

Elementary Specials Teachers:

You will have two different ways of posting grades for your students.

- Kindergarten and 1st grades will be posted in a Standards Based Report Card. Below are instructions on how to post grades for them. When you are prompted to select your Standard, your standard will be the name of course you teach (STEAM, PE, MUSIC, etc.)
 - [Standards Gradebook Instructions](#) (PDF)
 - [PK-1st grades: Posting Grades](#) (video)
- 2nd-6th grades can be posted in the traditional Infinite Campus Gradebook if you normally like to give them assignments. However, if you usually only post one grade per student per nine weeks, you can use the “Post Grades” option for them as well. ***Because your 2nd-6th graders have a different report card, you will have to wait to post their grades until the grading window is open (usually about one week before the end of the 9 week term).**

Below are the instructions on how to post your grades for your 2nd-6th grades if you choose to use the “Post Grades” method and just give them one grade per 9 weeks instead of using the Gradebook.



1. From within IC Instruction mode, look for the “Post Grades” option in the lower portion of the menu on the left.

2. Once you click on “Post Grades”, you will need to make sure you have the correct “Term” and “Section” selected at the top.



3. Next, you will need to select “9 Week Report Card” as your task.

4. Then, you will simply post a grade for each student. Remember you can use the “Fill Percent, Grade, Comment” option to fill all at once, and then go back to change the few that need to be altered.

5. If the drop down menu for “Grade” is grayed out or will not open the drop down menu, it means the grading window has not been opened yet.