

Entering Student Grades

Required beginning 2006/2007:

All staff will submit grades using the new IC system

Optional:

A grade book program is available

The district will set the **grading tasks**
 For HS these include the following 12 items
 *progress reports for each quarter
 *quarter grades
 *semester exam grades
 *semester grades

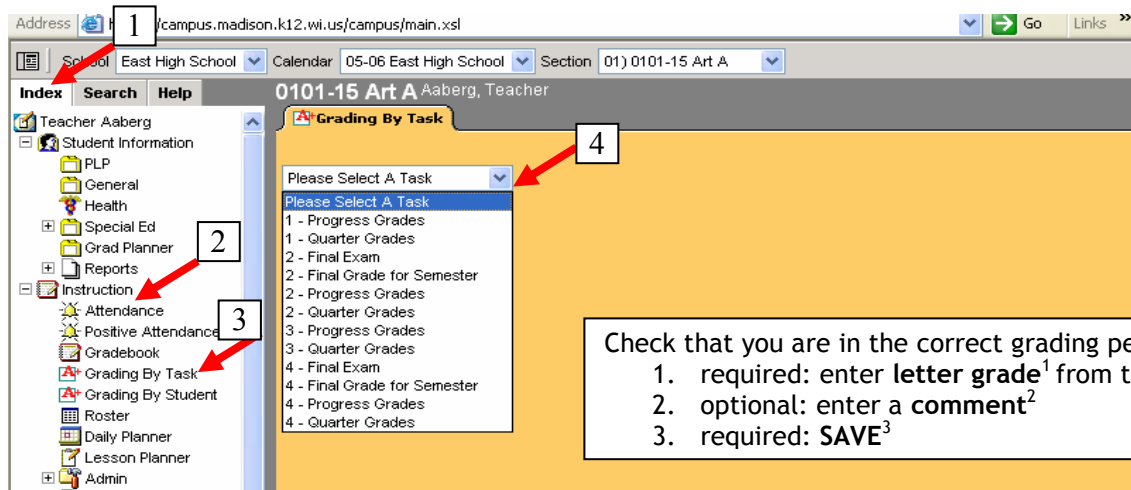
Teachers who choose NOT to use the computer grade book

will enter student grades on-line. This will be similar to filling in the bubble sheets.

in the **Teacher Tool Panel** choose:

the **Index** tab¹, expand **Instruction**² and choose: **Grading by Task**³:

Then in the **Work Area**⁴ use the drop down list to choose the specific task:

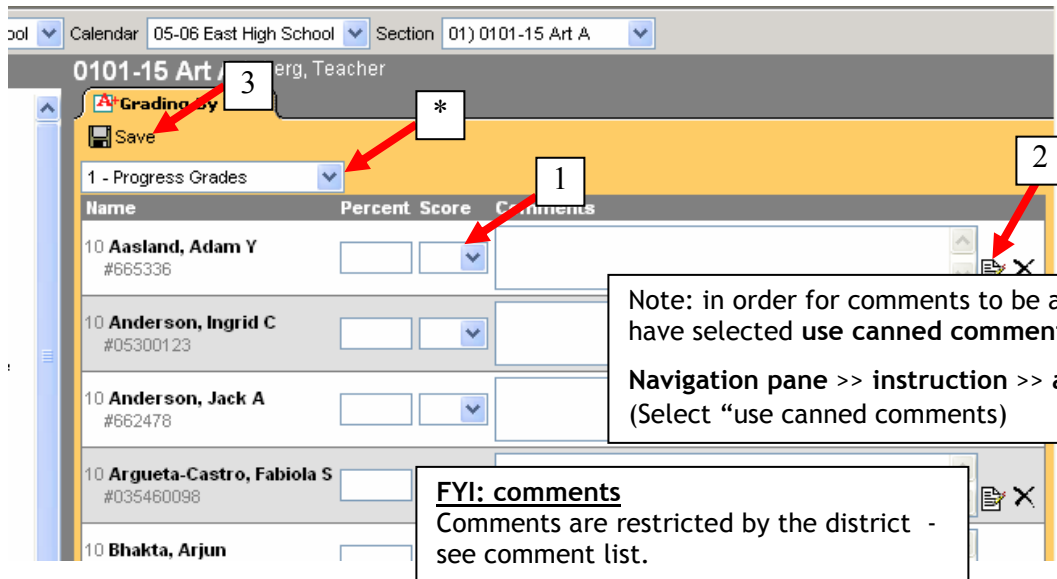


1: Address bar
 2: Instruction menu item
 3: Grading By Task menu item
 4: Please Select A Task dropdown menu

Please Select A Task
 1 - Progress Grades
 1 - Quarter Grades
 2 - Final Exam
 2 - Final Grade for Semester
 2 - Progress Grades
 2 - Quarter Grades
 3 - Progress Grades
 3 - Quarter Grades
 4 - Final Exam
 4 - Final Grade for Semester
 4 - Progress Grades
 4 - Quarter Grades

Check that you are in the correct grading period*

1. required: enter **letter grade**¹ from the pull down menu
2. optional: enter a **comment**²
3. required: **SAVE**³



3: Save button
 *: asterisk icon
 1: Grade dropdown menu
 2: Comment dropdown menu

Name	Percent	Score	Comments
10 Aasland, Adam Y #665336	<input type="text"/>	<input type="text"/>	<input type="text"/>
10 Anderson, Ingrid C #05300123	<input type="text"/>	<input type="text"/>	<input type="text"/>
10 Anderson, Jack A #662478	<input type="text"/>	<input type="text"/>	<input type="text"/>
10 Argueta-Castro, Fabiola S #035460098	<input type="text"/>	<input type="text"/>	<input type="text"/>
10 Bhakta, Arjun	<input type="text"/>	<input type="text"/>	<input type="text"/>

Note: in order for comments to be available, you must have selected **use canned comments**

Navigation pane >> instruction >> admin >> preferences (Select "use canned comments")

FYI: comments
 Comments are restricted by the district - see comment list.

Remember to **LOG-OFF** of the Infinite Campus website when you finish.