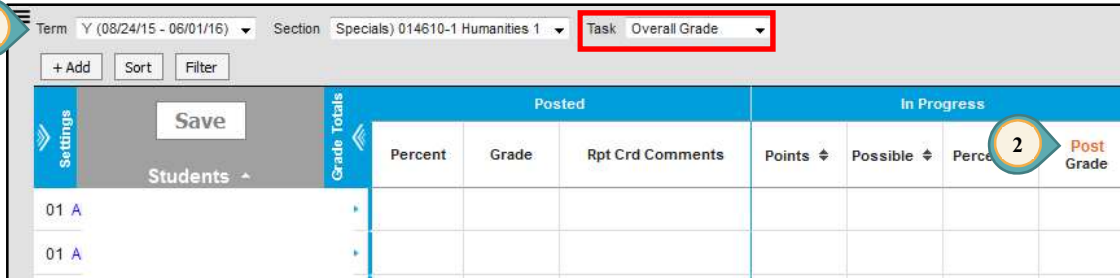
### Posting Grades for Report Cards

Posting grades for report cards will be done at set times throughout the year. You will be given the dates when all grades must be finalized and posted. Report cards can be printed by the site's administration or by the classroom teacher.



**IMPORTANT!**  
Report Card dates will be found in InterAct.  
**District Link> Infinite Campus> Instruction and Grade Book**

1. Select appropriate *Term*, *Section*, and *Overall Grade* for the *Task*.
2. Under *In Progress* area, select **POST**.
3. Select **TERM Y**.
4. Select appropriate *Task* (Semester 1 or Semester 2) from the *Task* drop-down menu.



The screenshot shows the Infinite Campus interface. At the top, there are dropdown menus for 'Term' (Y (08/24/15 - 06/01/16)), 'Section' (Specials) 014610-1 Humanities 1, and 'Task' (Overall Grade). Below these are buttons for '+ Add', 'Sort', and 'Filter'. A 'Save' button is visible. The main area is a table with columns for 'Percent', 'Grade', 'Rpt Crd Comments', 'Points', 'Possible', and 'Perce'. The 'In Progress' section is highlighted, and a 'Post Grade' button is circled with a '2'. A '1' is circled around the 'Task' dropdown menu.

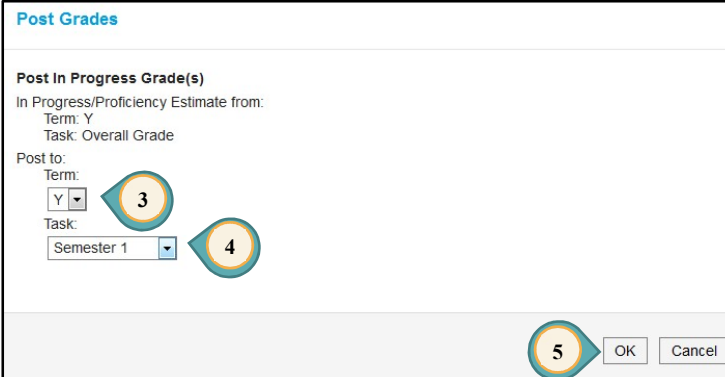
**Note (Step 4):**

1. When posting grades for Semester 1 select the task - **Semester 1**.
2. When posting grades for Semester 2 select the task - **Semester 2**.

5. Click **OK**.
6. Click **OK** when the warning screen appears.

**Grade Book Tip!**

The *Show Active Students Only* box under *Account Settings* should be checked before Posting Grades for Report Cards.



The 'Post Grades' dialog box is shown. It has a title 'Post Grades'. Below it is 'Post In Progress Grade(s)'. The 'In Progress/Proficiency Estimate from:' section shows 'Term: Y' and 'Task: Overall Grade'. The 'Post to:' section has 'Term:' with a dropdown showing 'Y' (circled with '3') and 'Task:' with a dropdown showing 'Semester 1' (circled with '4'). At the bottom right, there are 'OK' and 'Cancel' buttons, with 'OK' circled with '5'.



The 'Warning' dialog box is shown. It has a title 'Warning'. The text inside says 'Grades will be posted upon save.'. At the bottom right, there is an 'OK' button circled with '6'.