

# Secondary Grade Reporting

## Teacher and Office Processes

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# Manually Posting Grades by Task or Student (Teacher)

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**PATH:** *Campus Instruction > Post Grades*

[Video](#)

**If you are using the Gradebook to add assignments and calculate In Progress grades, see the [Post Grades using Gradebook](#) section. This option is for those grades not being calculated in the *Campus Instruction>Gradebook*.**

Using the Post Grades tool, you have the option of posting grades by task or by student. When using this tool, you are posting grades for the entire task or standard, rather than entering scores for a specific assignment. Posted grades appear in the students' Grades tab and the final mark posts to the students' [Transcripts](#).

Students	Percent
10 Student, Andrew	<input type="text"/>
10 Student, Bree	<input type="text"/>
10 Student, Brooke J	<input type="text"/>

Grades can only be posted to open (or active) grading tasks. If a task is selected that has no fields available for entering student grades, the task is not active for grading at this time. The Grading Window for specific terms/tasks will be opened/closed by the Registrar or office staff that has the tool rights.

1. Select the **Section** and **Term** from the dropdown lists at the top to populate the Task and Student dropdown lists with available options.

## Posting by Task

2. When posting by task, select a **Task** from the dropdown list. If you see a Student dropdown list instead, click **Post by Standard/Grading Task** and then select a task. All students in the selected section are listed.

Term  Section  Task

Students	Percent	Grade	Report Card Comments	Canned Comment
10 Student, Andrew	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>
10 Student, Bree	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>
10 Student, Brooke J	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>
10 Student, Jordan E	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

### Posting Grades for a Standard or Task

3. Select a **Grade** from the [score group](#) aligned to the [task](#).
4. Enter 1 **Comment** for the report card using [canned comments](#).
  - a. Click Add button to select Canned comment..
5. Click **Save** when finished to post grades.

## Fill Options

Rather than entering grades individually for each student, you have the option of using the **Fill** tool.

1. Click **Fill Percent, Grade, Comment** to open the fill window.

**Fill: Percent, Grade, Comment**  
Applies the same value to multiple students

☐ Percentage

☐ Grade

☐ Comment

Students  

All

**Canned Comments**  
Selection Method  
Enter Code(s): 

Add

  
Choose Comment(s):  
☐ Good Student

Fill

Cancel

2. Select the **Grade** and choose 1 canned comment
3. Then select which students whose grades you want to fill, all or only where fields are empty.
4. Click **Fill** when finished.

## Posting by Student

1. When posting by student, select a **Student** from the dropdown list. If you see a Task dropdown list instead, click **Post by Student** and then select a student. All standards and tasks assigned to that section appear.

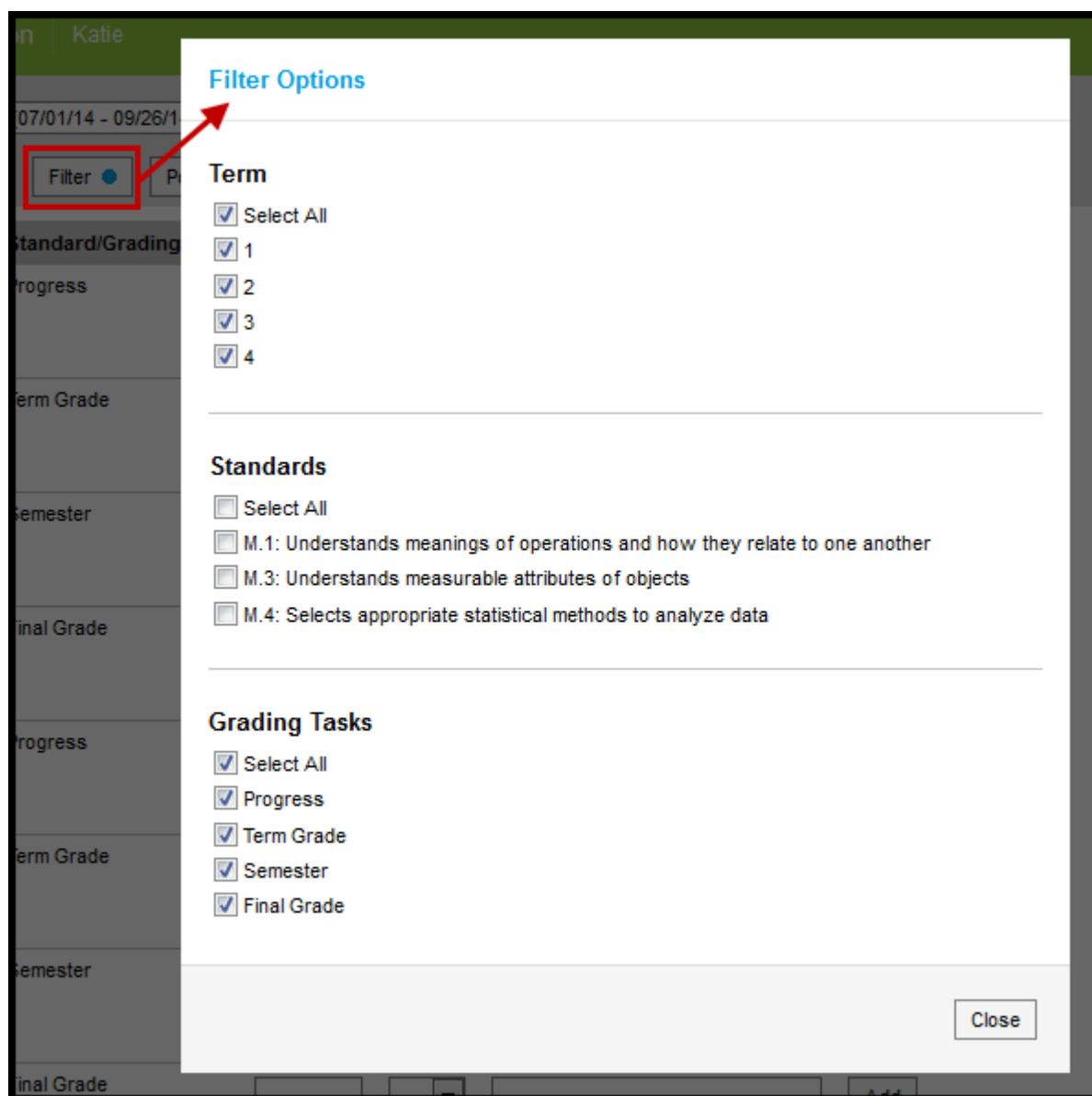
Term	Standard/Grading Task	Percent	Grade	Report Card Comments	Canned Comment
1	Progress	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>
1	Term Grade	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>
1	Semester	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>
1	Final Grade	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>
2	Progress	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

### Posting Grades for a Student

2. Select a **Grade** from the [score group](#) aligned to the [task](#).
3. Enter 1 **Comment** for the report card by clicking **Add** to access the [canned comments](#) window.
4. Click **Save** when finished to post grades.

## Filter Options

When posting grades by student, a filter option displays at the top of the screen. Use filter options to limit the Standards and Grading Tasks shown for the selected student.



### *Filter Options when Posting By Student*

To filter, select which Terms, Standards, and Grading Tasks to include. A blue dot appears on the Filter button when a filter is applied to your view.

## **Canned Comments**

1. Click **Add** to open the canned comments window.

### Canned Comments

Add report card comment(s) for Student, HS 1  
Q1 / Quarter

#### Canned Comments

Selection Method

Enter Code(s):

Choose Comment(s):

- ☒ SEC01: Needs improvement in planning and time/resource management
- ☐ SEC02: Is emerging in mastery of standards
- ☐ SEC03: Is in danger of failing the course
- ☐ SEC04: Needs to demonstrate quality work
- ☐ SEC05: Missing assignments projects, and/or quizzes/tests
- ☐ SEC06: Requires ongoing assistance in demonstrating understanding of concepts
- ☐ SEC07: Missing learning opportunities through multiple absences
- ☐ SEC08: Needs to improve participation/engagement
- ☐ SEC09: Behavior impedes learning
- ☐ SEC10: Insufficient work to demonstrate proficiency of the standards
- ☐ SEC11: Improved work quality this term
- ☐ SEC12: Improved planning and time/resource management
- ☐ SEC13: Reduced absences increased learning opportunities this term
- ☐ SEC14: Has shown improvement toward meeting the standards
- ☐ SEC15: Improved participation/engagement
- ☐ SEC16: Seeks help when needed
- ☐ SEC17: Does accurate work; consistently strives to do the best work
- ☐ SEC18: Exceeds expectations
- ☐ SEC19: Has an excellent understanding of the subject matter

2. Enter one coment only in any of the following ways:
  - a. By entering a numeric **Code** for the comment and clicking **Add**.
  - b. By marking the checkbox next to the canned **Comment**.
3. The comment will appear in the **Preview** box, where you can modify as needed.

# Posting Grades from Gradebook (Teacher)

**PATH:** *Campus Instruction > Grade Book*

Student grades and scores may be posted through the Grade Book. The *Post* tool will only appear if the Grading Window has been opened by the registrar and Grade Calculation options have been set (see below). In-Progress grades will be calculated as assignments are entered.

NOTE: If no grades are appearing in the *In-Progress* column, [Grade Calculation](#) options will need to be set.

Term

4 (04/06/15 - 06/26/15)

Section

01) 2350-10 US History B

Task

Term Grade

+ Add

Sort

Filter

Settings	Save	Students	Grade Totals	Posted			In Progress			
				Percent	Grade	Fill Rpt Crd Comments	Points	Possible	Percent	Post Grade
		10 Alton, Madeleine				CC	135	150	90.00 %	A
		10 Andler, Lian				CC	35	100	35.00 %	F
		10 Athow, Lindsay				CC	70	100	70.00 %	C
		10 Bales, Ameera				CC	133	150	88.66 %	B

1. Select the task to which grades need to be posted in the Task dropdown list.
2. Click Post in the Grade column within the In Progress section of the Grade Book.
3. A pop-up will be displayed verifying where the grades should be posted. If grades should be posted to a different term and/or grading task than what is selected at the top of the Grade Book, select the applicable term/task.
4. Click OK to post the grades.
5. The posted grades will be displayed in the Grade column of the Posted section.
6. When finished, click Save.



Term 4 (04/06/15 - 06/26/15)

Section 01) 2350-10 US History B

Task Term Grade

+ Add

Sort

Filter

Settings	Save	Students	Grade Totals	Posted			In Progress			
				Percent	Grade	Fill Rpt Crd Comments	Points	Possible	Percent	Post Grade
		10 Beck, Semyon		96.00 %	A	CC	96	100	96.00 %	A
		10 Bettermann, Erin		89.00 %	B	CC	89	100	89.00 %	B
		10 Biermann, Jaleel		69.00 %	D	CC	69	100	69.00 %	D
		10 Bloomfield, Carl		85.00 %	B	CC	85	100	85.00 %	B

## Manually Changing A Grade

1. Select the student's grade that needs to be changed in the Grade column within the Posted section of the Grade Book.
2. Select the new grade in the dropdown list.
3. If desired, enter comments reflecting the grade change in the Rpt Crd Comments field. Comments entered in this field will be displayed on report cards and the Portal.
4. When finished, click Save. The grade will be updated on the student's report card.

# Post Grades for Multiple Sections in the Gradebook (Teacher)

**PATH:** *Campus Instruction > Grade Book > Settings > Multi-Post Grades*

The Multi-Post Grades tool can be used to post and update posted grades for multiple courses and tasks at one time.

## Multi-Post Grades: Step 1

### 15-16 Harrison High

Post to Filter: Term  Section  Task

☐ Overwrite Existing Grades

☒ Select All [Collapse All](#)

▼ 3			
Section ▲	Post from Term	Post from Standard/Grading Task	Post to Standard/Grading Task
<input checked="" type="checkbox"/>	<input type="text" value="3"/>	<input type="text" value="Mid-Term (Progress)"/>	<input type="text" value="Mid-Term (Progress)"/>
<input checked="" type="checkbox"/> 01) 2150-1 Geography B	<input type="text" value="3"/>	<input type="text" value="Mid-Term (Progress)"/>	<input type="text" value="Mid-Term (Progress)"/>
<input checked="" type="checkbox"/> 01) 2150-1 Geography B	<input type="text" value="3"/>	<input type="text" value="Term Grade"/>	<input type="text" value="Term Grade"/>
<input checked="" type="checkbox"/> 03) 4150-13 Physical Science B	<input type="text" value="3"/>	<input type="text" value="Mid-Term (Progress)"/>	<input type="text" value="Mid-Term (Progress)"/>
<input checked="" type="checkbox"/> 03) 4150-13 Physical Science B	<input type="text" value="3"/>	<input type="text" value="Term Grade"/>	<input type="text" value="Term Grade"/>
<input checked="" type="checkbox"/> 04) 2350-8 US History B	<input type="text" value="3"/>	<input type="text" value="Term Grade"/>	<input type="text" value="Term Grade"/>
<input checked="" type="checkbox"/> 04) 2350-8 US History B	<input type="text" value="3"/>	<input type="text" value="Mid-Term (Progress)"/>	<input type="text" value="Mid-Term (Progress)"/>
<input checked="" type="checkbox"/> 04) 2350-8 US History B	<input type="text" value="3"/>	<input type="text" value="Final Grade"/>	<input type="text" value="Final Grade"/>

If desired, use the Post to Filter dropdown lists to limit the posting options to a specific term, section and/or task.

## Multi-Post Grades: Step 1

### 15-16 Harrison High

Post to Filter: Term  Section  Task

☐ Overwrite Existing Grades

☐ Select All [Collapse All](#)

▼ 3			
Section ▲	Post from Term	Post from Standard/Grading Task	Post to Standard/Grading Task
<input type="checkbox"/>	<input type="text" value="3"/>	<input type="text" value="Term Grade"/>	<input type="text" value="Term Grade"/>
<input type="checkbox"/> 01) 2150-1 Geography B	<input type="text" value="3"/>	<input type="text" value="Term Grade"/>	<input type="text" value="Mid-Term (Progress)"/>
<input checked="" type="checkbox"/> 01) 2150-1 Geography B	<input type="text" value="3"/>	<input type="text" value="Term Grade"/>	<input type="text" value="Term Grade"/>
<input type="checkbox"/> 03) 4150-13 Physical Science B	<input type="text" value="3"/>	<input type="text" value="Term Grade"/>	<input type="text" value="Mid-Term (Progress)"/>
<input type="checkbox"/> 03) 4150-13 Physical Science B	<input type="text" value="3"/>	<input type="text" value="Term Grade"/>	<input type="text" value="Term Grade"/>
<input checked="" type="checkbox"/> 04) 2350-8 US History B	<input type="text" value="3"/>	<input type="text" value="Term Grade"/>	<input type="text" value="Term Grade"/>
<input type="checkbox"/> 04) 2350-8 US History B	<input type="text" value="3"/>	<input type="text" value="Term Grade"/>	<input type="text" value="Mid-Term (Progress)"/>
<input type="checkbox"/> 04) 2350-8 US History B	<input type="text" value="3"/>	<input type="text" value="Term Grade"/>	<input type="text" value="Final Grade"/>

1. If only a specific section(s) and standard/grading task should be selected for posting, uncheck the Select All checkbox at the top of the Section column. This will be selected by default. Sections to be included in the posting of grades will need to be manually selected. Individual sections may also be manually deselected.
2. If the term from which grades should be posted is the same for all courses, select the term in the Post from Term dropdown list at the top of the Post from Term column.
3. If the standard or grading task from which grades are being posted is the same for all courses, select it in the Post from Standard/Grading Task dropdown list at the top of the Post from Standard/Grading Task column. This will change what is displayed in the corresponding dropdown lists for the sections listed.
4. Individual "posting from" selections may be made for sections if the term, standard or grading task varies by section.
5. Click Next.

Multi-Post Grades: Step 2

15-16 Harrison High

Collapse All

Section ▲	Post from Term	Post from Standard/Grading Task	Post to Standard/Grading Task	New/Updated Grades	No Grades
01) 2150-1 Geography B	3	Term Grade	Term Grade	12	0
04) 2350-8 US History B	3	Term Grade	Term Grade	25	0

Back Post Close

6. If desired, individual student grades may be reviewed by selecting a specific section. The number of grades being posted will be displayed in the New/Updated Grades column. The number of students for whom there are no grades to post will be displayed in the No Grades column.
7. When finished, click Post.

## Multi-Post Grades: Step 2

Your grades have been posted successfully

### 15-16 Harrison High

[Collapse All](#)

Section ▲	Post from Term	Post from Standard/Grading Task	Post to Standard/Grading Task	New/Updated Grades	No Grades
01) 2150-1 Geography B	3	Term Grade	Term Grade	12	0
04) 2350-8 US History B	3	Term Grade	Term Grade	25	0

Back

Close

## Overwrite Existing Grades

### Multi-Post Grades: Step 1

#### 15-16 Harrison High

Post to Filter: Term  Section  Task

☐ Overwrite Existing Grades

☒ Select All [Collapse All](#)

Section ▲	Post from Term	Post from Standard/Grading Task	Post to Standard/Grading Task
<input checked="" type="checkbox"/>	<input type="text" value="3"/>	<input type="text" value="Mid-Term (Progress)"/>	<input type="text" value="Mid-Term (Progress)"/>
<input checked="" type="checkbox"/> 01) 2150-1 Geography B	<input type="text" value="3"/>	<input type="text" value="Mid-Term (Progress)"/>	<input type="text" value="Mid-Term (Progress)"/>
<input checked="" type="checkbox"/> 01) 2150-1 Geography B	<input type="text" value="3"/>	<input type="text" value="Term Grade"/>	<input type="text" value="Term Grade"/>
<input checked="" type="checkbox"/> 03) 4150-13 Physical Science B	<input type="text" value="3"/>	<input type="text" value="Mid-Term (Progress)"/>	<input type="text" value="Mid-Term (Progress)"/>
<input checked="" type="checkbox"/> 03) 4150-13 Physical Science B	<input type="text" value="3"/>	<input type="text" value="Term Grade"/>	<input type="text" value="Term Grade"/>
<input checked="" type="checkbox"/> 04) 2350-8 US History B	<input type="text" value="3"/>	<input type="text" value="Term Grade"/>	<input type="text" value="Term Grade"/>
<input checked="" type="checkbox"/> 04) 2350-8 US History B	<input type="text" value="3"/>	<input type="text" value="Mid-Term (Progress)"/>	<input type="text" value="Mid-Term (Progress)"/>
<input checked="" type="checkbox"/> 04) 2350-8 US History B	<input type="text" value="3"/>	<input type="text" value="Final Grade"/>	<input type="text" value="Final Grade"/>

Next

Close

- If desired, use the Post to Filter dropdown lists to limit the posting options to a specific term, section and/or task.
- Mark the Overwrite Existing Grades checkbox.
- If only a specific section(s) and standard/grading task should be selected for posting, uncheck the Select All checkbox at the top of the Section column. This will be selected by default. Sections to

be included in the posting of grades will need to be manually selected. Sections may also be manually deselected.

11. If the term from which grades should be posted is the same for all courses, select the term in the Post from Term dropdown list at the top of the Post from Term column.
12. If the standard or grading task from which grades are being posted is the same for all courses, select it in the Post from Standard/Grading Task dropdown list at the top of the Post from Standard/Grading Task column. This will change what is displayed in the corresponding dropdown lists for the sections listed.
13. Individual "posting from" selections may be made for sections if the term, standard or grading task varies by section.
14. Click Next.
15. Review the posting from and to options before overwriting posted grades. If desired, individual student grades may be reviewed by selecting a specific section. The number of grades being updated will be displayed in the New/Updated Grades column. The number of students for whom there are no grades to post will be displayed in the No Grades column.
16. When finished, click Post.

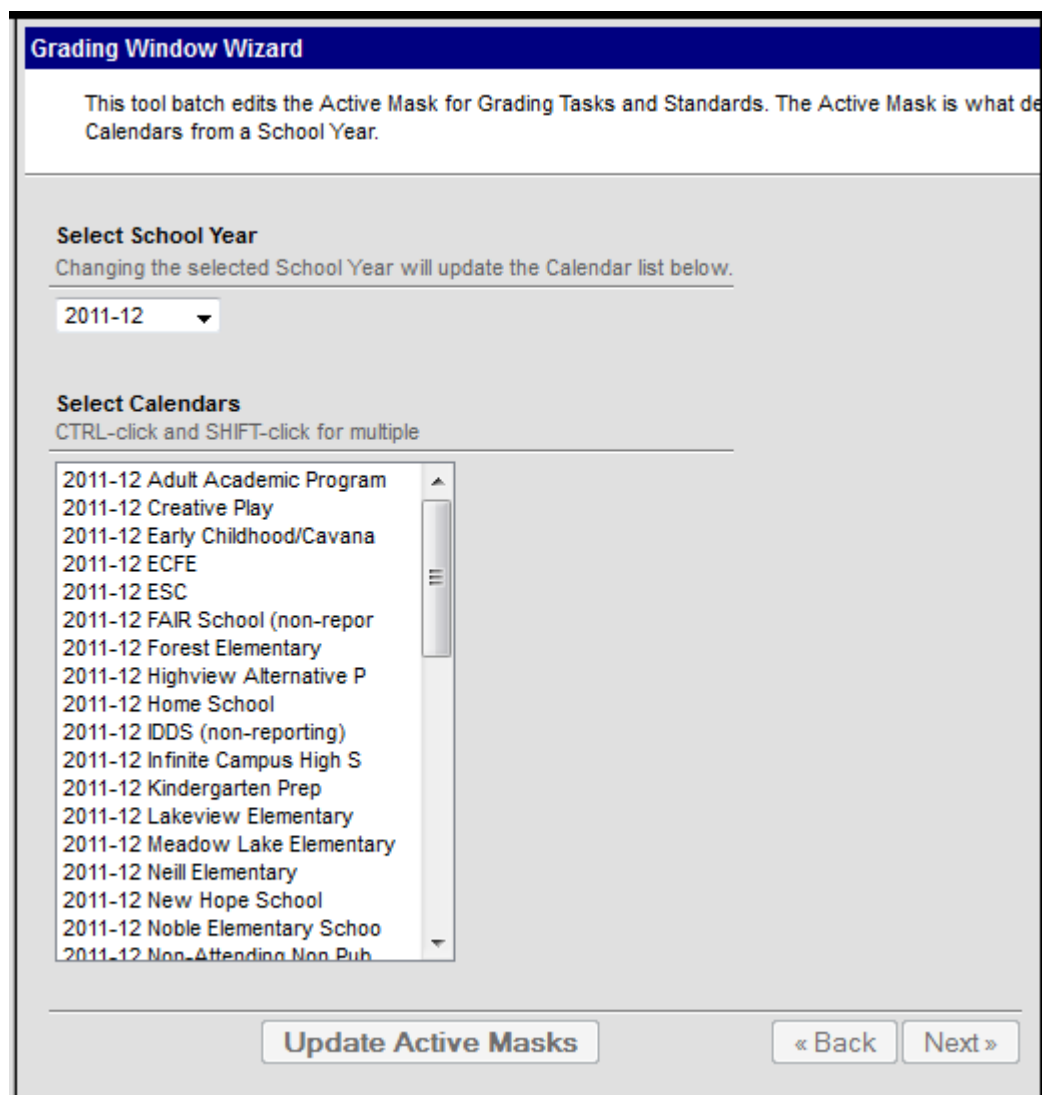
# Grading Window

PATH: Grading & Standards>Grading Window

## Opening the Grading Window

### Year and Calendar

The first screen of the wizard includes Year and Calendar selection.



The screenshot shows the 'Grading Window Wizard' window. At the top, a blue header bar contains the title 'Grading Window Wizard'. Below the header, a text box explains: 'This tool batch edits the Active Mask for Grading Tasks and Standards. The Active Mask is what de... Calendars from a School Year.' The main area is divided into two sections. The first section, 'Select School Year', includes a note 'Changing the selected School Year will update the Calendar list below.' and a dropdown menu currently showing '2011-12'. The second section, 'Select Calendars', includes a note 'CTRL-click and SHIFT-click for multiple' and a list box containing various school calendars for the 2011-12 year, such as '2011-12 Adult Academic Program', '2011-12 Creative Play', '2011-12 Early Childhood/Cavana', '2011-12 ECFE', '2011-12 ESC', '2011-12 FAIR School (non-repor', '2011-12 Forest Elementary', '2011-12 Highview Alternative P', '2011-12 Home School', '2011-12 IDDS (non-reporting)', '2011-12 Infinite Campus High S', '2011-12 Kindergarten Prep', '2011-12 Lakeview Elementary', '2011-12 Meadow Lake Elementary', '2011-12 Neill Elementary', '2011-12 New Hope School', '2011-12 Noble Elementary Schoo', and '2011-12 Non-Attending Non Pub'. At the bottom of the window, there are three buttons: 'Update Active Masks', '« Back', and 'Next »'.

Image 2: Selecting a Year and Calendars

1. Select the **School Year**. **Calendars** will populate in the list below based on the Year.
2. Select the Calendar(s) for which the Grading Window should be opened.
3. Click **Next** to proceed to the next screen of the wizard.

## Grading Tasks and Standards

The second screen of the wizard lists [Grading Tasks](#) aligned to Courses in the selected Calendar(s).

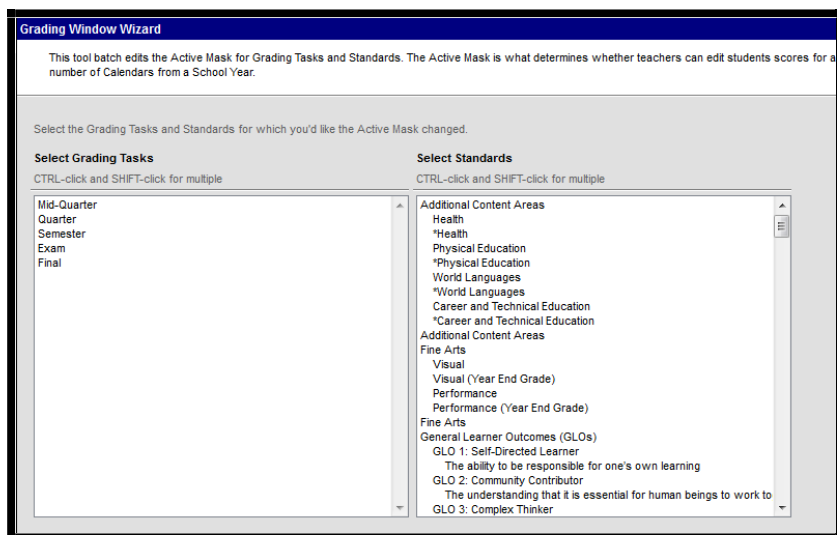


Image 3: Selecting Grading Tasks and Standards

1. Select the Grading Tasks for which the Grading Window should be opened.
2. Click **Next** to proceed to the next screen of the wizard and select specific Terms.

## Terms

Users have the option of only opening the Grading Window for the selected Terms.

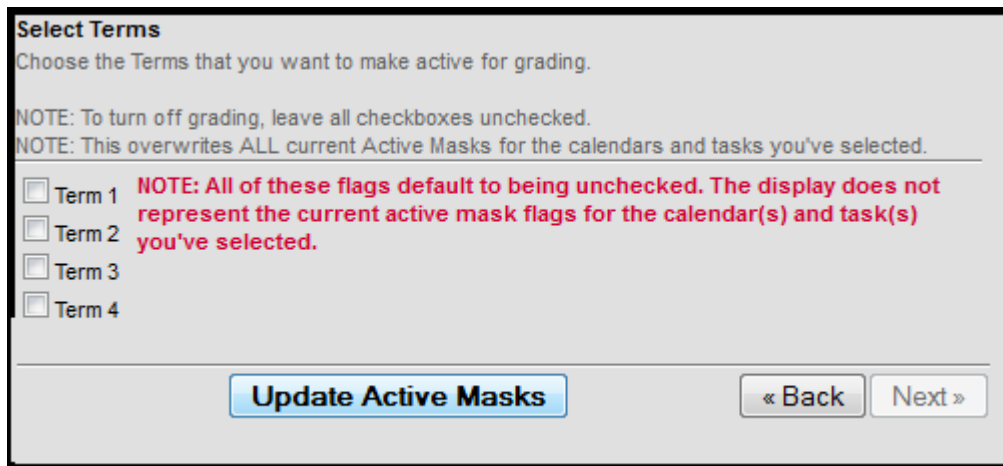


Image 4: Selecting Terms

1. Mark the checkbox next to the Terms for which the Grading Window should be opened.
2. Click **Update Active Masks** to open the grading window for the selected items in the selected terms.

The Active Mask checkboxes for the Terms marked will be selected on the Course's [Grading Tasks](#).

Any selections made in this wizard will override existing settings. Terms that are not marked in the wizard will not be changed from their existing setting.

## ***Closing the Grading Window***

1. To close the Grading Window for the selected tasks and standards, leave all **Term** checkboxes **unmarked** in the last screen of the wizard.
2. Click **Update Active Masks** and the grading window will be closed for any **Term** that is not checked.

**Select Terms**

Choose the Terms that you want to make active for grading.

NOTE: To turn off grading, leave all checkboxes unchecked.

NOTE: This overwrites ALL current Active Masks for the calendars and tasks you've selected.

☐ Term 1

☐ Term 2

☐ Term 3

☐ Term 4

**NOTE: All of these flags default to being unchecked. The display does not represent the current active mask flags for the calendar(s) and task(s) you've selected.**

**Update Active Masks**   « Back   Next »



# Edit/Enter Posted Grades (Office)

## Grading By Task (Section)

[Grading by Task Editor](#) | [Grade Comments](#) | [Enter Individual Scores for Students](#) | [Mass Enter Scores for Students who do not Currently have Scores](#) | [Mass Enter Scores for All Student](#)

**PATH:** *Scheduling > Courses > Section > Grading by Task*

The **Grading by Task** tool allows office personnel to enter and/or edit scores for grading tasks. A list of grading tasks assigned to the course displays at the top. When selected, scores will be entered for that task.

**0003-1 Skills Seminar A I**  
Teacher: Administrator, System

Section Staff History Roster Attendance **Grading By Task** Grading By Student Ros

Save

Q4 - Quarter

**Fill Grades**

Task	Percent	Score	Comments
Q4 - Quarter			

Select items to fill: ☐ Percent ☐ Score ☐ Comments

Name	Percent	Score	Comments
09 <b>Student, Cody</b> Drop: 09/13/2013 #123456		B-	
09 <b>Student, Maren</b> #234567		A	
09 <b>Student, Dean</b> Drop: 08/29/2013 #345678		D-	

### Section Grading by Task

Grading tasks are assigned to courses on the [Course Grading Task](#) tab. In order for teachers to record scores using the [Post Grades](#) tool, the Active Mask must be turned on for the term and grading task.

**This does not apply for the Section Grading by Task tool.** This is because the active mask should only be set for a period of time, allowing teachers to enter grades up to a certain date. Then the office staff can generate report cards and such. If teachers need to change grades after

the active mask is turned off, either the grading window will need to be opened again, or the office can make grade changes using this tool.

## Grading by Task Editor

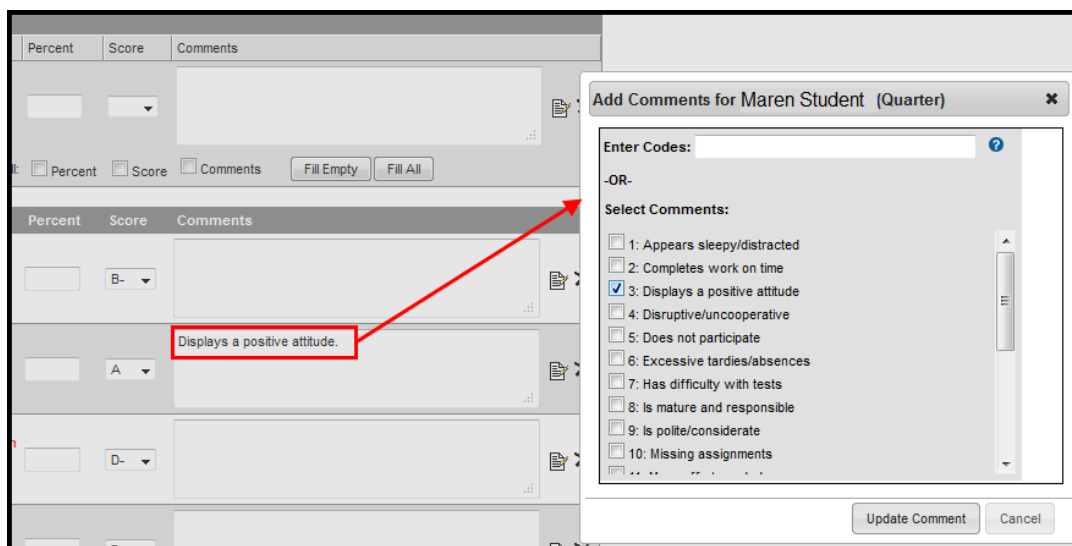
The following image defines the options available on the Grading by Task editor.

The screenshot shows the 'Grading by Task Editor' interface for course '0003-1 Skills Seminar A'. The interface includes a left sidebar with navigation links (Index, Search, Help, Student Information, Instruction, Census, Behavior, Health, Attendance, Scheduling, Courses, Add Course, Schedule Wizard, Schedule Gap Filter, Scheduling Build Constraints, Student Gap Scheduler, Lunches, Scheduling Group, Trials, Reports) and a main content area. The main content area has a 'Save' button, a 'Section' dropdown (Q4 - Quarter), and a 'Grading By' dropdown. Below these is a 'Fill Grades' section with a table for grading tasks. The table has columns for 'Task', 'Percent', 'Score', and 'Comments'. The 'Task' column shows 'Q4 - Quarter'. The 'Percent' column has a dropdown (B-). The 'Score' column has a dropdown (A). The 'Comments' column has a text input field with the value 'Displays a positive attitude.' and a 'Notepad' icon. Below the table are buttons for 'Fill Empty' and 'Fill All'. The table lists three students: '09 Student, Cody' (Drop: 09/13/2013, #123456), '09 Student, Maren' (Drop: 08/29/2013, #234567), and '09 Student, Dean' (Drop: 08/29/2013, #345678). Annotations with red boxes and arrows point to various elements: 'List of all grading tasks assigned to the course that are available for grading.' points to the 'Task' column; 'Mass fill scores for all students by selecting the score from the dropdown list and clicking the Fill All button to apply the score to all students, or click the Fill Empty button to apply the score to students who do not already have a score.' points to the 'Fill Empty' and 'Fill All' buttons; 'Student's last and first name, grade level of enrollment and student ID number. If the student has dropped the section, the name appears in red.' points to the student names; 'Displays a positive attitude.' points to the comment text; 'Canned Comments field entered by clicking the Notepad icon or removed by clicking the X.' points to the 'Notepad' icon; and 'Percentage the student received in the course and the letter grade assigned to the percentage.' points to the 'Score' column.

Grading by Task Editor

## Grade Comments

Canned Grading Comments can also be entered for the scores. One comment can be entered for a student by marking the appropriate checkbox. The comment will populate in the Comments field when the user selects the **Update Comment** button.



### *Canned Comments Entry*

Remove selected comments from the pop-up window by clicking the **Cancel** button. Remove comments from the **Comments** field by clicking the X.

## **Enter Individual Scores for Students**

1. Select the **Grading Task** to assign scores from the dropdown list.
2. Select the **Score** for the student from the dropdown list.
3. Enter a comment for the student using only the **Canned Comments** by clicking the Notepad icon.
4. Repeat these steps for all students in the section.
5. Click the **Save** icon when finished.

## **Mass Enter Scores for Students who do not Currently have Scores**

1. Select the **Grading Task** to assign scores from the dropdown list.
2. Enter the **Score** for the students who do not currently have scores.
3. Click the **Fill Empty** button. Scores will be populated for the students (but not percentages).
4. Enter a **Comment** for the student using only the **Canned Comments** options by clicking the Notepad icon.
5. Click the **Save** icon when finished.

## **Mass Enter Scores for All Students**

1. Select the **Grading Task** to assign scores from the dropdown list.
2. Enter the **Score** for the students who do not currently have scores.
3. Click the **Fill All** button. Scores will be populated for the students (but not percentages).
4. Enter a **Comment** for the student or score using the **Canned Comments** options by clicking the **Notepad** icon.
5. Click the **Save** icon when finished.

# Mid Term Progress Report Card (Office)

[Report Card Options](#) | [Generating Report Cards using Display Options](#) **PATH:** [Grading and Standards > Reports > Report Card](#)

The Report Card Batch will print student scores based on the options selected in the editor for multiple students *en masse*.

When the student has multiple enrollments in the same school year, Report Cards print for each school in which the student was enrolled.

## Margin Size

The following table describes the default margin size for portrait and landscape report cards:

Report Type	Portrait	Landscape
Conventional	Paper Size: Letter (8.5in X 11in)	Paper Size: A4 (210mm X 297mm)
	All Pages Top Margin: 0.333in	First Page Top Margin: 0.167in
	All Pages Bottom Margin: 0.333in	Remaining Pages Top Margin: 0.333in
	All Pages Left Margin: 0.5in	First Page Bottom Margin: 0.167in
	All Pages Right Margin: 0.5in	Remaining Pages Bottom Margin: 0.333in
		All Pages Left Margin: 0.5in
		All Pages Right Margin: 0.5in

## Create Progress Report

1. Click **Grading and Standards**
2. Click **Reports**
3. Select **Report Card**
4. Select **Display Options**
5. Enter **Report Display Name**
6. Select **Report Type = Conventional Report Card**
7. **Report on Terms = Main-Quarters**
  - a. If you want only one term to print, just select that term and select **Exclude all prior terms from printing**.
  - b. If you want all available terms to print, select Term you are printing for (Don't select Exclude all prior terms from printing)
8. Choose desired **Page Layout**
9. Select desired **Display/Header Options**
10. Enter a **School Comment**, if desired to print on all report cards.
11. Select an **Ad Hoc Filter** or **Grade** level
12. Select **Active Only** to exclude inactive students
13. Select **Generate Report**

## Report Card Options

The following defines the available options on the Report Card Batch.

Option	Description
<b>Report Options</b>	HI does not have any pre-defined report cards set, so this option will be empty.
<b>Display Options</b>	<p>If there is no report card available in the Report Options dropdown list, choose the items to display from the Display Options list.</p> <p>Enter “Progress Report” or other wording to display on the report.</p>
<b>Report Display Name</b>	<div> <div> <b>Aiea High School</b>  981276 Ulune St  Aiea, HI 96701  (808)305-6500 </div> <div> <b>Student, High School</b>  2015 - 2016 Progress Report  Grade: 09  State ID: 25487901  Generated on 08/25/2016 05:04:20 AM </div> </div>
<b>Ad hoc Filter or Grade</b>	Select the students to include in the report from an existing ad hoc filter. Only those students included in the filter will have a report card generated for them (if they meet the requirements of the report card). Or, select students by a grade level. All students in the school can be selected at one time, but it is recommended to limit the number of students included in each batch.
<b>Active Only</b>	Marking this checkbox includes only those students who are actively enrolled as of the entered Effective Date.
<b>Effective Date</b>	<p>The entered date reflects the date by which students are actively enrolled. If all students regardless of active enrollment should be included in the report, remove the mark from the Active Only checkbox; this disables the Effective Date field. This field displays the current date but can be modified by typing in <i>mmddyy</i> format or using the calendar icon to select a date.</p> <p>The Report Cards can be sorted in the following ways:</p>
<b>Sort Options</b>	<ul style="list-style-type: none"> <li>• <b>Alphabetical</b> - report cards are printed alphabetically by last name.</li> <li>• <b>Grade/Alpha</b> - report cards are printed numerically by grade level, and then alphabetically by last name within the grade level.</li> <li>• <b>Zip Code</b> - report cards are printed in ascending zip code order, best for bulk mailings.</li> <li>• <b>Teacher</b> - report cards are printed alphabetically by teacher last name, based on the student's teacher assignment for the selected period.</li> </ul>
<b>Teacher Sort Options</b>	When the <b>Teacher Sort</b> option is selected, options for selecting the <b>Calendar</b> of enrollment, the <b>Effective Date</b> and the <b>Period</b> of the day appear. If a student does not have a teacher for the selected period in the calendar for the effective date chosen, the student's report card prints first and the teacher's name will be blank.

# Custom Report Card School Wide Comments (Office)

*PATH: System Administration>Calendar>Calendar>Calendar tab*

School wide comments can be entered here for each term. Comments will print on all report cards printed for that term.

The screenshot shows the Infinite Campus system interface. On the left is a navigation menu with categories like 'User Communication', 'Assessment', and 'System Administration'. Under 'System Administration', 'Calendar' is selected. The main content area is titled '16-17 Aiea High' and has tabs for 'Calendar', 'Grade Levels', and 'Schedule Structure'. The 'Calendar' tab is active, showing a 'Save' button and a 'Comments' section. The 'Comments' section has a checkbox and a text area labeled 'School wide comment goes here.' Below this are sections for 'Saved Q1 Report Card Comments' and 'Saved Q2 Report Card Comments'.

1. Type comment in the appropriate term box.
2. Click **Save**.

# Print HI Custom Secondary Report Card

**PATH:** *Grading and Standards>Reports>Custom Secondary Report Card*

Registrars can print report cards by Ad Hoc Filter, Grade or by individual student.

1. Select **Ad Hoc Filter, Grade or Student** to print report card
2. **Active Only** defaults, but if you wish to see inactive students, deselect.
3. Current date will default for **Effective Date**, and can be changed to any enrollment effective date.
4. **Select Term** that is desired for printing
5. Select **Cumulative GPA**, if desired.
6. Select **Print Class Rank**, if desired.
7. Select **Print Multiple Mailing Address**, if desired.
8. Select **Print Front/Back**, if desired.
9. Select **Promotion/Retention Status**, if desired.
10. Select **Term Display (Quarters/Trimesters)**
11. Select *Sort Detail Options*
12. Select **Sort Options** (If distributing by teacher/period, the effective date must be a date that includes that period).
13. Click **Generate Report**
14. Print using Adobe PDF print options.

# Transcript Post

[Checklist for Posting Transcripts](#) | [Use the Post Transcripts Wizard](#)

**PATH:** *System Administration > Student Portfolio > Transcript Post*

The **Transcript Post** will take a snapshot of only the students' final marks and post them to the students' transcript. If no final marks are ready for posting, then no marks will post to the transcript.

**NOTE:** The Transcript post can be ran multiple times, however, it will not overwrite a previously posted mark.

*Post to Transcripts Editor*

## **Checklist for Posting Transcripts**

- Verify [all grades have been reported](#) for all students.
  - *Grading and Standards>Reports>Grades Report*
    - Run the report for **Missing Grades**
  - **Mark Verification Report**
    - *HIDOE Custom Reports>HIDOE Mark/Grade/GPA/Honor Reporting>HIDOE Mark Verification Report*
- Verify the [grade the student received is correct](#).
  - After posting transcripts, only manual changes can be made to this grade.

## **Using the Post Transcripts Wizard**



**Index**   **Search**   **Help**   **<**

▸ User Communication  
▸ Assessment  
▼ System Administration  
    ▸ Attendance  
    ▸ Auditing  
    ▸ Batch Queue  
    ▸ Calendar  
    ▸ Census  
    ▸ Counseling  
    ▸ Custom  
    ▸ Data Defining Tools  
    ▸ Data Interchange  
    ▸ Data Utilities  
    ▸ Digital Repository  
    ▸ Finance  
    ▸ Grading & Standards  
    ▸ Health  
    ▸ Lockers  
    ▸ Medicaid  
    ▸ Messenger  
    ▸ PLP  
    ▸ Portal  
    ▸ Preferences  
    ▸ Resources  
    ▸ Response to Intervention  
    ▸ School Choice  
    ▸ Special Ed  
    ▸ Student  
    ▼ Student Portfolio  
    **Transcript Post**  
    ▸ Supervise

**Post Grades to Transcripts**

This tool will take a snapshot of grades and post them to the students' permanent transcript. This tool can be run and updated on the student's transcript.

**Select Calendars**  
Which calendar(s) would you like to include in the report?  
☒ active year  
☐ list by school  
☐ list by year  
 14-15  
 14-15 Elementary  
 14-15 Middle  
 14-15 High School  
 CTRL-click or SHIFT-click to select multiple

**Select Credit Groups**  
 -0 Parent VC  
 -0 Child VC  
 -Electives (INACTIVE)  
 -1 HS Credits  
 -Drivers Ed  
 -Elective -Vocational  
 -Electives  
 -English Part A  
 -Finance  
 -Fine or Practical Arts  
 -Foreign Language  
 -GED  
 -Health/P.E.  
 -Science  
 -Science Part A  
 CTRL-click or SHIFT-click to select multiple

**Select Terms**  
 No term specified  
 Term 1  
 Term 2  
 Term 3  
 Term 4  
 CTRL-click or SHIFT-click to select multiple

**Select Grades**  
 All grades  
 00  
 01  
 02  
 03  
 CTRL-click or SHIFT-click to select multiple

☒ Post Score Comments to Transcript

### Post to Transcripts Editor

1. Select the **Calendars** for which to post transcripts, if appropriate
2. Select the **Credit Groups** for which to post transcripts.
3. Select the **Terms** for which to post the transcripts.
4. Select the **Grade Levels** of the students where the transcript grades will be posted.
5. Mark the **Post Score Comments to Transcript**.
  - a. If selected, will only show on student transcript tab comments, will not print on the custom transcript.

Summary		Enrollments		Schedule		Attendance		Flags		Grades		Transcript		HIDOE GPA	
<div><div></div><div>New</div></div>	<div><div></div><div>Batch Add</div></div>	<div>Choose a Transcript Format...▼</div>													
Courses Taken 2015-2016 Grade 09															
	Course	Standard	Repeat Course	Mark	GPA Value		Bonus	GPA Wt.	Credit/Category.	Term	Comments				
					weighted	unweighted									
<div><div></div><div>Edit</div></div>	PEP1010, PHY ED-LIFETIME ACTIVITIES			A	4.0000	4.0000		0.5000	0.500 Required PE Elective	1-2					
<div><div></div><div>Edit</div></div>	SPH2603, PHY SCI			A	4.0000	4.0000		1.0000	1.000 Science	1-4	Needs improvement in planning and time/resource management. Missing assignments projects, and/or quizzes/tests.				

- Click the **Run** icon. The process may take a little time to run. When finished, a confirmation message will display indicating how many grades were posted.
- Click the **OK** button when finished.
- Navigate to the student's Transcript tab to review the posted grades. (Student Information>General>Transcript)

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System Administrator
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General
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Academic Planning

### Student, High School

Grade: 09 #25487901 DOB: 12/19/2001 Gender: F

Credit Summary	Assessment	Behavior	Transportation	Fees	Lockers	Grade
AdHoc Letters	Waiver	Records Transfer	Report Comments	FERPA	Athletic Eligibility	
Promotion and Retention	Federal Impact Aid Data	Special Services	Homeless HCL Data Entry			

Summary	Enrollments	Schedule	Attendance	Flags	Grades	Transcript
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 New
 Batch Add
Choose a Transcript Format... ▼