

Posting Progress Grades and Comments

Posting grades for Progress Reports will be done at set times throughout the year. You will be given the dates when Progress Grades must be posted. (Progress Reports are printed by the administration or the District.)

1. Select appropriate **Term**, **Section**, and **QUARTER GRADE** for the **Task**.
2. Under **In Progress** area, select **POST**.
3. Select appropriate term from the **Term** drop-down menu.
4. Select **PROGRESS GRADE** from the **Task** drop-down menu.
5. Click **OK**.
6. Read the warning and click **OK**.
7. Ensure the **Task** is **PROGRESS GRADE**.
8. Click the **CC** (Canned Comments) link to enter comments (Canned Comments are **required** by CCSD for secondary progress grading).
9. Click **SAVE**.

Term: Q4 (03/18/19 - 05/23/19) | Section: 01) 26801002-1 Math Acc 7 (1) | Task: Quarter Grade

Percent	Grade	Fill Rpt Crd Comments	Points	Possible	Per	Post Grade
						2

Post In Progress Grade(s)
In Progress/Proficiency Estimate from:
Term: Q4
Task: Quarter Grade
Post to:
Term: Q4
Task: Progress Grade

5 OK Cancel

Warning
Grades will be posted upon save.

6 OK

Term: Q4 (03/18/19 - 05/23/19) | Section: 01) 26801002-1 Math Acc 7 (1) | Task: Progress Grade

Percent	Grade	Fill Rpt Crd Comments
93.04 %	A	Great Job! Cc

Grade Book Tips!

1. The **Show Active Students Only** box under **Account Settings** should be checked before Posting Grades (see page 2).
2. If the **CC** link is **NOT** available for entering Progress Report comments, select **Account Settings**, from the Open Menu on the right, check the item **Use Canned Comments**. **SAVE** before leaving (see page 2).
3. A **FILL** option is available.
4. 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/1921/documentation/multi-post-grades/>

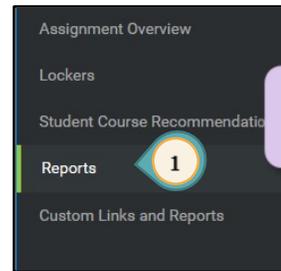
WARNING!

If grades need to be edited after posting, do **NOT** click the **POST** button again. Go to **Post Grades** from the Index Menu on the left to manually adjust the letter grade and percentage.

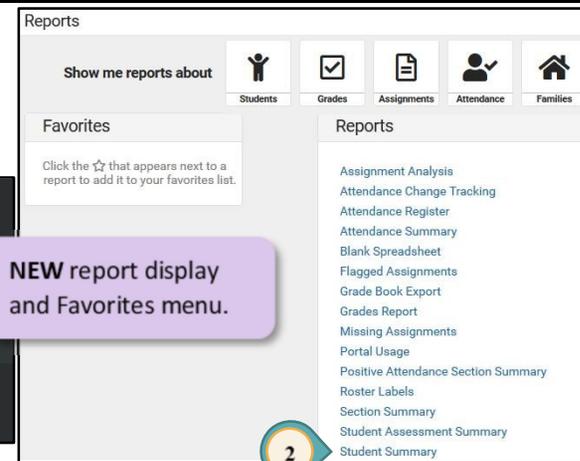
Printing Student Summary Reports

The Student Summary Report provides a detailed summary of all student grades, assignments and scores. This report can be used to provide a new teacher information regarding the progress of a student when transferring between sections. It is **recommended** a Student Summary Report be printed prior to a student being withdrawn from a section.

1. Select **REPORTS** from the Index Menu on the left.
2. Select **STUDENT SUMMARY** from the **Reports** listed.
3. Select the appropriate **Term** and **Section**.
4. For the **Report Options** select the desired fields.
5. For the **Format Options** select the desired fields.
6. Select individual students or all.
7. Select assignments to be included.
8. Click **GENERATE PDF** (or Word DOCX).
9. Click **CLOSE**.



NEW report display and Favorites menu.



Student Summary

Instructions

This report is suitable for handing out to students. It is split into two main sections. The Grade Summary includes both in-progress and final grades as well as assignment category totals. The Assignment Detail organizes the assignments by term.

Context

Term: Q2 - (10/15/18 - 12/21/18) **Section**: 01) 26801001-1 Math Acc 7

Report Options

Page Printing Options

Student Grades Summary - Multiple Students Per Page
 Student Grades Summary - One Student Per Page
 Show Assignment Detail - One Student Per Page

Show These Assignment Detail Fields:

Name Score
 Category Name Points Possible
 Due Date Percent
 Assigned Date Score Comments
 Multiplier Student Instructions

Grade Summary

Show Assignment Categories Parent/Guardian Signature
 Show Total Points Attendance Summary
 Show In-Progress Grade Student-level Comments
 Show Final Grade Hide Exempt Assignments
 Show Grade Percentages Report Card Comments

Extra Items

Parent/Guardian Signature
 Attendance Summary
 Student-level Comments
 Hide Exempt Assignments
 Report Card Comments

Teacher Comments (printed for each student)

Format Options

Student Sort: Student Name

Shade

Alternate Grade Rows
 Alternate Assignment Rows

Display Student

Name
 Number

Select Students

<input type="checkbox"/>	Name ↑	Student #	Grade
<input checked="" type="checkbox"/>	Alle	12	07
<input checked="" type="checkbox"/>	App	120	07

Select Assignments

Select All Expand All

26801001-1 Math Acc 7

Grade Book Tip!
The default for **Select Students** is for ALL students to be included in the report. Deselect the check mark to the left of **Name** to individually include students in the report.

Select Assignments can be adjusted by clicking the **Expand All** link. Remove the check mark to exempt an entire term (Example: Q2) from the report.