**Post Grades to 7th and 8th Grade Report Cards**

1. Open Infinite Campus Grade book
2. Select a section from dropdown menu

1. Check to make sure that **Term** is set to **Q1**



1. Select **Marking Period 1** in **Task** menu

1. Click on red Post Grade



1. Select correct Term; Select Marking Period 1 then click **OK**



1. Click **OK**



1. Click **Save**



Grades for this section (or class) are now posted to the report card section of the Grade Book!

Repeat process for other sections.