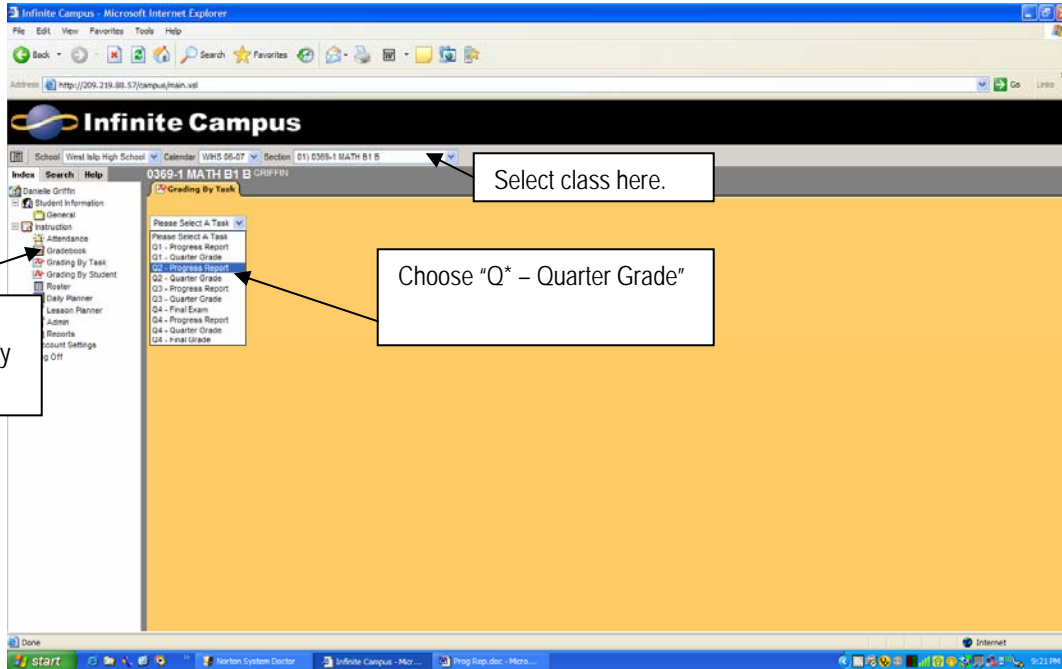


INFINITE CAMPUS DIRECTIONS FOR ENTERING QUARTER GRADES

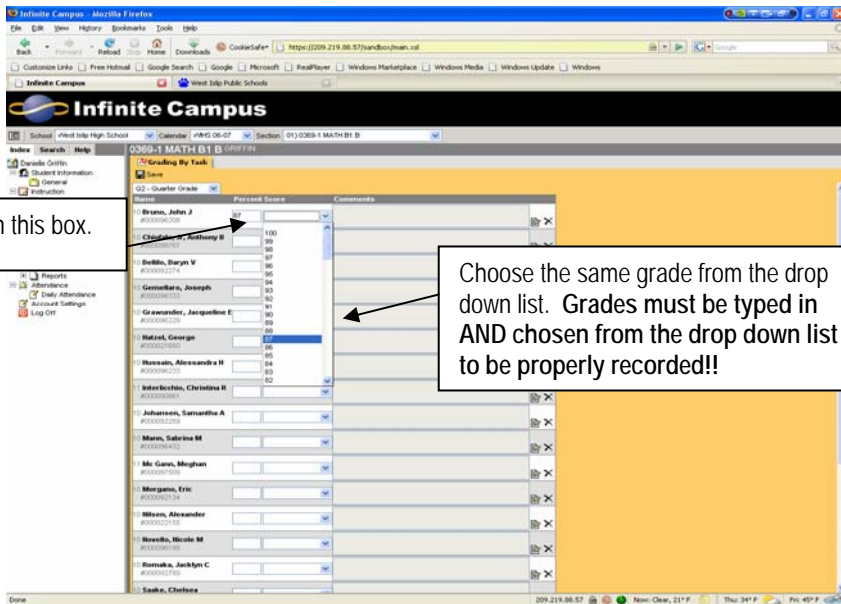
1. Choose “Grading by Task” from the menu on the left portion of the screen.
2. Choose the class for which you wish to enter grades from the drop-down list on the top of the screen.
3. Choose “Q* – Quarter Grade” from the “Please select a task” drop-down list. **NOTE:** * = the number of the quarter for which you are entering grades, (i.e. replace * with 1 for 1st quarter, 2 for 2nd quarter, etc.)



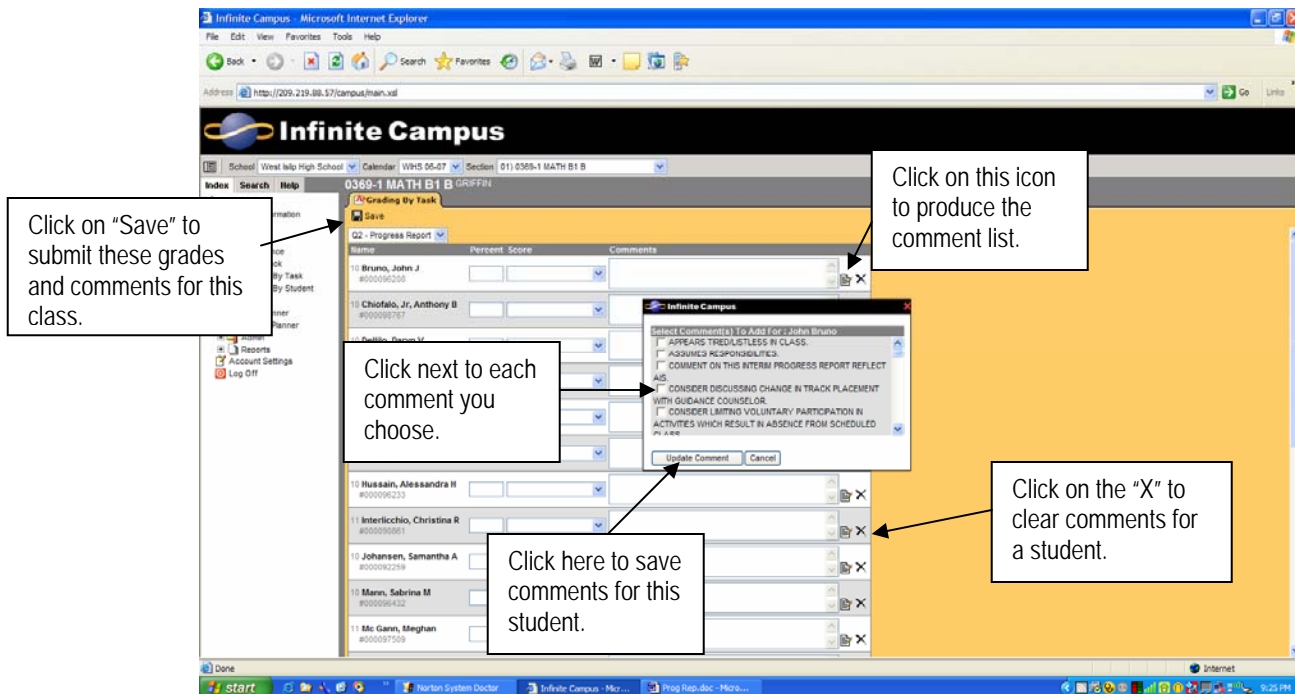
4. You should see a screen like this:

Name	Percent Score	Comments
10 Bruno, John J #00006208	<input type="text"/>	<input type="text"/>
10 Chiofalo, Jr, Anthony B #00003787	<input type="text"/>	<input type="text"/>
10 DeHillo, Daryn V #00002274	<input type="text"/>	<input type="text"/>
10 Gemellaro, Joseph #00008333	<input type="text"/>	<input type="text"/>
10 Grawander, Jacqueline E #00008229	<input type="text"/>	<input type="text"/>
10 Hatzel, George #00002180	<input type="text"/>	<input type="text"/>
10 Hussain, Alessandria H #00008233	<input type="text"/>	<input type="text"/>
10 Interlichio, Christina R #00008381	<input type="text"/>	<input type="text"/>
10 Johansen, Samantha A #00006259	<input type="text"/>	<input type="text"/>
10 Mann, Sabrina M #00009432	<input type="text"/>	<input type="text"/>
11 Mc Gann, Meghan #00007589	<input type="text"/>	<input type="text"/>
10 Morgano, Eric #00006234	<input type="text"/>	<input type="text"/>
10 Nilssen, Alexander #00002255	<input type="text"/>	<input type="text"/>
10 Novello, Nicole M #00006188	<input type="text"/>	<input type="text"/>
10 Romaka, Jacklyn C #00008289	<input type="text"/>	<input type="text"/>
10 Saake, Chelsea	<input type="text"/>	<input type="text"/>

- For each student, you must type the grade in the left hand box under “Percent Score,” AND you must also select the same score from the drop down list in the right hand box. **THE GRADE MUST BE ENTER TWICE IN ORDER FOR IT TO BE ACCURATELY RECORDED IN INFINITE CAMPUS.**



- Click on the “page” icon to the right of the “Comments” box and click to place a check mark next to the comments you wish to choose for that student. (Comments are in alphabetical order.) 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.



- Repeat for each student. *Carefully review all grades and comments.* Click on SAVE at the top of the tab to submit the grades for the class. **IF YOU DO NOT CLICK ON “SAVE” THE GRADES ARE NOT SUBMITTED!!**
- If you need to enter final exam, regents exam, or final course grades, go back to step 3 above, choose the appropriate task from the drop down box and repeat steps 4 through 7.