

Step 4: Navigation when posting grades

The screenshot shows the Infinite Campus interface for posting grades. The 'Grades' tab is active, and the 'Task' dropdown is set to '3.RST1: Reads with understanding'. The 'Post by' dropdown is set to 'Standard/Grading Task'. A table displays student progress bars and input fields for Percent, Grade, Report Card Comments, Canned Comment, Grade, and In-Progress Evidence. A blue arrow points down from the 'Grade' column.

- Save - Posts grades
- Fill, Percent, Grade, Comment - allows you to apply multiple scores to multiple students at the same time.
- Task - Standard that you are assessing
- Post by - General setup of how you want to enter scores

Step 5: Select how you would like to enter the grades (3 options)


- Standard/Grading Task - Enter scores for all students on 1 standard.

The screenshot shows the Infinite Campus interface for posting grades. The 'Grades' tab is active, and the 'Task' dropdown is set to '3.RST1: Reads with understanding'. The 'Standards' dropdown is open, showing a list of standards including '3.RST1: Reads with understanding', '3.RS2: Analyzes what they read', '3.RS3: On track for meeting end of year learning...', '3.WS1: Communicates in writing for a variety of p...', '3.WS2: On track for meeting end of year learning...', '3.RSST1: Acquires, assesses, and communicates info...', and '3.RSST2: Shares their thoughts with others by spea...'. The 'Post by' dropdown is set to 'Standard/Grading Task'. A table displays student progress bars and input fields for Percent, Grade, Report Card Comments, Canned Comment, Grade, and In-Progress Evidence.


Step 6: Fill: Percent, Grade, Comment - If you want to apply multiple scores for multiple students click on the Fill, Percent, Grade, Comment button. Here you will select Grade and decide how you want to apply the score to your students.

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

Percentage

Grade 

Comment

Students
 

Canned Comments
Selection Method
Enter Code(s):
Choose Comment(s):
 IN DANGER OF RETENTION

Step 7: Comments - Comments will be entered next to the learning goal that is being assessed. This is different from Tyler SIS. The comment will go with the standard.

3RD GRADE			
	Term		
	T1	T2	T3
ENGLISH LANGUAGE ARTS			
READING			
Reads with understanding	M		
<i>Term 1 Comments: Test comment</i>			
Analyzes what they read			
On track for meeting end of year learning goals in reading			
WRITING			
Communicates in writing for a variety of purposes and audiences			
On track for meeting end of year learning goals in writing			
RESEARCH AND SPEAKING			
Acquires, assesses, and communicates information			
Shares their thoughts with others by speaking and listening			

Step 8: Post Grades - Click Save

Term Task

Step 9: Repeat for each Course

The screenshot displays the Infinite Campus Teaching Center interface for the 24-25 WGBE - T1 term. The interface is organized into a grid of course cards, each representing a different course. The top navigation bar includes the Infinite Campus logo, a search icon, and the term '24-25 WGBE'. The left sidebar contains a 'Main Menu' with various options like 'Instruction', 'Student Information', and 'Attendance Office'. The main content area shows a grid of course cards for the 24-25 WGBE - T1 term. Each card includes a course number, a brief description, and the attendance status. The cards are arranged in a grid, with '1 HR' at the top left and '9 Specials' at the bottom left. A 'Campus Feedback' button is visible in the bottom right corner of the main content area. The Windows taskbar is visible at the bottom of the screen, showing the search bar and various application icons.

Course	Description	Attendance Status
1 HR	1 HR) E3001-3 HOME ROOM ...	21 students
4 Living	4 Living) E3007-3 LIVING & ...	Attendance Not Taken
5 ELA	5 ELA) E3013-3 ENGLISH LA...	Attendance Not Taken
6 Math	6 Math) E3020-3 MATHEMA...	Attendance Not Taken
7 Science	7 Science) E3010-3 SCIENCE	Attendance Not Taken
8 Social	8 Social) E3012-3 SOCIAL ST...	Attendance Not Taken
9 Specials	3 sections	Attendance Not Taken

Instructions on How to View the Progress Report in PDF Form:

Step 1: Login to Infinite Campus (IC):

<https://webstermo.infinitecampus.org/campus/webstergroves.jsp>

Step 2: Click on Instruction:

Under the Reports section click on Report Card

The screenshot displays the Infinite Campus web application interface. On the left is a dark navigation menu with the following items: Main Menu, Instruction, Student Information, Attendance Office, Behavior Office, Communication, Employee Self Service, Food Service, My Account, and Reporting. A red arrow points to the 'Instruction' menu item. The main content area is titled 'Instruction' and contains several sections: Overview, Classroom, Curriculum, Students, Grades, Curriculum Planning, Scheduling, Reports, and Settings. The 'Reports' section is expanded, showing a list of reports including 'Report Card', which is highlighted with a red arrow. Other reports in the 'Reports' section include Assignment Analysis Report, Assignment Standards Report, Attendance Change Tracking Report, Attendance Register Report, Attendance Summary Report, Blank Spreadsheet, Curriculum Report, and Flagged Assignments Report. The 'Students' section includes Roster, Advisory, Attendance, Class Serve, Lockers, Positive Attendance, Seating Charts, Student Groups, Course Requests, Student Course Recommendations, and Report Card. The 'Grades' section includes Grade Book, Post Grades, Progress Monitor, Standardized Test, and Assignment Overview.

