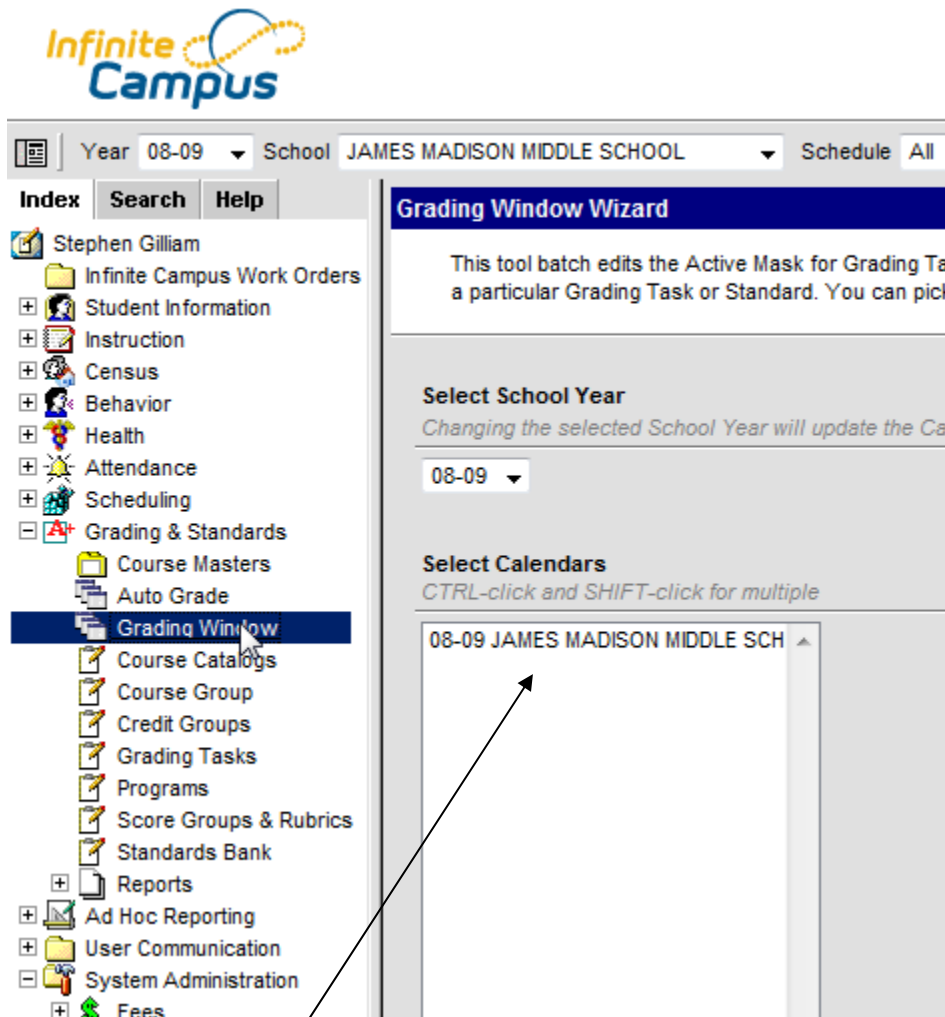


How to Open the Grading Window For School Principals

The grading window will be opened by the school principal so that teachers can post both midterm and final grades each term.

Open the Grading Window

- Expand **Grading & Standards**.
- Click on **Grading Window**.

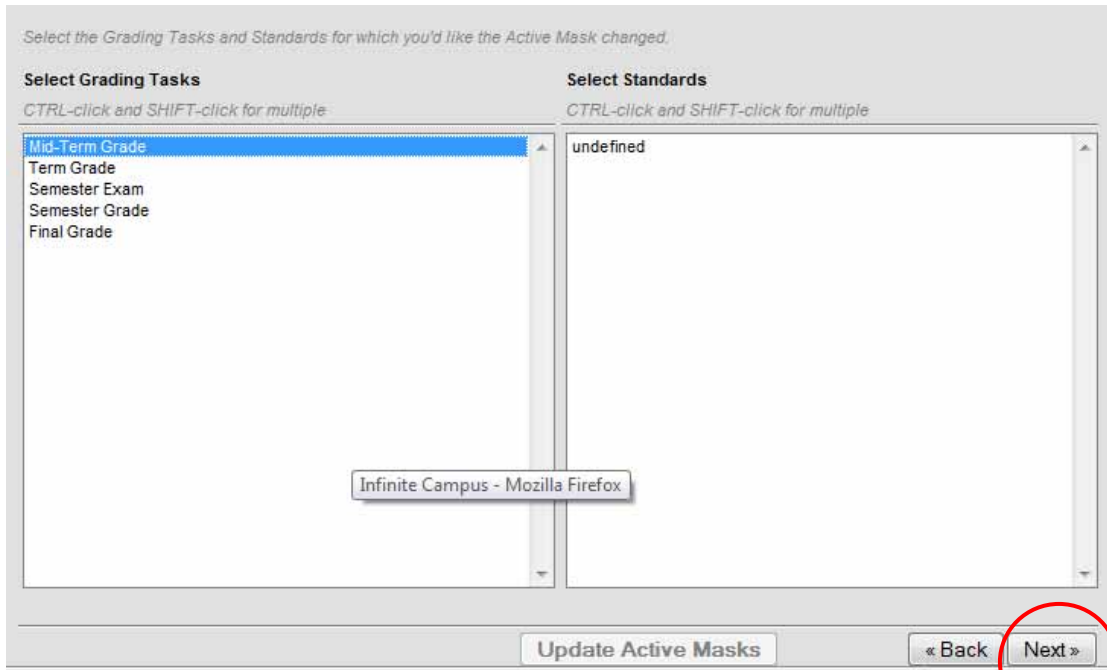


The screenshot shows the Infinite Campus interface. At the top, there is a navigation bar with 'Year' set to '08-09', 'School' set to 'JAMES MADISON MIDDLE SCHOOL', and 'Schedule' set to 'All'. Below this is a menu with 'Index', 'Search', and 'Help'. The left sidebar contains a tree view of system components. Under 'Grading & Standards', the 'Grading Window' option is highlighted. The main content area is titled 'Grading Window Wizard' and contains the following sections:

- Select School Year:** A dropdown menu showing '08-09'. Below it, a note states: 'Changing the selected School Year will update the Ca'.
- Select Calendars:** A note says 'CTRL-click and SHIFT-click for multiple'. Below it, a list shows '08-09 JAMES MADISON MIDDLE SCH' with an upward arrow next to it.

An arrow points from the 'Grading Window' menu item in the sidebar to the 'Select Calendars' section in the wizard.

- Select the calendar showing and click NEXT.
- Select **Mid Term Grade** and click NEXT.



- Select everything under “Select Standards”.
- Select Term 2 and click the Update Active Masks button.

Grading Window Wizard

This tool batch edits the Active Mask for Grading Tasks and Standards. The Active Mask is what determines a particular Grading Task or Standard. You can pick any number of Calendars from a School Year.

Select Terms
 Choose the Terms that you want to make active for grading.

NOTE: To turn off grading, leave all checkboxes unchecked.
NOTE: This overwrites ALL current Active Masks for the calendars and tasks you've selected.

Term 1 **NOTE: All of these flags default to being unchecked. The display does not represent the current active mask flags for the calendar(s) and task(s) you've selected.**

Term 2

Term 3

Term 4

Term 5

Term 6

Term 7

Term 8

Term 9

Term 10

Term 11

Term 12

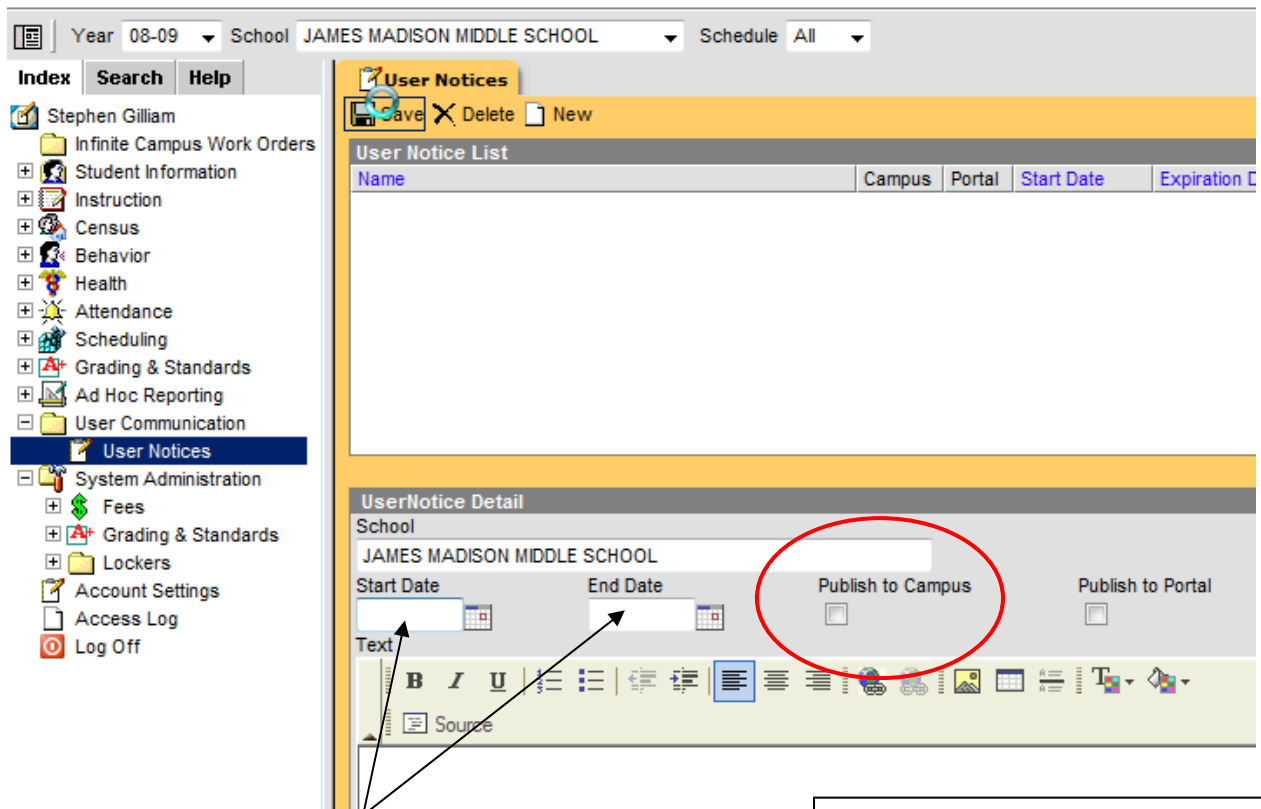
Update Active Masks « Back Next »

When it is time to close the grading window, you will go through these same steps and will deselect the term and click Update Active Masks.

Next, post a notice using User Communication in Infinite Campus.

- Expand **User Communication** and select **User Notice**. Select a start date and end date (which should correspond to the last day the grading window will be open).

The message should state that the grading window is NOW open. Teachers are to post grades during the open window. At this time, we know of no way to verify that all teachers have posted grades. Due to the extreme inconvenience in re-opening the window, you will want to somehow make sure that all teachers have posted within the window!



Provide a start date and end date. The end date should correspond to the last day before the grading window is closed.

Place a checkmark next to “Publish to Campus” so the teachers will see the notice when they log on.

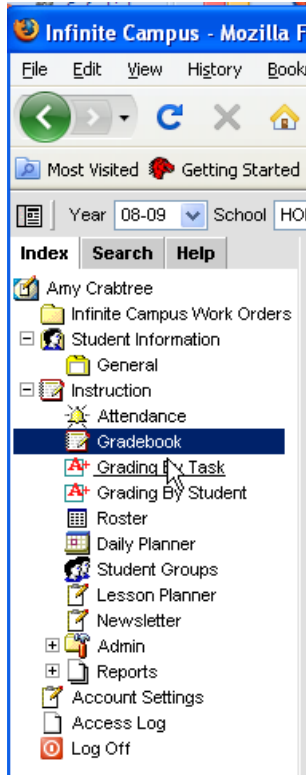
Finally, remember to close the GRADING WINDOW on the final date.

- Make sure all teachers have posted grades first.
- Go through the same steps above for opening grading window. This time, deselect the term and click the “Update Active Masks” button.

(I will email this to you to distribute to teachers.)

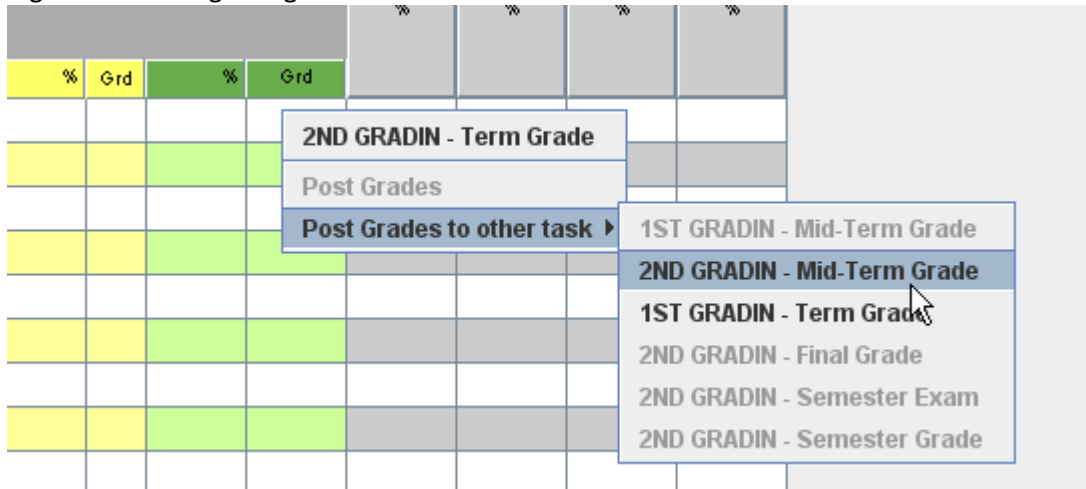
**How to Post Grades
For Teachers**

- Log into Infinite Campus.
- Instruction > Gradebook



Posting grades is a three-step process.

1. Right click in the green grade totals area.



2. Select **Post Grades** if it is time to submit the final grade for the grading period OR select **Post Grades to Other Task** if submitting a midterm report.
3. Click Save.