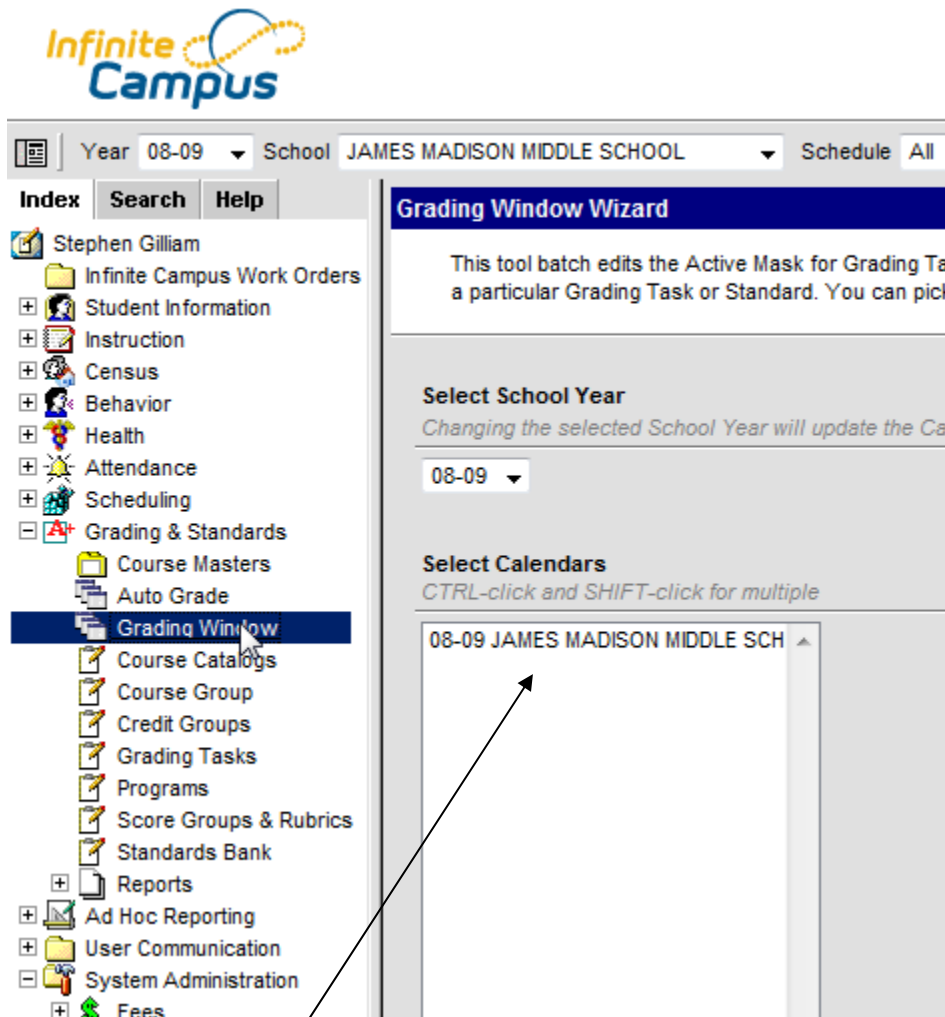# How to Open the Grading Window
For School Principals

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
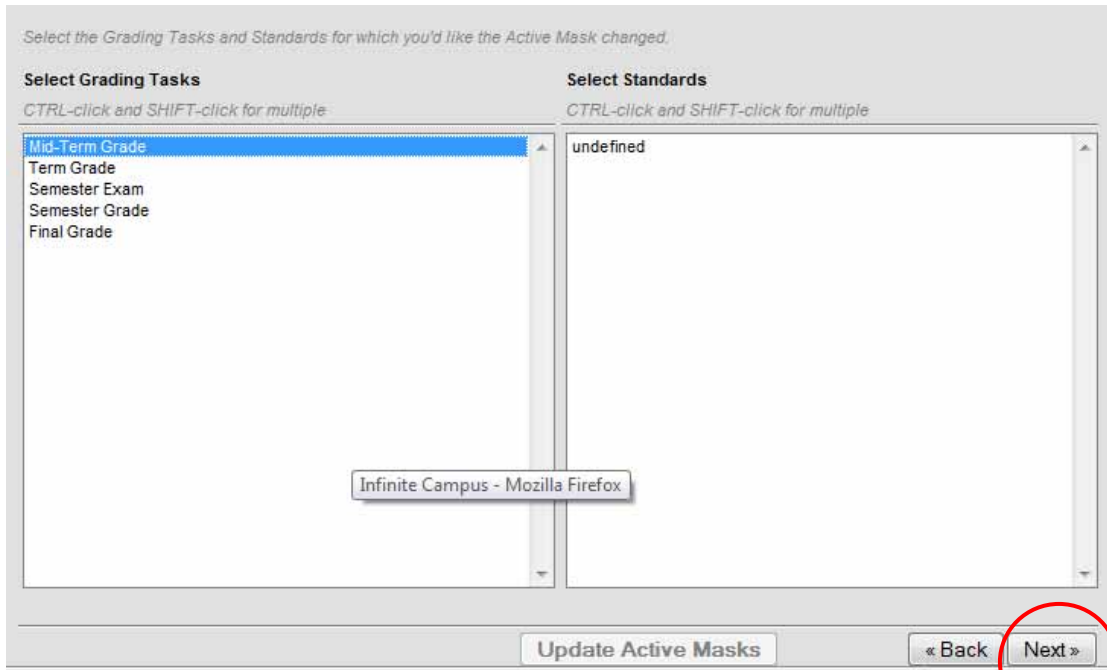
- Expand Grading & Standards.

- Click on Grading Window.

- 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**
☑ Term 2   **represent the current active mask flags for the calendar(s) and task(s)**
☐ Term 3   **you've selected.**
☐ Term 4
☐ Term 5
☐ Term 6
☐ Term 7
☐ Term 8
☐ Term 9
☐ Term 10
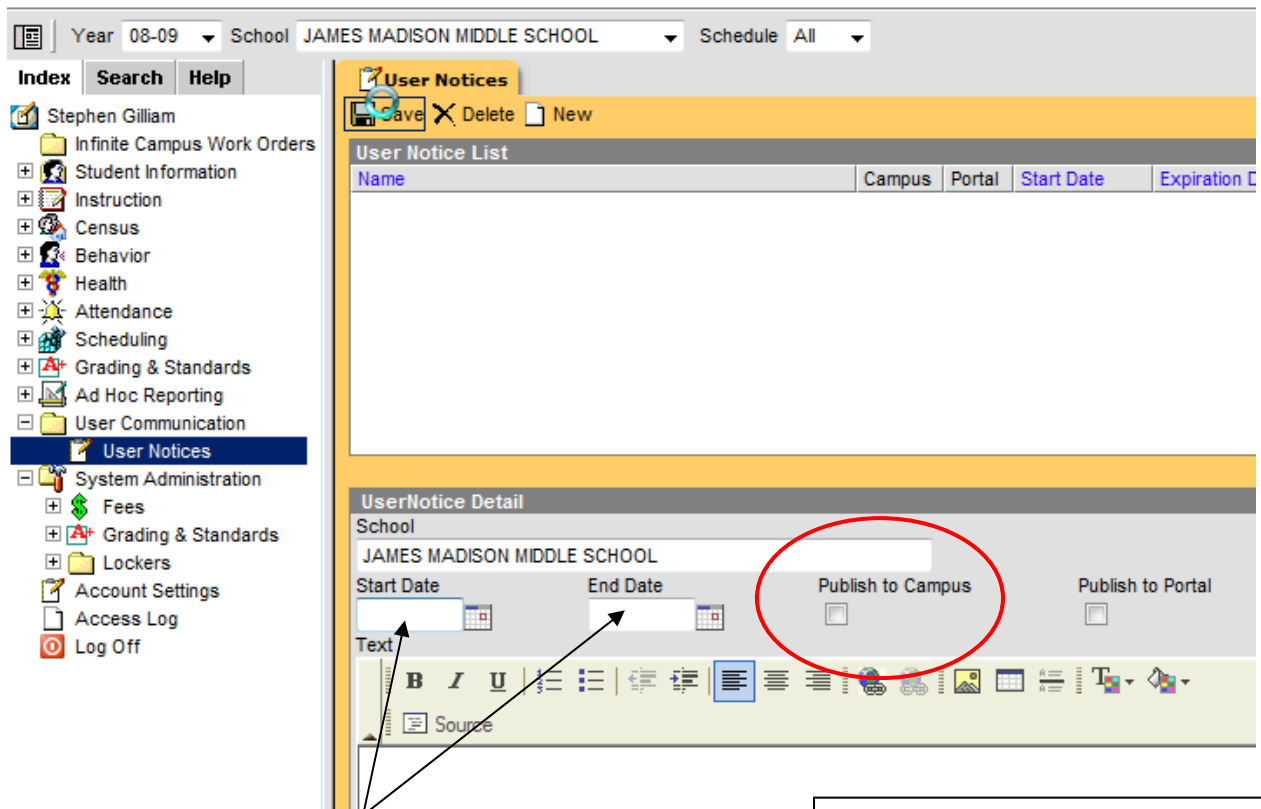☐ Term 11
☐ Term 12

Update Active Masks   « Back   Next »

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

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).

  <u>The message should state that the grading window is NOW open. Teachers are to post grades during the open window.</u>   *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.
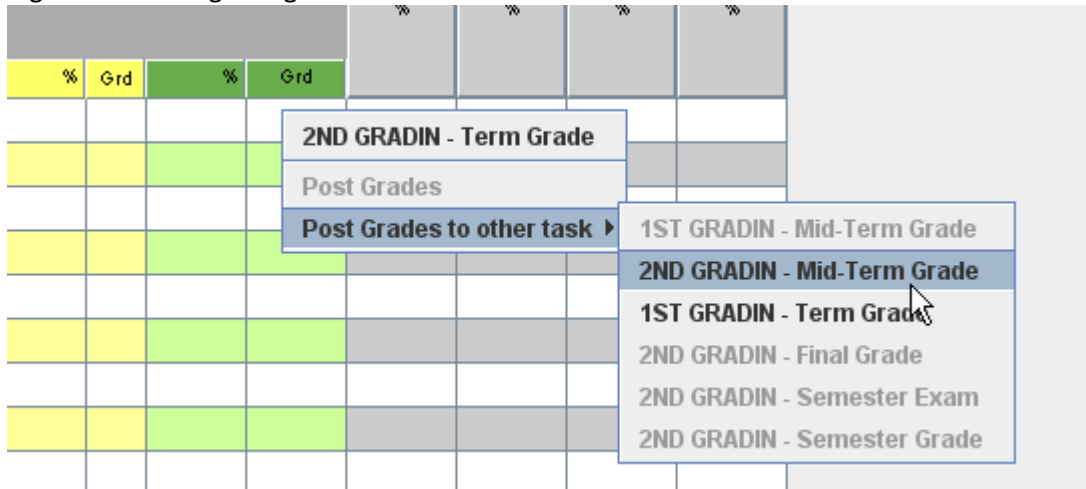
(I will email this to you to distribute to teachers.)

How to Post Grades

For Teachers

- Log into Infinite Campus.
- Instruction > Gradebook
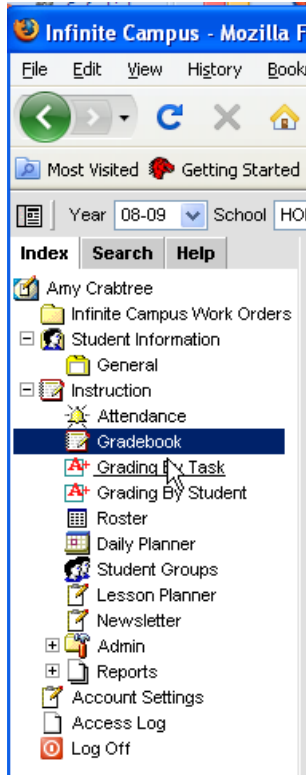
Posting grades is a three-step process.

1. Right click in the green grade totals area.

2. Select <mark>Post Grades</mark> if it is time to submit the final grade for the grading period OR select <mark>Post Grades to Other Task</mark> if submitting a midterm report.

3. Click Save.