

POSTING SEMESTER GRADES

HIGH SCHOOL TEACHER INSTRUCTIONS

SEMESTER GRADE

Choose a course on the drop down menu.

Year School Section

Go to **Gradebook**

- Student Information
 - General
 - Health
- Instruction
 - Attendance
 - Gradebook

In the Task drop down list choose **Semester Grade** for the term to post. Right click with the mouse in the green area under the % or Grade column heading.

Select a task:

You will get this window.

T1 - Semester Grade

Post Grades

Post Grades to other task ▶

%	Grd	%	Grd
100.00	A	right click in	the green area
100.00	A	to bring up	the posting
100.00	A	menu	
100.00	A		
100.00	A		
100.00	A		
100.00	A		


T1 - Semester Grade

Post Grades

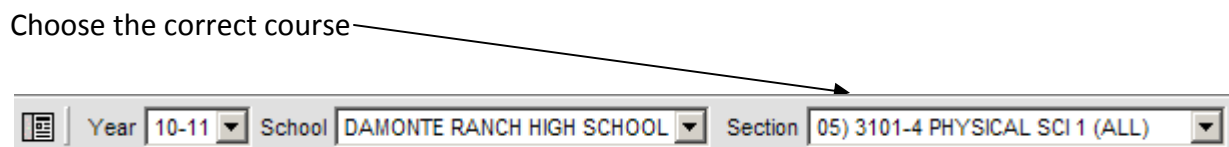
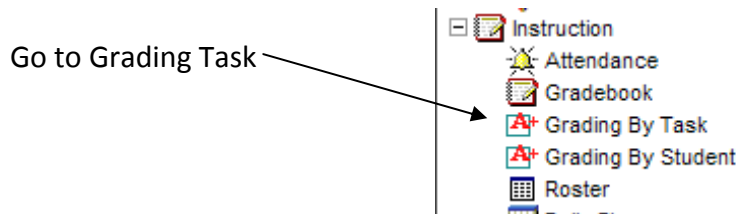
Post Grades to other task ▶

Choose **Post Grades**.

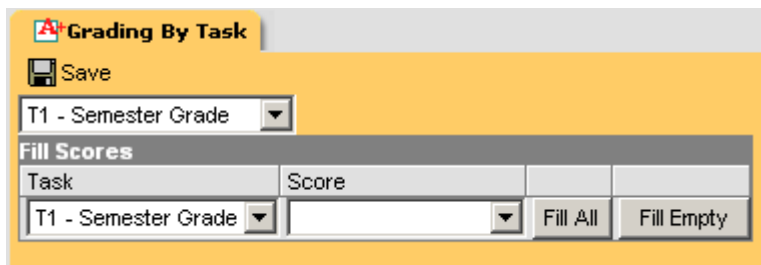
Grades will appear in the green column transferred from the yellow column. If there are no grades in the yellow column, check the Troubleshooting Posting Grades and the Gradebook page in this manual.

Choose **Save**.  Repeat the same process for the remaining sections.

ADDING COMMENTS TO SEMESTER GRADE



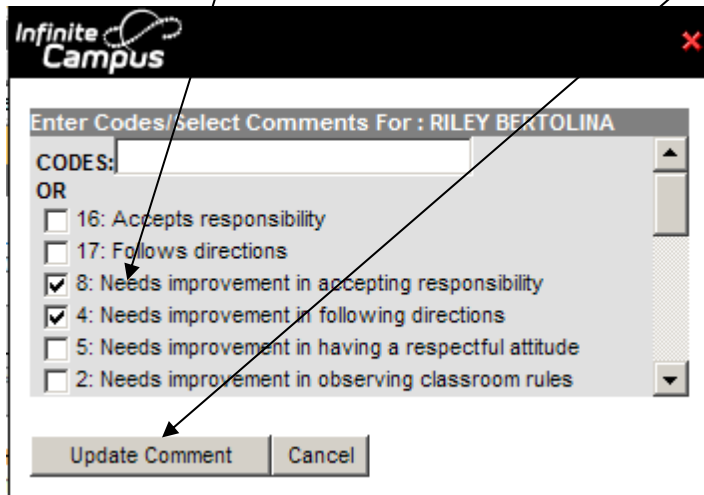
Ensure you are in the right grading task: Term and Semester Grade.



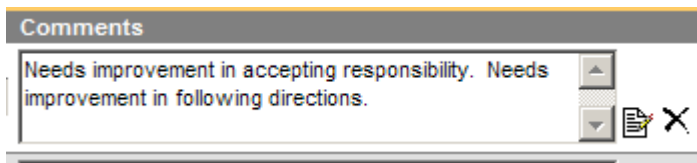
You must choose a canned comment by clicking on the paper symbol.



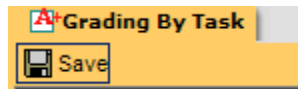
Choose up to 3 comments. When done choose **Update Comment**. You can also type in the codes to match with the comment in the CODES: field. To add more than one comment, separate each number with a comma.



The comments will appear in the comments column.



Choose **Save** when done.

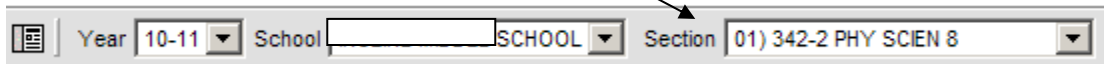


To remove a comment choose the **X** symbol and all comments will be removed.

Repeat the process with the remaining students who have semester and citizenship grades posted.

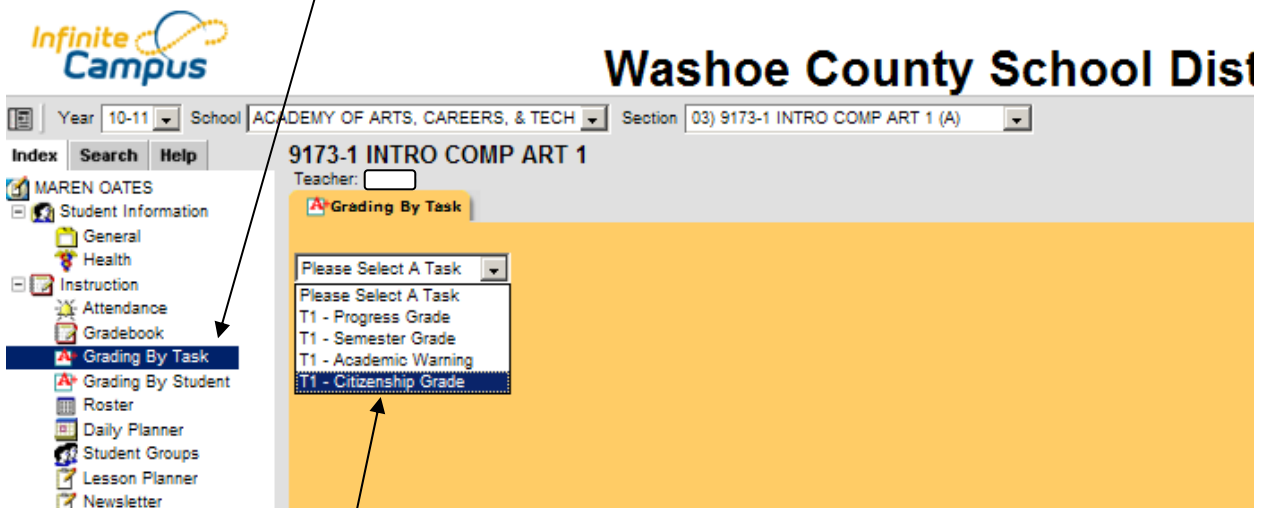
CITIZENSHIP GRADES TEACHER INSTRUCTIONS

Choose a course on the drop down menu.



Year 10-11 School SCHOOL Section 01) 342-2 PHY SCIEN 8

Choose Grading By Task.



Infinite Campus
Washoe County School Dist

Year 10-11 School ACADEMY OF ARTS, CAREERS, & TECH Section 03) 9173-1 INTRO COMP ART 1 (A)

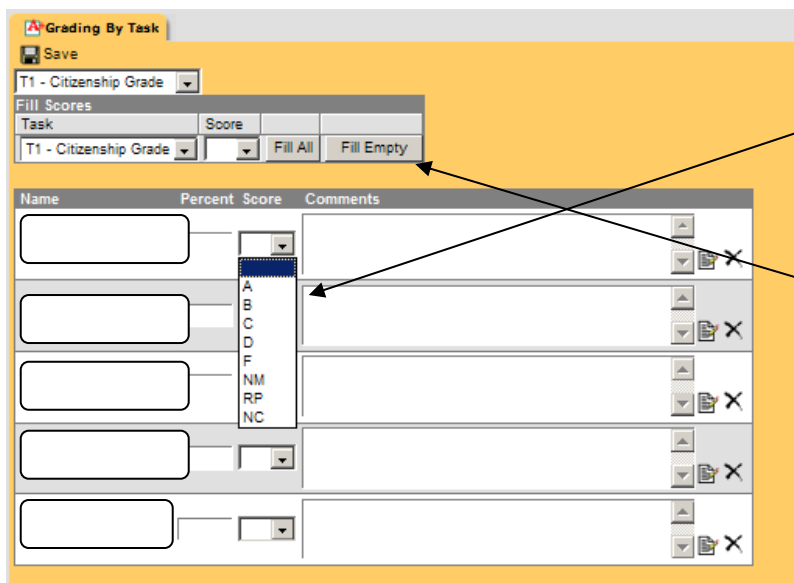
9173-1 INTRO COMP ART 1
Teacher: []

Grading By Task

Please Select A Task

- Please Select A Task
- T1 - Progress Grade
- T1 - Semester Grade
- T1 - Academic Warning
- T1 - Citizenship Grade

Choose Citizenship Grade



Grading By Task

Save

T1 - Citizenship Grade

Fill Scores

Task	Score	Fill All	Fill Empty
T1 - Citizenship Grade			

Name	Percent Score	Comments

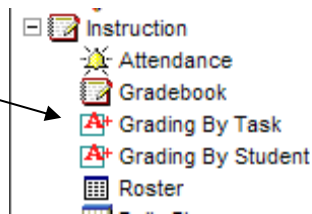
Choose a citizenship grade from the pull down menu for each student.

You may also choose a score for all students and use the Fill All or Fill Empty options.

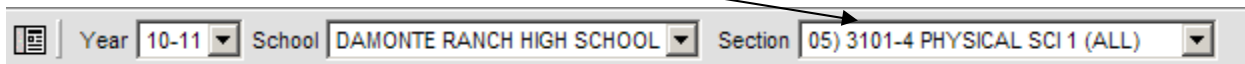
Remember to Save!!!!

ADDING COMMENTS TO CITIZENSHIP GRADE

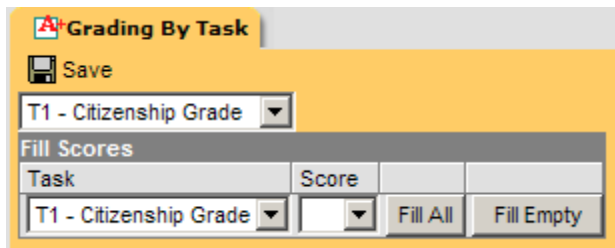
Go to Grading Task.



Choose the correct course.



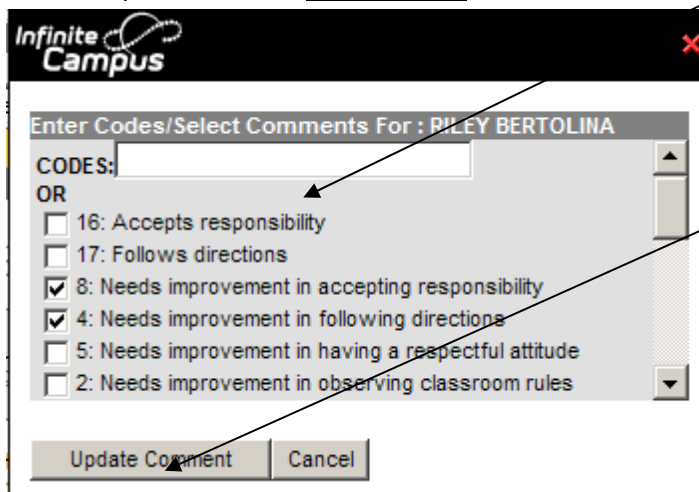
Ensure you are in the right grading task: Term and Citizenship Grade



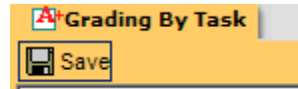
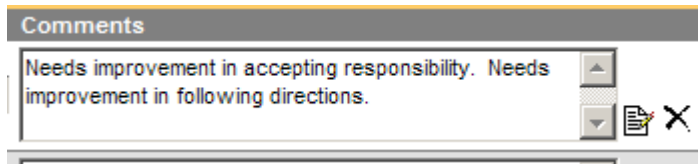
Choose students to add comments. You must choose a canned comment by clicking on the paper symbol.




Choose up to a total of 3 comments. When done choose **Update Comment**.



The comments will appear in the comments column.



Choose **Save** when done.

To remove a comment choose the  symbol and all comments will be removed.

Continue the process with the next student. Click **Save** for every student you add comments.