To run a ‘Grades Message’ report in Infinite Campus:

1. Log into Infinite Campus
2. Select the ‘Campus Instruction’ icon
3. In ‘Message Center’ click on “New”
4. In the Message Type drop down, select “Grades Message”
5. In the User/User Group drop down, select “All Campus Users”
6. In the Template drop down, select “Grades Message”
7. For Delivery Devices, select “Email”
8. Select the desired delivery date and time and then click on “Next”
9. Select desired Section for class from available drop down
10. Use “In-progress Grades”
11. In the “Select Grades” box, click on “Expand All” and choose grades (such as D+, D, D-, F)
12. In the “Select Term” box, drop down and select “Quarter Grade” then click on “Next”
13. Preview message. Make any changes as appropriate. Be sure to include your name, position and contact information within the message being sent.
14. Click on “Review Recipients”
15. If a name has one or more email address, your message will be sent to those addresses. If there is no email address given, contact with the parent should be made. A request for an email address can be made and parents can contact the school office to have email information added.
16. Click “Close” and then click “Send” to send the message.
17. Repeat for other classes.

\*\*\* This provides live grade data for each course selected.