

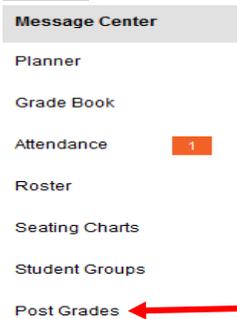
Infinite Campus- Posting Grades

In this document, you will be entering scores in the **POST GRADES** section. Every score you enter in **POST GRADES**, shows directly on the report card after you click save.

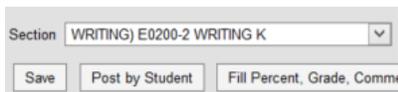
1. Log in to Infinite Campus
2. Make sure you are on the “Gradebook side” of Infinite Campus.



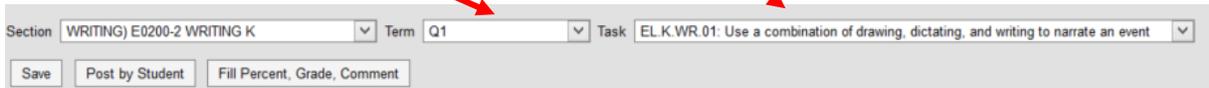
3. Once you are on the “Gradebook Side” of Infinite Campus, along the left hand side choose **Post Grades.**



4. Once you are in Post Grades, towards the top, where it says **Section**, choose the subject you are entering an assessment for.



5. Once you click on the subject, your class roster should appear. If not, where it says Term, choose the correct **Quarter**, and where it says **Task**, choose the first standard, then your roster will appear.



6. Next to the student's name in **Post Grades**, there is a drop down arrow in the grade column. Click on the drop down arrow and choose the child's score from the rubric that correlates to the task (standard) chosen.



7. Enter scores for all your students under that standard the same way. **ALWAYS CLICK SAVE BEFORE YOU MOVE TO THE NEXT TASK (STANDARD)** Repeat the steps for the rest of your tasks (Standards).