

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.

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.

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.

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

Points	Possible	Percent	Post Grade	Categories
		83.33 %	S	*Does Not Count Towar...

Post Grades

Post In Progress Grade(s)
In Progress/Proficiency Estimate from:
Term: Y
Task: Overall Grade

Post to:
Term: Y (callout 3)
Task: Semester 1 (callout 4)

OK Cancel (callout 5)

Warning

Grades will be posted upon save:

OK (callout 6)