

# 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 calendars with dates will be found on the web at: [training.ccsd.net/gradebook](http://training.ccsd.net/gradebook)  
Report Card calendars can also 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.

**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.

**Post Grades**

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

Post to:  
Term:  **3**

Task:  **4**

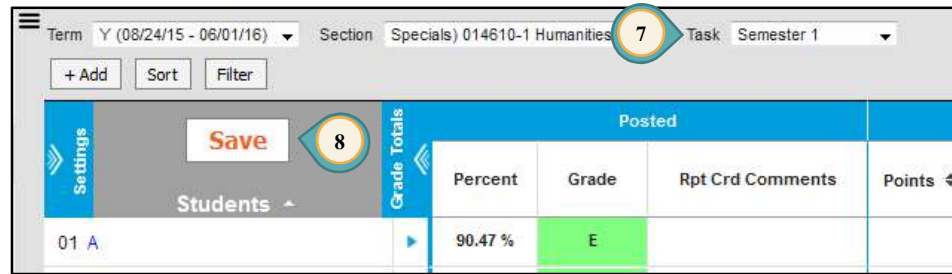
**5**

**Warning**

Grades will be posted upon save.

**6**

7. Ensure the appropriate **Task** is displaying (Semester 1 or Semester 2).
8. Click **SAVE**.



## Adjusting Posted Grades

Posted grades can be adjusted in the **Posted** section of your grade book or from the **POST GRADES** menu item. Adjustments in both the **Percent** and **Grade** fields are **required**. Directions using the **POST GRADES** menu item are shown below.

1. Select **POST GRADES** from the Index Menu (on the left).
2. Select the appropriate **Term** (Y), **Section**, and **Task** (Semester 1 or Semester 2).
3. Overall grades will already be present. To adjust these calculations, use the **Percent** and **Grade** fields.
4. Click **SAVE**.

