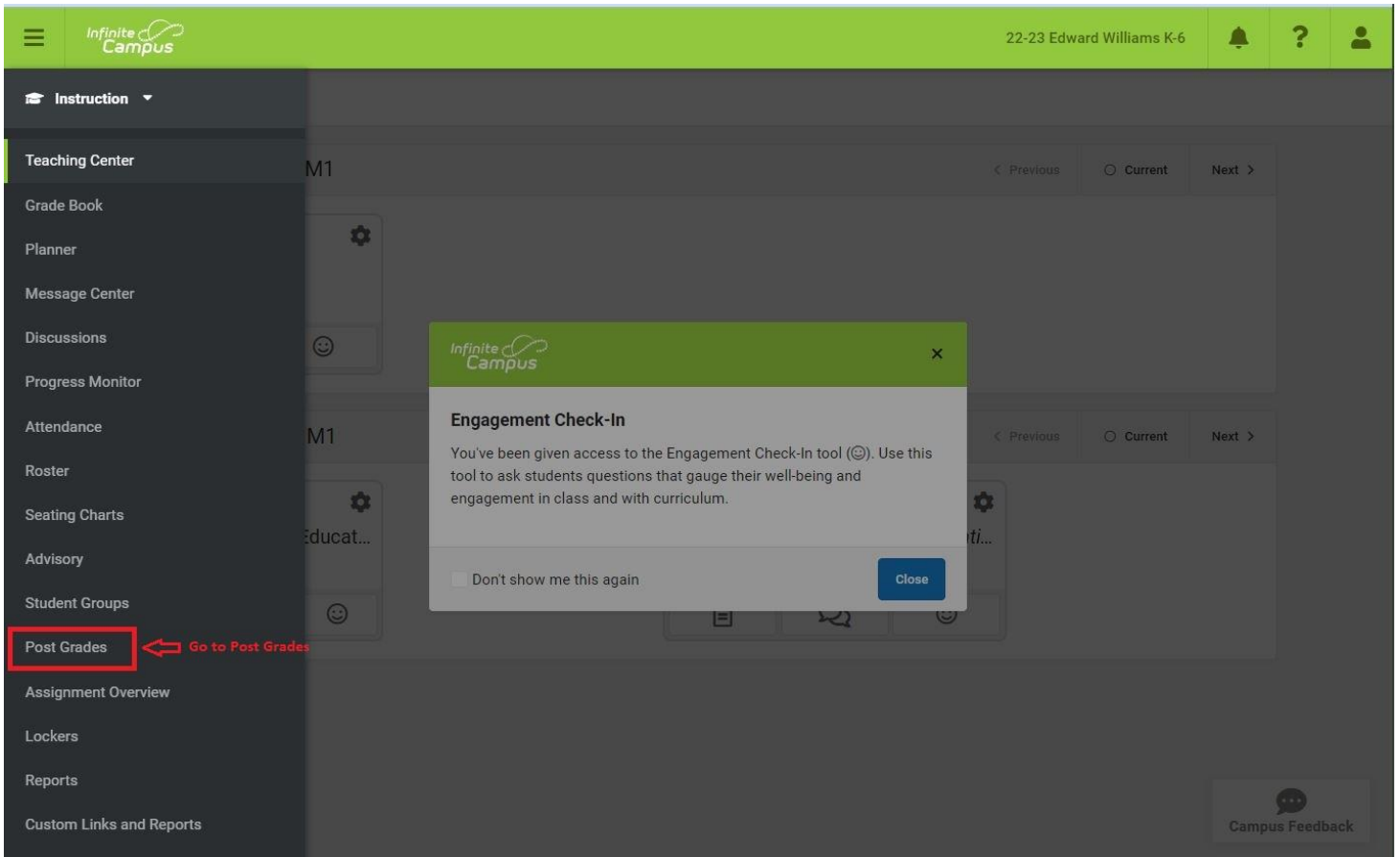


# How to Post Grades K-6

1. To post grades for K-6 Standards, teachers should log into Infinite Campus, then go to Campus Instruction, and go to the **Post Grades** section.



2. Teachers should make sure they are working in the correct Term, Course, and Section.



3. Teachers should enter the Grade and any RC Comments from the list of canned comments. Percent is not applicable for Standards and can be ignored. Don't forget to **Save** after making changes!

Infinite Campus

22-23 Edward Williams K-6

Term M1 (09/07/22 - 11/18/22) | Section 7) 0009X0-1 GYM KF | Task PE.OVA: Overall Level

Save

Filter

Fill Percent, Grade, Comment

Multi-Post Grades

Graphs

Show

Post by Standard/Grading Task

Post by Standard/Grading Task

Students	N/A for standards	Percent	Posted			Grade	In-Progress Evidence
			Grade	Report Card Comments	Canned Comment		
KF					Manage		Enter the Grade and any comments. Percent is not applicable for standards.
KF					Manage		
KF					Manage		
KF					Manage		
KF					Manage		
KF					Manage		
KF					Manage		
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KF					Manage		
KF					Manage		

4. Teachers can apply the same Grade and comments to multiple students by using the **Fill** feature.

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

☐ Percentage

☒ Grade

4 ▼

☒ Comment

Actively participates. Assignments missing/poor effort. Cutting class. Easily distracted. Great attitude. Medically excused. Must report for extra help. Often absent.

Students

All ▼

**Canned Comments**

Selection Method

Enter Code(s):

Choose Comment(s):

- ☒ ENG01: Actively participates
- ☐ ENG02: Always tries his/her best
- ☒ ENG03: Assignments missing/poor effort
- ☐ ENG04: Conscientious and hard working student
- ☒ ENG05: Cutting class
- ☐ ENG06: Disruptive behavior
- ☒ ENG07: Easily distracted
- ☐ ENG08: In Danger of Failing – call for conference
- ☒ ENG09: Great attitude
- ☐ ENG10: Incomplete notebook
- ☒ ENG11: Medically excused
- ☐ ENG12: Must make up tests
- ☒ ENG13: Must report for extra help
- ☐ ENG14: Newly admitted to class
- ☒ ENG15: Often absent
- ☐ ENG16: Often late to class

5. Repeat the steps for other Standards.