



RSU 3

Regional School Unit #3

Dr. Paul W. Austin
Superintendent of Schools

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OPTION 1:

INFINITE CAMPUS STANDARDS-BASED GRADING

Click on the  icon in the top right hand corner of IC.
Then click on the **Instruction** link.

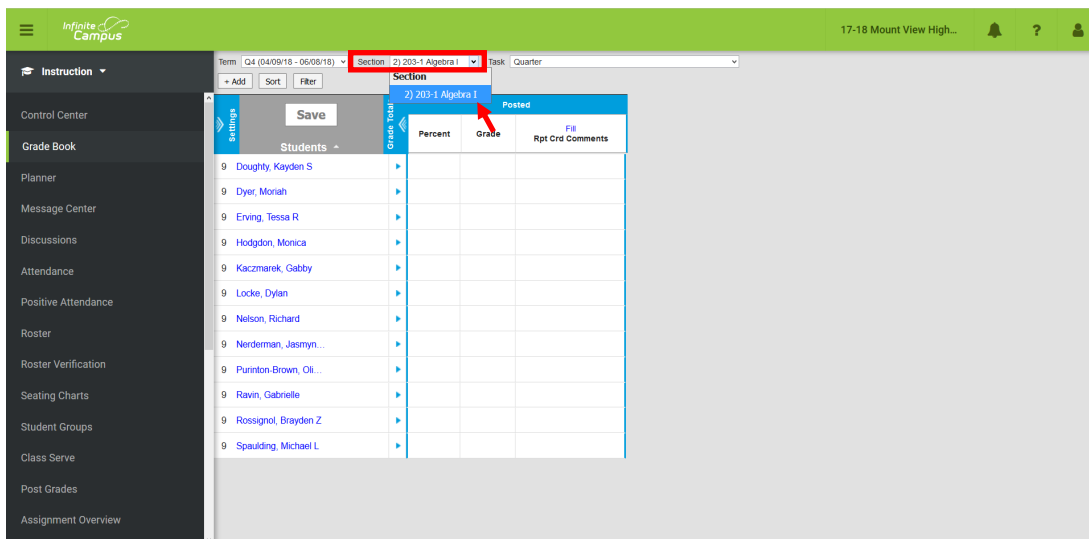
Process	Name	Posted Date	Due Date
<input type="checkbox"/>	Records Transfer Transfer Complete: Dohel, Willow 130157202	08/01/2017	
<input type="checkbox"/>	Records Transfer Transfer Complete: Wade, Kymber 130177312	07/27/2017	
<input type="checkbox"/>	Records Transfer Transfer Complete: EVANS, CAMERON 130130746	07/14/2017	
<input type="checkbox"/>	Records Transfer Transfer Complete: Libby, Taylor 130082781	07/06/2017	

Select the **Gradebook** from the Index on the left.

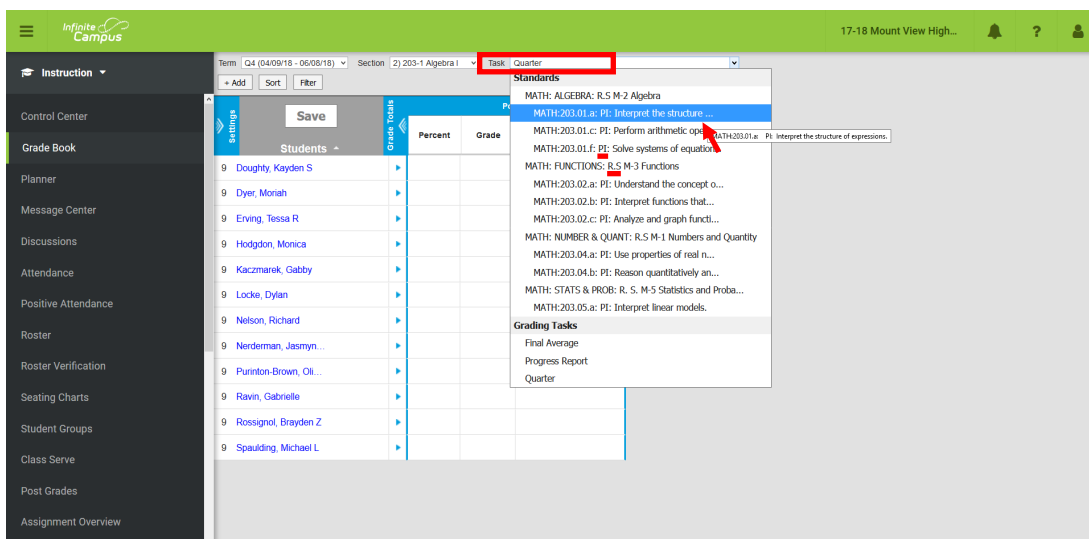
TERM: Standards Grading Window will be open all year for grading; however, grades will only be entered for Quarter 4; therefore, **Select Quarter 4, unless you are teaching a semester course, then you will select term 2.**

Students	Percent	Grade	Rpt Crd	Comments
9 Doughty, Kayden S				
9 Dyer, Moriah				
9 Erving, Tessa R				
9 Hodgdon, Monica				
9 Kaczmarek, Gabby				
9 Locke, Dylan				
9 Nelson, Richard				
9 Nerderman, Jasmyln...				
9 Purinton-Brown, Oli...				
9 Ravin, Gabrielle				
9 Rossignol, Brayden Z				
9 Spaulding, Michael L				

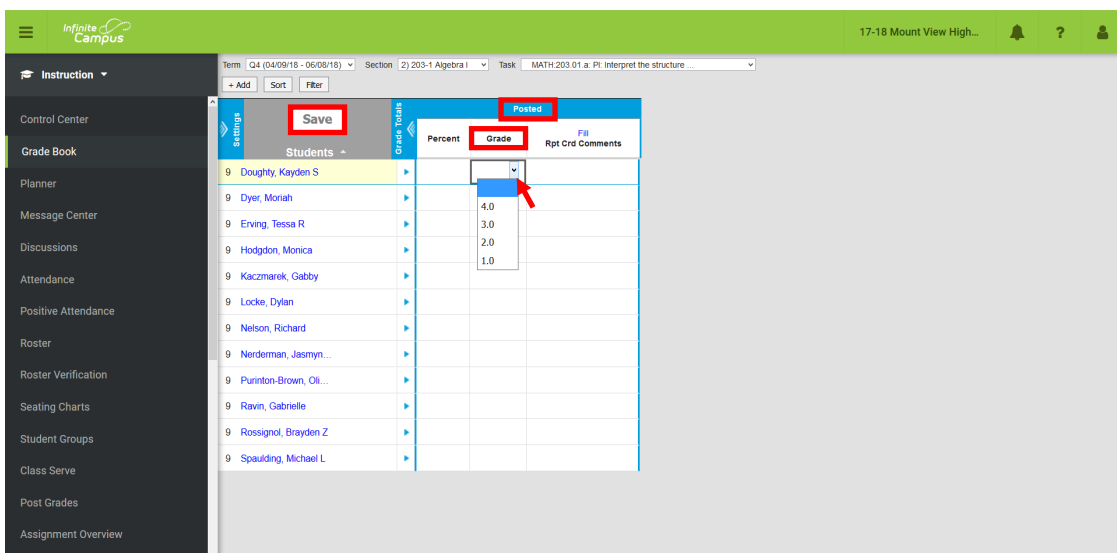
Section: Select the Course Section that you are grading.



TASK: Select the Performance Indicator (PI) or Reporting Standard (R.S.) from the dropdown menu that you are grading



GRADE: Standards Grading is structured to 'post only'. Therefore, in the Grade column, click in the box next to the student who you are about to grade. Then click the dropdown arrow to reveal the 1.0 — 4.0 grading scale. Click on the appropriate grade for the corresponding student and hit **SAVE**.





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OPTION 2:

INFINITE CAMPUS

STANDARDS-BASED GRADING

Click on the  icon in the top right hand corner of IC. Then click on the **INSTRUCTION** link.

Select the **POST GRADES** option from the Index on the left.

Confirm the following:

Term: Quarter 4

Section: Is the correct Section that you are wanting to grade.

Task: is the correct Performance Indicator (PI) or Reporting Standard (R.S.) that you are trying to grade.

Students	Percent	Grade	Posted Report Card Comments	Canned Comment	Grade	In Progress Evidence
9 Doughty, Kayden S	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
9 Dyer, Moriah	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
9 Erving, Tessa R	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
9 Hodgson, Monica	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
9 Kaczmarek, Gabby	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
9 Locke, Dylan	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
9 Nelson, Richard	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
9 Nerdeman, Jasmine R	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		

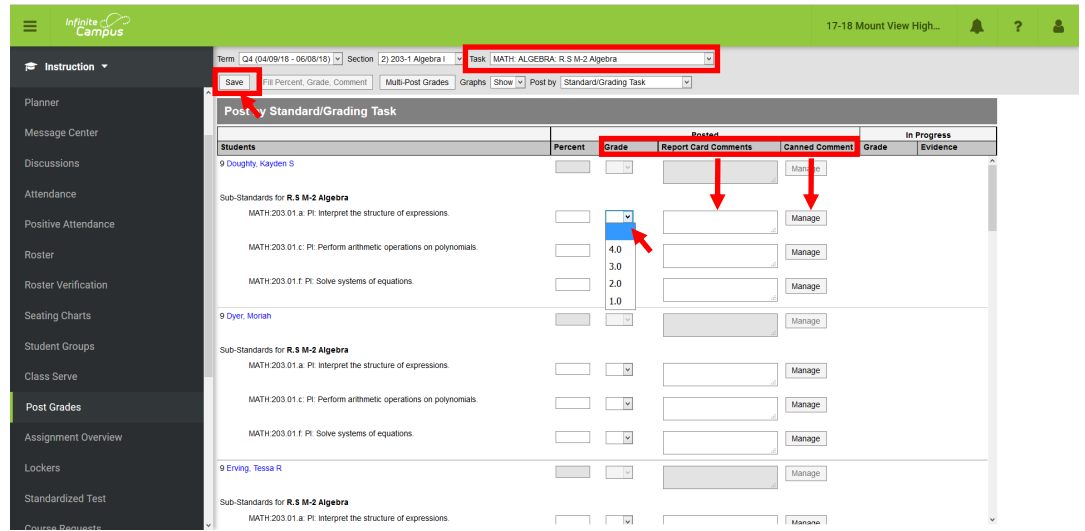
FOUR Routes available from here:

Option 2— Route 1:

You have selected the **Reporting Standard** (R.S.) which is displayed here, under the **TASK** option.

Here you can grade all R.S.'s and PI's by selecting the 1.0 — 4.0 numeric grade from the dropdown menu for all students. You can add your own comments or select Canned Comments as well for all students on this one screen.

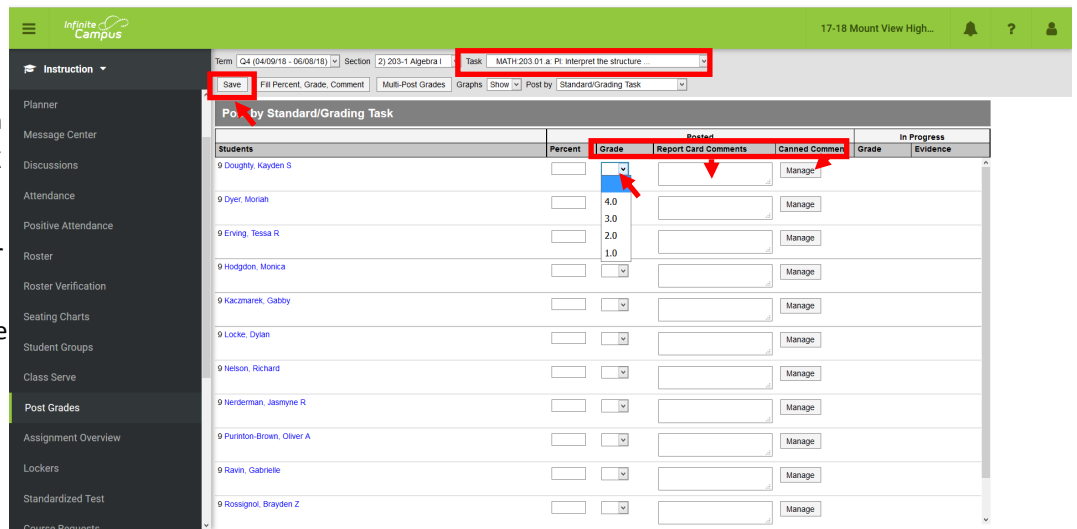
Always **SAVE**.



Option 2— Route 2:

You have selected the **Performance Indicator** (PI) which is displayed here, under the **TASK** option.

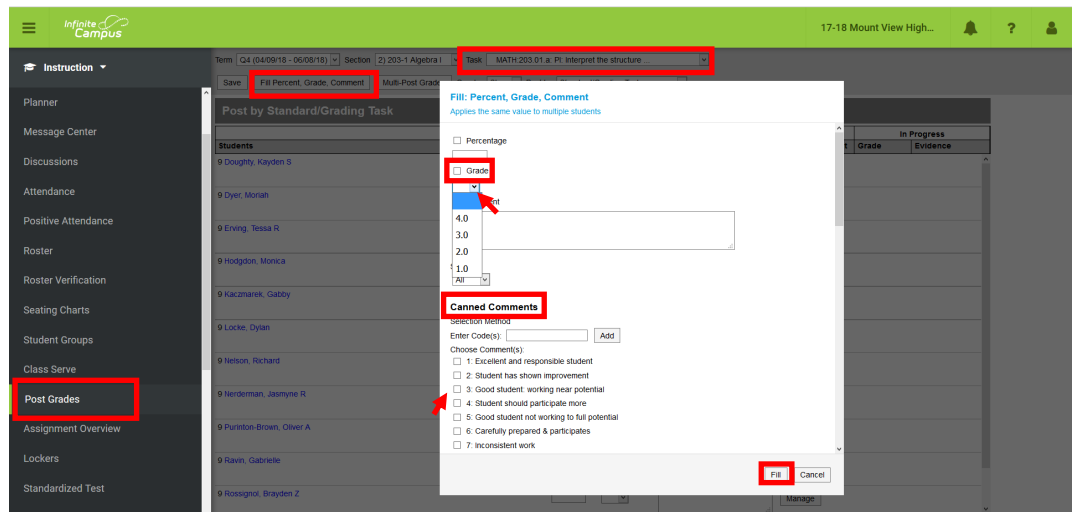
Here you can grade the one PI for all students by selecting the 1.0 — 4.0 numeric grade from the dropdown menu. You can add your own comments or select Canned Comments as well for all students on this one screen for this one PI. Always **SAVE**.



Option 2— Route 3:

You **must** select a **Performance Indicator** (PI) which is displayed here, under the **TASK** option.

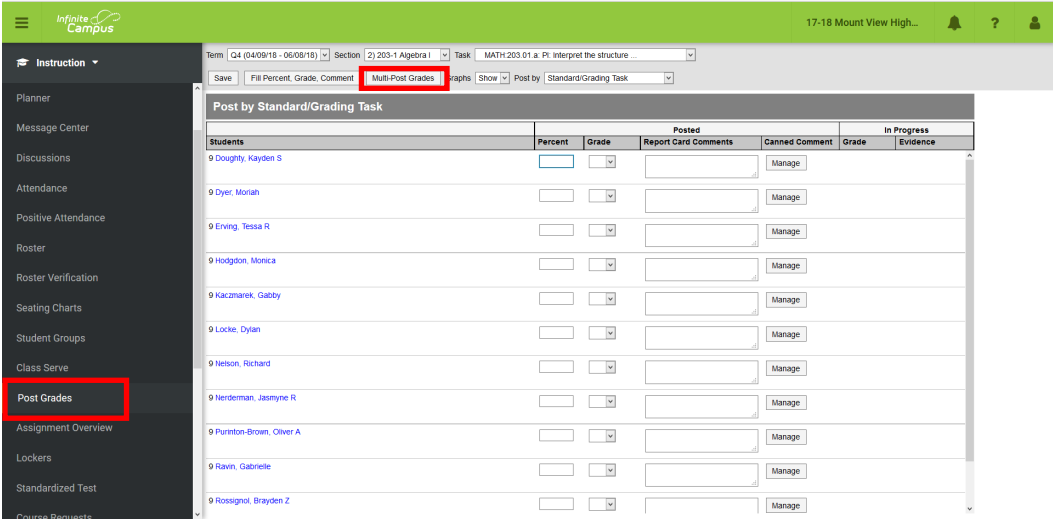
Here you will be able to grade all students for the specific PI with one entry. Check the box next to 'Grade' then select the numeric grade from the dropdown menu. You can add a comment or select a Canned Comment for this one PI. **Remember:** this grade and comment will be the same for all students. Select 'Fill'. Then **SAVE**.



Note: This option is great to use when most all students have earned the same grade. Use this option then manual adjust the one or two student's grades that need updating.

Option 2— Route 4:

Multiple Post Grades allows you to post grades for all or Multiple Sections of your gradebook at one time.



Option 2— Route 5:

Fill Percent, Grade, Comment. Allows you to post grades and comments for all students at one time.

