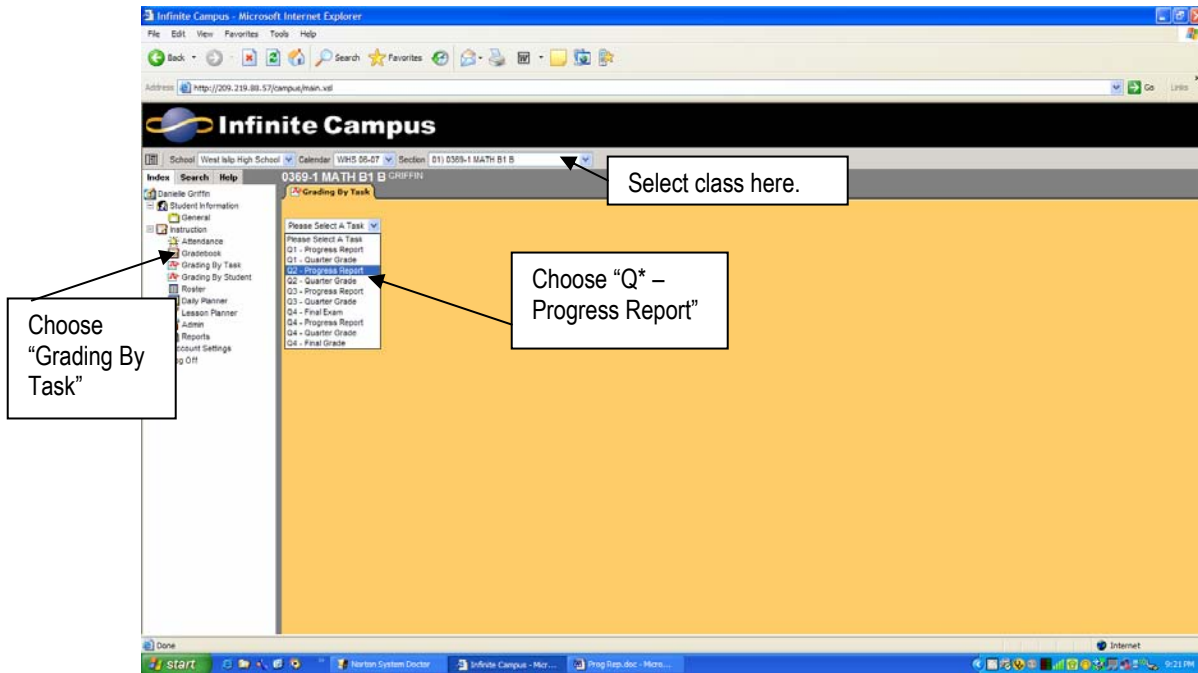
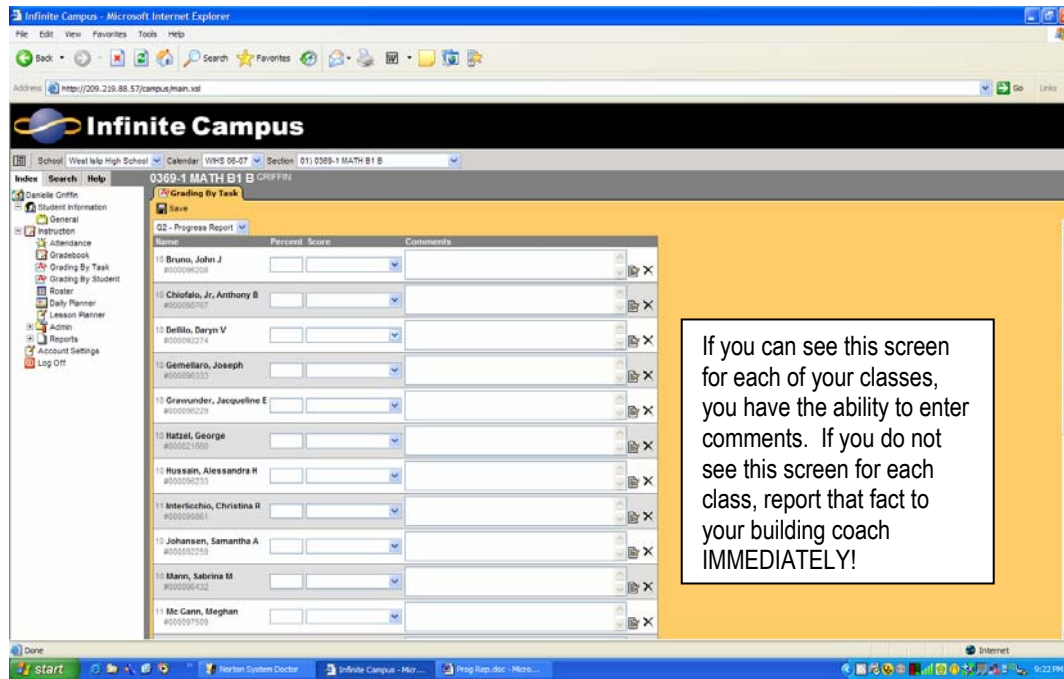


INFINITE CAMPUS DIRECTIONS FOR ENTERING 5-WEEK PROGRESS REPORTS

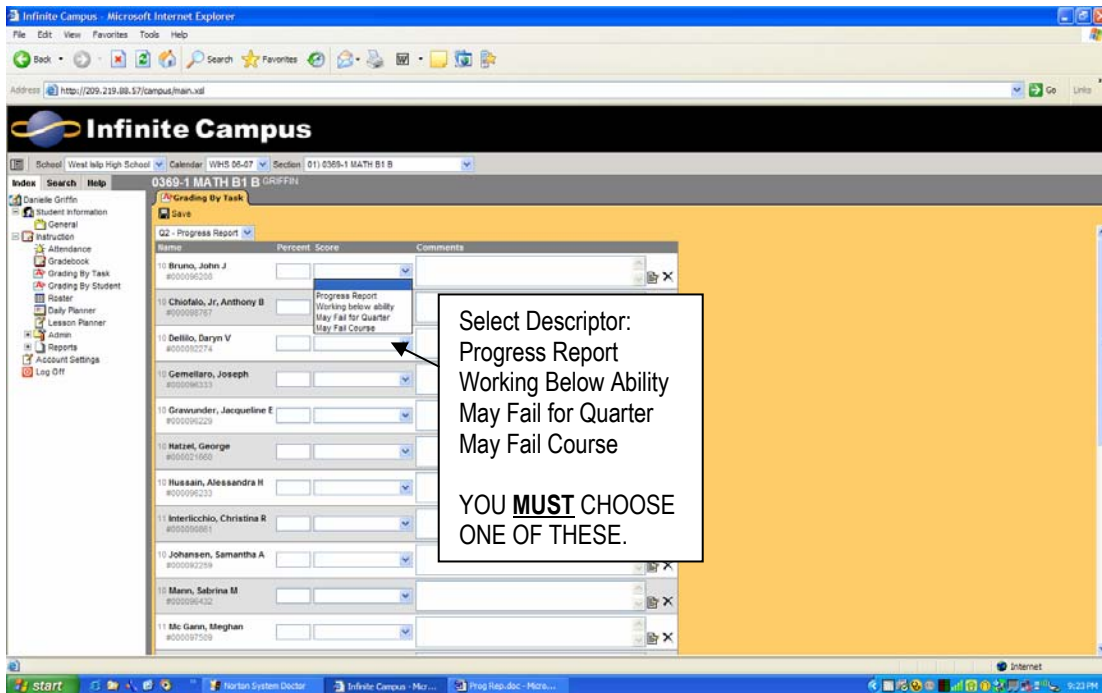
1. Choose “Grading by Task” from the menu on the left portion of the screen.
2. Choose the class for which you wish to enter comments from the drop-down list on the the top of the screen.
3. Choose “Q* – Progress Report” from the “Please select a task” drop-down list. * = the current quarter.



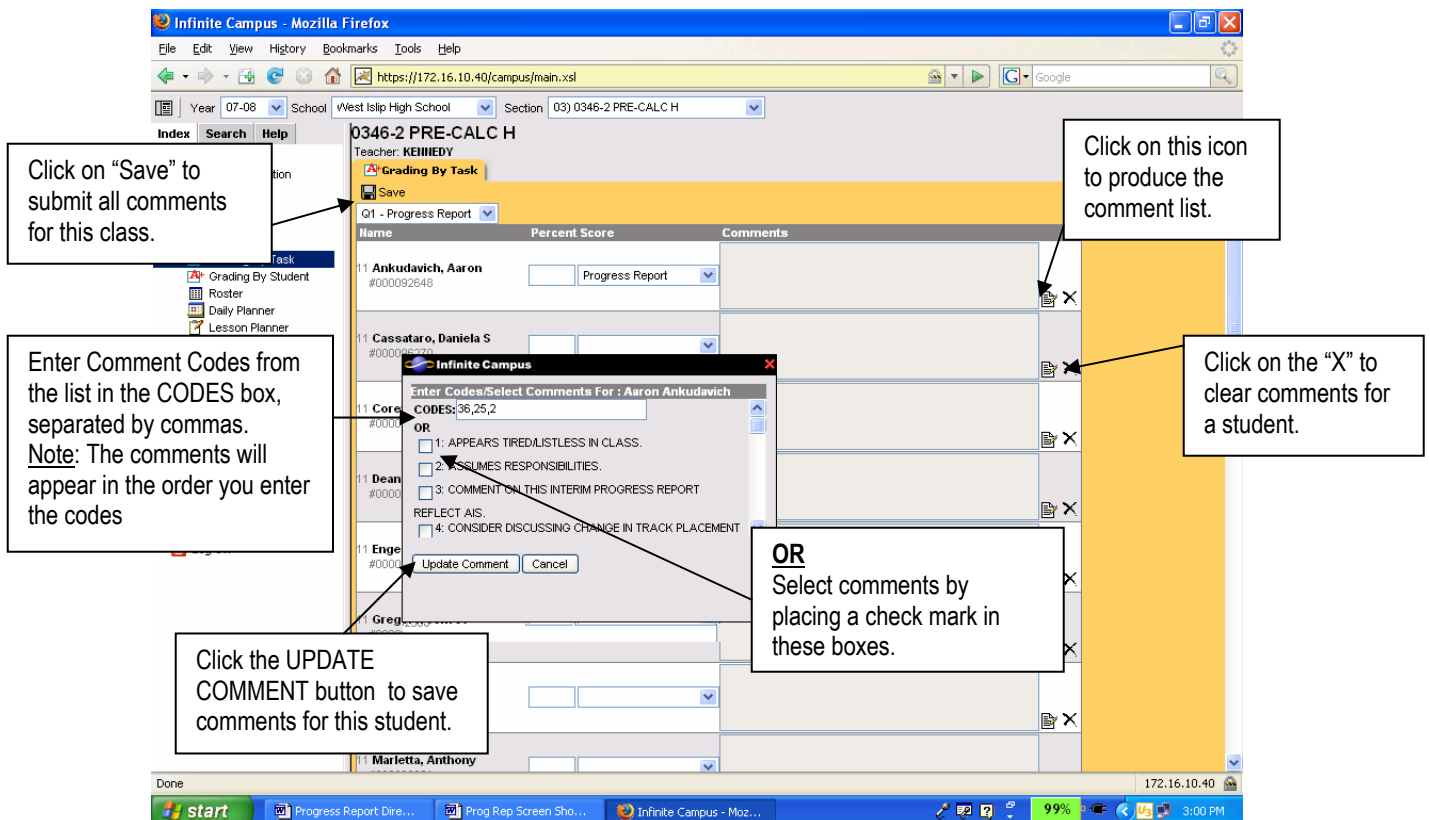
4. You should see a screen like this:



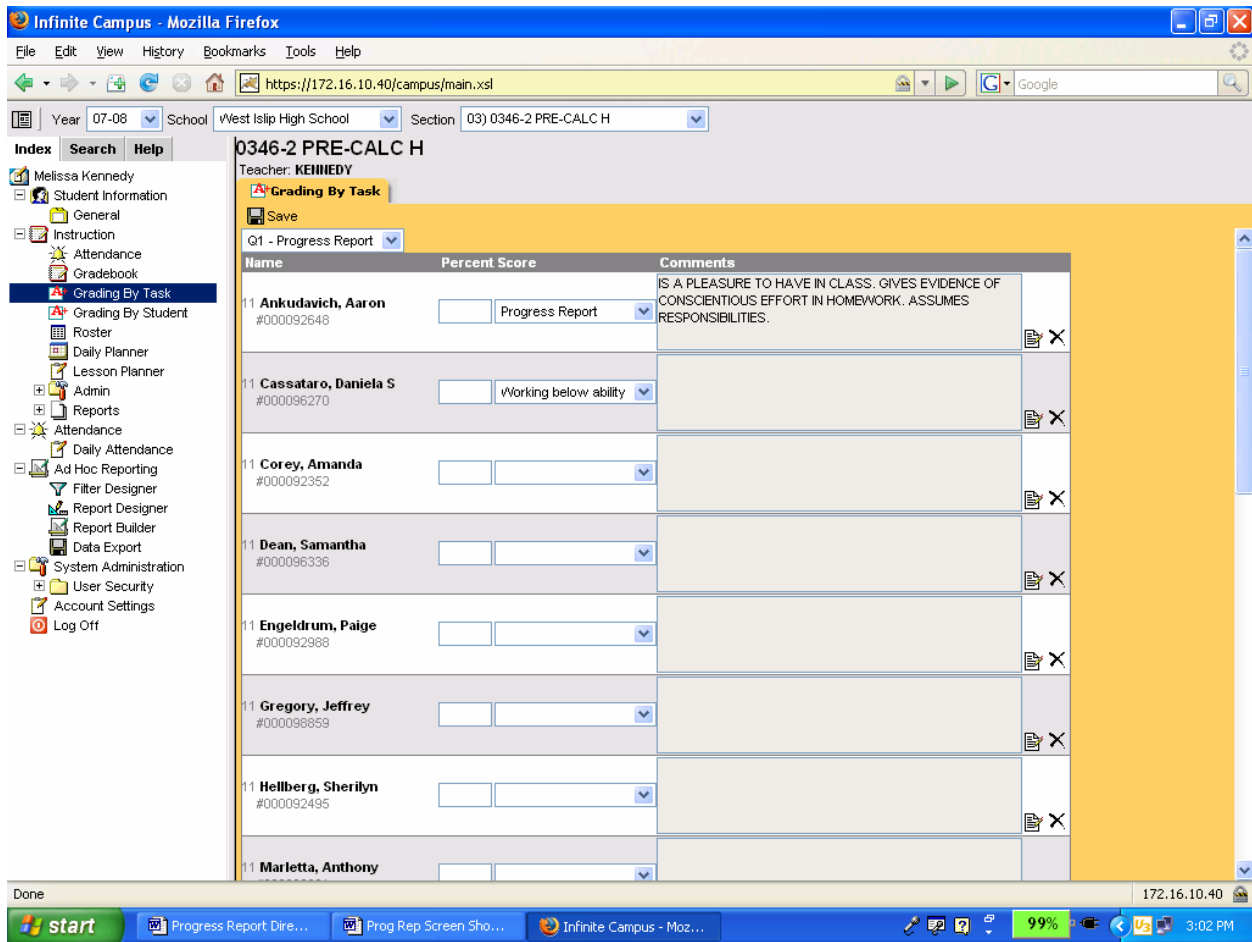
- For each student, select the appropriate descriptor from the “Score” drop-down list.



- Click on the “page” icon to the right of the “Comments” box to produce the Comment Entry box. You may enter the Comment Codes from the list of comments that has been distributed, **OR** you may choose the comments from the alphabetical list, by clicking the check box next to the comments you choose. Click on the “Update Comment” button to save the comments for that student. If you make a mistake click on the “X” at the right of as student’s comment box to clear the comments.



- After you click the UPDATE COMMENT button, the Comments field will be completed for that student and will look similar to the following screen. **PLEASE NOTE:** Teachers are expected to make at least one comment for each student in their classes.



- Repeat for each student. *Carefully review all comments.* Click on SAVE at the top of the tab to submit the comments for the class. IF YOU DO NOT CLICK ON “SAVE” THE COMMENTS ARE NOT SUBMITTED!!

PLEASE NOTE:

Teachers MUST select one of the options (Progress Report, Working below ability, May Fail for Quarter, May Fail Course) under the “Score” drop-down list for each student.

If this is not done for each student, then the comments chosen will not be printed on the student’s progress report that is mailed home!