

Elem Teachers – Entering Report Card Grades - Cheat Sheet for Infinite Campus

Please use the **Chrome** browser for inputting grades.

Start by clicking **Post Grades**

Post by Standard (default view)

Select the term and Homeroom course
(Note: Dual Language Teachers: Please select homeroom sections 940 or 950 only)

Select the standard to enter rubric grades for.

DO NOT enter comments on the individual standards. See next page for comments.

Click **Post by Student** to enter rubric scores for one student at a time. See next page.

Select the rubric grade

Click **SAVE** when done

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Click **Save** often.

IC Sandbox
If you want to practice entering grades, we have an IC sandbox system setup for teachers. **This is for practice only.** Grades entered into sandbox system are not live and will not display on the official report cards nor will they be copied over to the live system. Same username and password.
[Click here](#) for the IC sandbox or use QR Code below.

Post by Student

Select the term and Homeroom course
(Note: Dual Language Teachers: Please select homeroom sections 940 or 950 only)

Select the student

Click for mass fill of grade.

Select the rubric scores

Comments are **ONLY** to be entered under the last grading item called: "Com: Comments". Comments are only available to the homeroom teacher. Press **CTRL + Shift + L** for spell check.

Note: When selecting a student, it takes about 30 seconds for the screen to display all of the standards.

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Click **Save** often.

Using the spell checker for the comments

Term: 1st (09/02/15 - 12/04/15) Section: Homeroom) 001-100 HR Grade 1 Task: com: Comments

Save Post by Student Fill Percent, Grade, Comment

Students Percent Grade Report Card Comments

01 C This is an exampll. <-- this word is spelled wrong and a red squiggle line appears underneath the word. RIGHT click on the misspelled word and select the correct spelled word (or manually fix the mistake).

Comment Box. Note the misspelled word has a red squiggle line underneath it.

When you **right** click on the misspelled word, this dialog box will open and you can select the correct spelling and the word will be corrected in the comment box.

[Click here](#) for the full elem teacher instructional manual or use the QR code below.

Printing Elementary Report Cards

Custom Elementary Report Card

Parameters
Choose from the list of parameters below.

Calendar:	Post Road Elementary 18-19 !
Grade Level:	***SELECT*** !
Term:	***SELECT*** !
Homeroom Teacher:	***SELECT*** !
Homeroom Section:	***SELECT*** !
Student:	▼
Enrollment End Date:	3/12/2019 !
Sort By:	Student Name Alpha ▼
Language:	English Only ▼
Display Attendance	Yes ▼
Check Roster End Date:	Yes ▼

Note:
! Required Value.

Output
Choose from the list of output choices below and select 'Submit Request'.

Adobe Acrobat Preview Output

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Dual Language Teachers:
Please select 940 or 950 only.
All other teachers select ALL

Screen definitions

- **Calendar:** Verify the correct Calendar Year is selected
- **Grade Level:** Select the Grade Level
- **Term:** select the term (1st, 2nd, 3rd)
- **Homeroom Teacher:** Select teacher name or select All
- **Homeroom Section:** Select All **(Dual Language Teachers: Please select 940 or 950 only)**
- **Student:** Select student name or select All
- **Enrollment Date:** Leave default date
- **Sort By:** Select
 - Student Name Alpha (teachers should leave this choice selected)
 - Homeroom Teacher, Student Name Alpha (use if printing entire grade level from main office)
- **Language:** select
 - English only (System will print out an English report card for all students on roster regardless of home language).
 - Home Primary Language (System will print out a Spanish Language report card ONLY for students whole home language is indicated as Spanish. FYI – home language information is indicated on the student roster screen on Infinite Campus).
 - English and Spanish (System will print out English and Spanish report cards at same time)
- **Display Attendance:** default is Yes (please do not change it, unless main office wants that)
- **Check Roster End Date:** Default Yes

Click Submit Request – PDF file will generate (which you can save, print, etc.)