

REPORT CARDS

Entering Grades if you do not use the Infinite Campus Gradebook:

- Go to Instruction < Grading by Task < Q1- Quarter Grade

Name	Percent	Score	Comments
12 Bartley, Edward			

- Click on the “Percent” box and manually enter the student’s grade
- Click on the dropdown bar to select the appropriate “Score”
- **The Percent and the Score should be the same.**

To add your comments:

- Click on the Paper Icon to add your comments.

Comments

- Select **at least one**, up to two, comment(s).
- The x icon will delete all comments if a mistake is made.
- Remember to use commas to separate comments, and hit “Update Comment” after each student’s comment(s) is selected.
- Remember to hit “Save” occasionally, and when done.