**Post Grades to Standards-Based Report Card**

1. Open **Grade Book**



1. Select class from **Section** menu



1. Make sure that **Term** is set to **Q1**.



1. Choose a standard (that was assessed) in **Task** dropdown menu



1. Click on red Post Grade



1. Click **OK**



1. Click **OK**



1. Click **Save**



**Your grades are now saved to the report card section of Infinite Campus Grade Book!**

**Repeat process for other sections taught this marking period.**