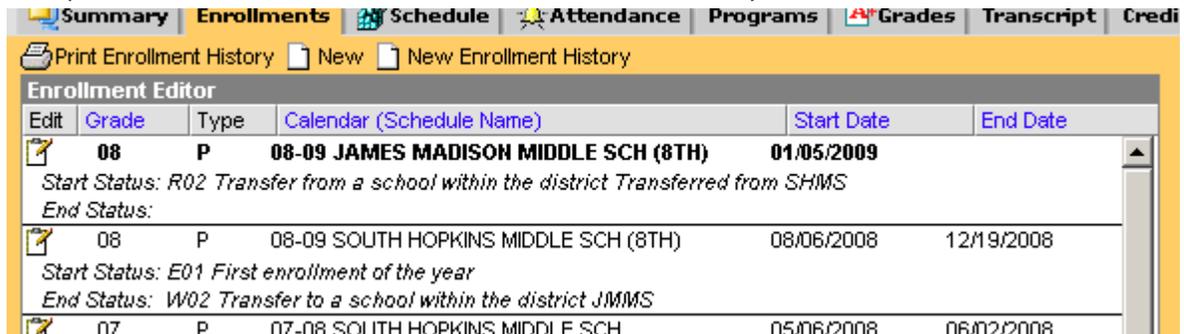# How to Enter Previous Grades for Report Card from another School

Principals, school attendance clerks, and other counselors have the necessary rights within Infinite Campus to view student grades from a school other than their own.

**STEP ONE: View the grades from previous schools within the district.**

- Pull up the student in your calendar.
- Click on the ENROLLMENTS tab to find out the other schools the student attended. In this example, the student was at both JMMS and SHMS this school year. The active school is in bold.
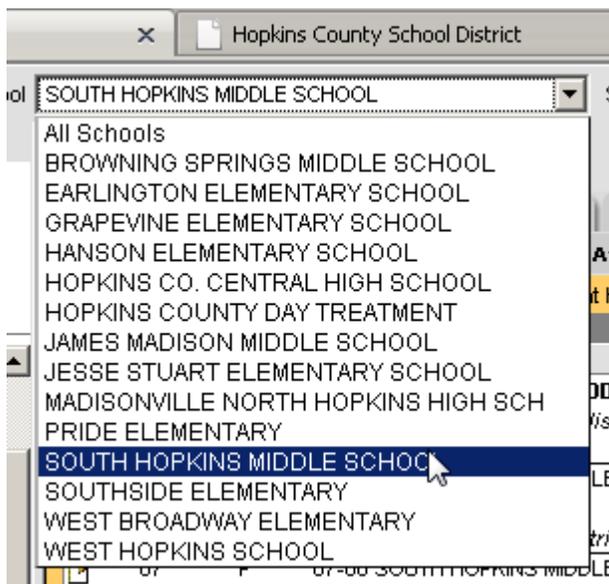

- Select the drop-down menu for the other school. For this student, I will select the SHMS calendar from the drop-down menu.
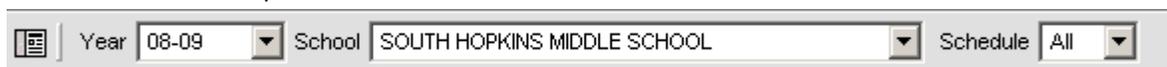
- Click the GRADES tab. You will see the grades from the terms they were not enrolled at your school.

5002-13 8TH MATH	Mid-Term		B/87	
Eli, A	Term Grade	C/79	B/88	
6553-4 8TH SCIENCE	Mid-Term		C/77	
Bandy, S	Term Grade	D/63		
7012-3 8TH SOCIAL STUDIES	Mid-Term		B/85	
Gooch, J	Term Grade	C/77		
6004-3 ENRICHMENT	Mid-Term			
Robinson, Jane K	Term Grade			

STEP TWO: Post those grades to the appropriate courses at your school if you want the FINAL GRADE to calculate all terms from all district schools.

- Match up the course at the other school with the course at your school. In this example, I will look for the 8th grade social studies class at JMMS that corresponds to the same at SHMS. By pulling up the same student at JMMS, I note the course and section (70082-2).

700082-2 8TH GR. SOCIAL ST	Mid-Term			C/78	B/81
Wilson,	Term Grade	C/77	B/85	C/78	B/80
	Final Grade				

I search for this course and select the 2nd section.

Year 08-09 ▼ School

Index   Search   Help

Search for a:

Course/Section ▼

700082   Go

Advanced Search >>

Search Results: 1
☐ 📖 700082 8TH GR. SOCIAL ST
   📄 2) Wilson, Rm:814

- Select the GRADING BY STUDENT tab and select the student.

700082-2 8TH GR. SOCIAL ST
Teacher: **Wilson,**

| Section | Roster | Attendance | Grading By Task | **Grading By Student** | Roster Setup |

Please Select A Student ▼

- Find the term grade that was missing and post it here.

Term Grade

Term 1ST TERM [ ] [▼]

NOTE: If a term grade is missing, the final grade will be calculated based on the term grades that are posted. For example, if one term out of four has no grade and the composite grading is set to average the four terms to get a final grade, the system will NOT assume the one term without a term grade posted is a zero. It will instead skip that term grade and adjust the composite grading accordingly to make the final grade an average of the three term grades that are marked.