

Progress & Term Grade Reporting Schedule will be made available to staff at individual Schools.

Posting Grades from Electronic Gradebook:

Open up the grade book. The green area allows the teacher to submit grades quickly (i.e. Progress/Term/Final marks) from the Grade Book.

1. From **Select a Task**, click to select the appropriate grading task. The BPS will be using Q1, Q2, Q3, Q4 Term Grade and Q1, Q2, Q3, Q4 Progress Report grading tasks.

The screenshot shows the Infinite Campus software interface. The 'Grade Book' menu is open, and the 'Grade Book' option is selected. The main window displays a table with columns for 'In Progress' and 'Posted' grades. A green area is visible in the table, indicating where grades can be submitted. A task is selected in the 'Select a task' dropdown menu.

	In Progress				Posted		%	%	%	%	%	%	%	%
	Pts	Pass	%	Grd	%	Grd								
Q1 - Quarter Grade														
Q2 - Progress Report	95.00	100.00	95.00	95	95.00	95								
Q3 - Progress Report	87.00	100.00	87.00	87	87.00	87								
Q4 - Progress Report	100.00	100.00	100.00	100	100.00	100								
07 Sanderson, Thomas	70.00	100.00	70.00	70	96.00	96								

2. Right-click in the green grade totals area.

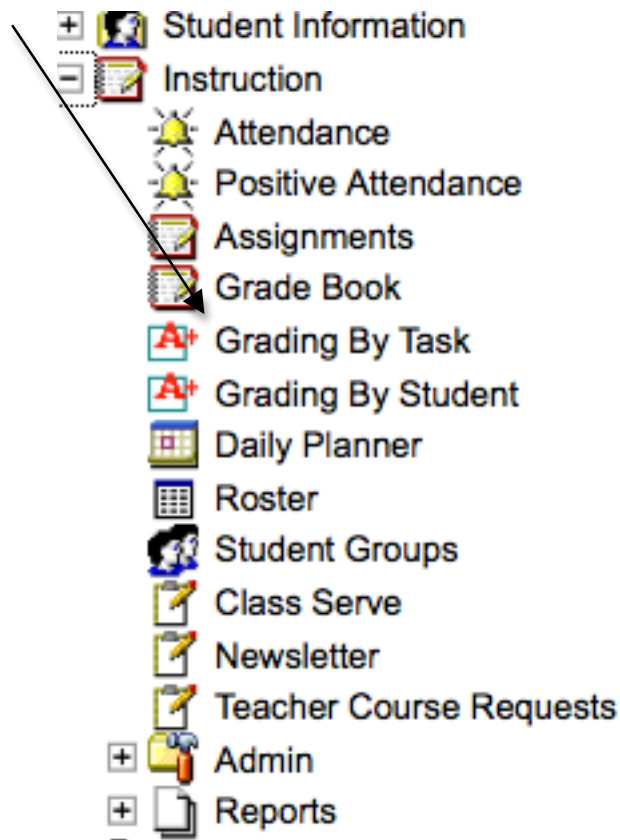
3. Select **Post Grades** if it is time to submit that mark.
Post Grades to Other Task: Note-the only grading task activated will be the current grading task. This will only come into play in the event a grade was not provided and a teacher has requested access to a previous marking period.
4. The yellow grades % will now appear in the Posted green % box.
5. Under Posted, enter the student's actual grade in the **GRD** column. **The green % and actual grade must match.** Note: In the yellow columns, IC calculates what a student's grade is based on assignment set-up and category weight. However, teachers have the final say what grade a student receives.
6. Click the **Save** button.

The screenshot displays the Infinite Campus software interface. The main window shows a grade book for the section '01 0100-1 English for All'. The table has columns for 'In Progress' and 'Posted'. The 'Posted' column has a tooltip with three options: 'Post - Quarter Grade', 'Post Grades', and 'Post Grades to other task'. A yellow arrow from the text above points to the 'Post Grades' option. The table data is as follows:

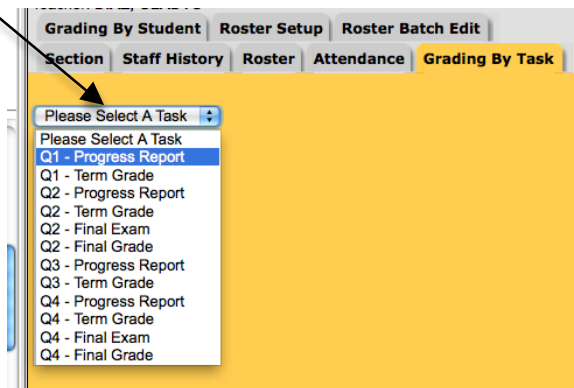
Student	In Progress			Posted		%	%	%	%	%	%	%	%	%
	Pts	Post	%	Ord	%									
07 Bobway, Andrew														
08 Horton, Samatha S	95.00	100.00	95.00	95										
09 Kak, Tripti	87.00	100.00	87.00	87										
07 Sanderson, Alexander	90.00	100.00	90.00	90										
07 Sanderson, Scott	60.00	100.00	60.00	60										
07 Sanderson, Thomas	70.00	100.00	70.00	70										

Posting Grades without Electronic Gradebook:

1. Open the Instruction Module (Click on the + left of Instruction) and select “Grading by Task”. The screen below will open.



7. Select the appropriate grading task. The BPS will be using Q1, Q2, Q3, Q4 Term Grade and Q1, Q2, Q3, Q4 Progress Report grading tasks.
Note: The teachers view will not have tabs.



2. Enter the percent and score (i.e. grade). **Both the Percent & Score must match.**

The screenshot shows the 'Grading By Task' interface. At the top, there is a 'Save' button and a dropdown menu for 'Q1 - Progress Report'. Below this is a 'Fill Scores' section with a table for 'Task' and 'Score', and buttons for 'Fill All' and 'Fill Empty'. The main table has columns for 'Name', 'Percent', 'Score', and 'Comments'. Five student records are visible, each with a 'No Image Available' placeholder, a name, and a student ID. The 'Percent' and 'Score' columns are empty for all students.

Name	Percent	Score	Comments
No Image Available 07 Botway, Andrew #33187			
No Image Available 08 Horton, Samatha S #1210100004			
No Image Available 09 Kak, Tripti #1210100007			
No Image Available 07 Sanderson, Scott #1010100039			
No Image Available 07 Sanderson, Thomas #1010100040			

Comments:
Teachers are to use canned comments only.

3. Click on the icon that looks like a piece of paper.
4. Select a comment using the toggle buttons
5. Click "Update Comment"
6. **Click SAVE.**

The screenshot shows the 'Grading By Task' interface with a comment selection dialog box open. The dialog box is titled 'Enter Codes/Select Comments For: Michael Buckley' and contains a list of codes and their corresponding comments. The 'Update Comment' button is highlighted. The background shows the student record for Michael Buckley with a score of 97 and the comment 'Excellent student.'.

Name	Percent	Score	Comments
08 Buckley, Michael #23335		97	Excellent student.
08 Dora #33692			
08 Egan #1988			
08 Fried #44774			
08 Hubn #17931			
08 Knipper, Robert #22519			
08 Lagrega, Rita #65709			
08 Martinez, Ryan #38857			
08 Mc Intosh, Ralph			