

Printing Grades

So the day we've all been waiting for is here . . .

Step 1

When you are ready to print quarter grades for the report card, post each subjects grades by opening your gradebook, right click in the yellow column area and select Post Grades.

This and steps 2 and 3 are the exact same for posting grades for progress reports.

Once you do this, you should see percents and letter grades in the green columns.

Student	Pts	Poss	%	Grd	%	Grd
04	15.00	15.00	100.00	A+		
04	15.00	15.00	100.00	A+		
04	15.00	15.00	86.67	B		
04	15.00	15.00	100.00	A+		
04	15.00	15.00	100.00	A+		
04	15.00	15.00	100.00	A+		
04	15.00	15.00	100.00	A+		
04	15.00	15.00	100.00	A+		
04	15.00	15.00	100.00	A+		

Do you need to adjust the grades? Read on . . .

Step 2

Select Grading By Task then the Overall (subject) Grade.

This opens a window where you can type in percentage grades, a score and comments for each students' overall subject grade.

Step 3

Be sure to save!

Do the same for the other subject if you want to change or update grades in those areas as well.

Name	Percent Score	Comments
04 Belcher, Antonio D #3415009238		
04 Bullock, Makayla C #5810221378		
04 Butler, Dasia D #6731633151		

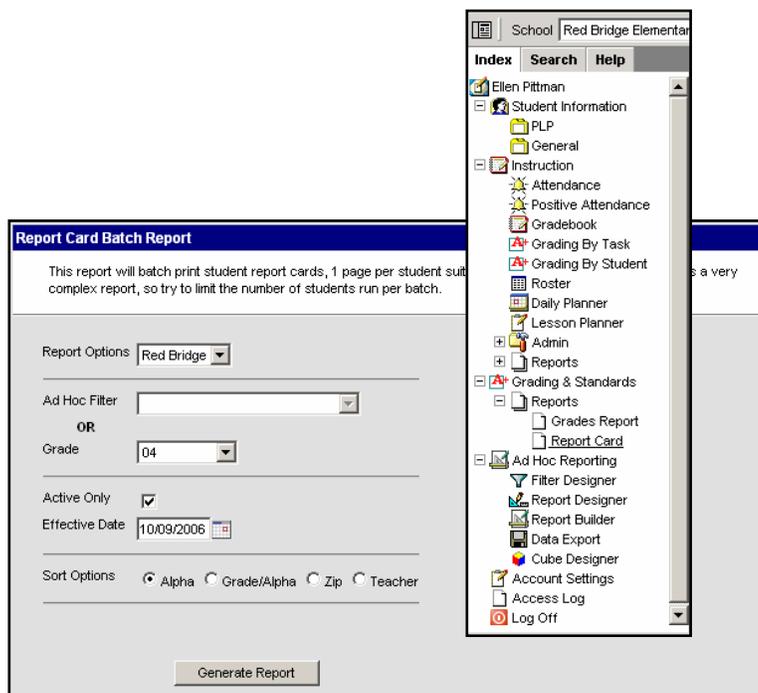
Printing Grade Cards

Step 4

In the Index column of Infinite Campus, expand Grading and Standards, Reports, then Report Card.

In the window that opens, select your school under Report Options, your grade level under Grade then click Generate Report.

This will generate your report cards in a full class batch. In other words, here you will print all report cards at once.

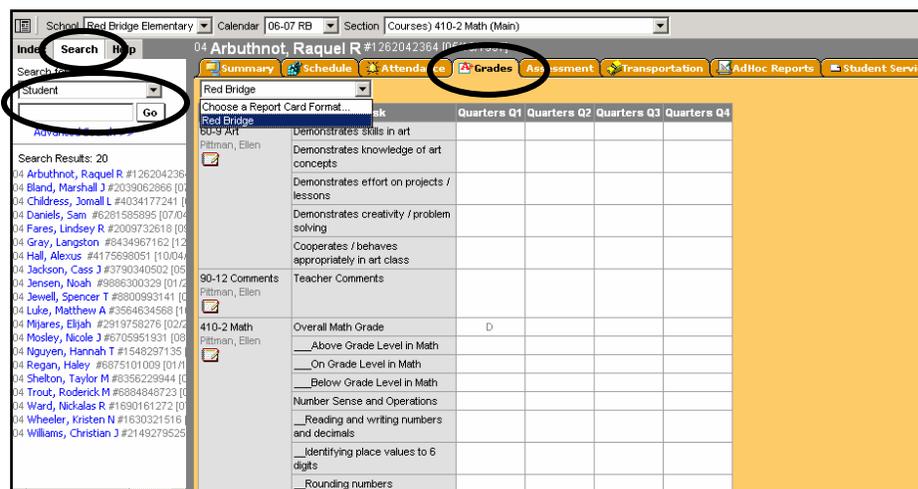


Printing one report card at a time

What if one of your student's didn't print correctly, or you made a last minute change. Here's how to print just one report card.

To do this, follow these steps:

1. Make your needed updates and changes in your gradebook.
2. Click the Search tab.
3. Select Student and click Go.
4. From the generated list, select the student who needs the report card printed.
5. Click the Grades tab in the report section.
6. Select your building from the drop down menu.



The report will automatically generate itself from there. You are ready to print it by going to File, Print.