Enter Grades in Infinite Campus

A beginner-friendly, 15-minute walkthrough for new learners on preparing Infinite Campus to enter report card grades. Covers logging in, navigating the Control Center, enabling canned comments in Account Settings, and getting ready to use Post Grades.

Module 1: Log In and Navigate the Control Center

Learn how to log in to Infinite Campus with your district URL and credentials, then identify the Control Center dashboard and the main sidebar navigation links, including Post Grades.

Logging In and Navigating the Control Center

This guide walks you through preparing Infinite Campus for entering report card grades. You will log in, review the Control Center, enable canned comments, open Post Grades (in either the Old Look or New Look interface), enter grades and comments, and switch schools if you teach in more than one building.

Prepare Infinite Campus

Step 1. Log in to Infinite Campus

Open your web browser and go to your district's Infinite Campus URL.
Enter your credentials and log in.

Familiarize yourself with the Control Center. After you log in, the Control Center dashboard appears. It shows:

Your school (for example, "20-21 Willow Creek Elementary - T1").
Your sections (such as "4th Grade Homeroom," "LEARNING TO READ," and "WRITING").
Attendance options.
Assignment scores.

The left sidebar contains these navigation links:

Control Center
Grade Book
Planner
Message Center
Attendance
Learning Tools
Roster
Seating Charts
Student Groups
Post Grades
Reports
Professional Development

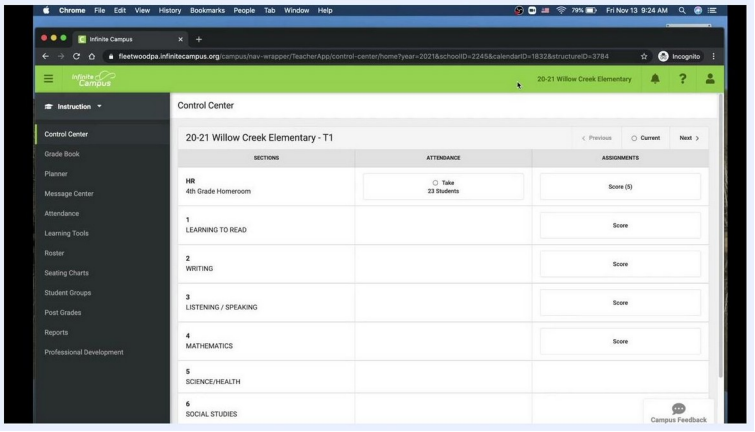
Step 2. Open Account Settings

Open your account settings so you can enable canned comments.

Locate the person icon (user menu) in the upper right corner of the green header bar.
Click the person icon to open the user menu.
Select **Account Settings**. The Account Settings - Preferences page opens.

Step 3. Use Canned Comments
Verify that "Use Canned Comments" is enabled.

On the Account Settings - Preferences page, find the **Use Canned Comments** checkbox under **Student Display**.
Make sure the box is checked. If it is not, click the box to enable it.
Click **Save** at the top of the page to apply your changes.



Account Settings - Preferences page with "Use Canned Comments" checked under Student Display
Saving ensures that canned comments are available when you enter report card grades.

Step 4. Review additional preferences as needed
The Preferences page also includes these options:

Show Active Students Only
Show Student Number
Show Student Picture
Use Seating Chart for Attendance
Various Pass/Fail Coloring options

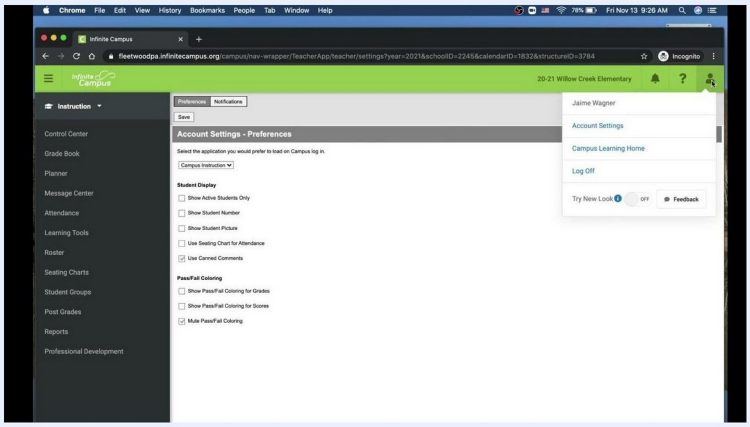
Adjust these settings according to your preferences or school requirements.

Post Grades in the Old Look
Step 5. Access Post Grades in the Old Look interface
In the left-hand menu, scroll down and click **Post Grades**.

> **Note:** The Old Look and New Look interfaces both take you to the same Post Grades location.

Post Grades in the New Look
Step 6. Switch to the New Look interface (optional)
Click the person icon (user menu) in the upper right corner of the green header bar.
In the dropdown menu, find the **Try New Look** toggle.

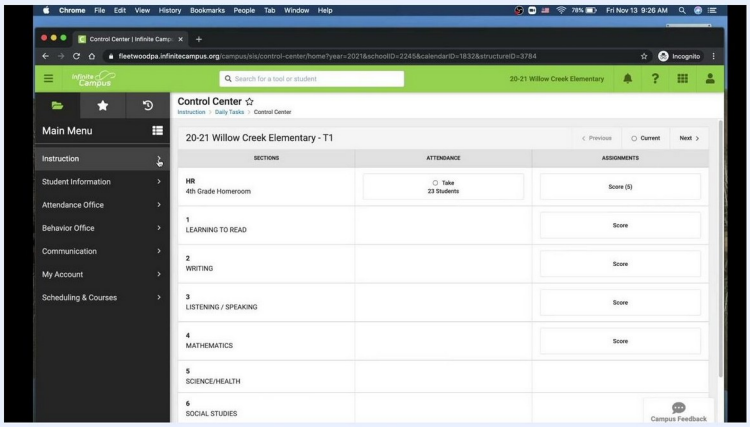
Click the toggle to switch it from OFF to ON. The interface refreshes to the New Look.



User menu open with the "Try New Look" toggle ready to be switched on

Step 7. Navigate to Post Grades in the New Look interface

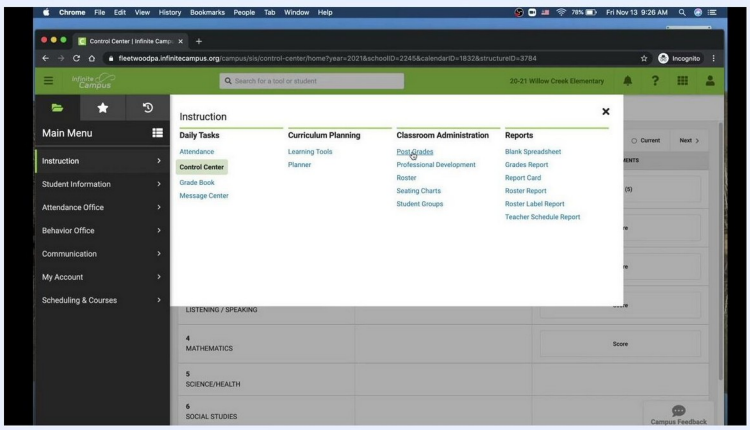
In the left-hand Main Menu, click **Instruction**. The Control Center dashboard appears, displaying your sections and assignments.



Control Center in New Look with "Instruction" selected in the Main Menu and sections listed

Hover over **Instruction** to reveal additional options.

Under **Classroom Administration**, click **Post Grades**.

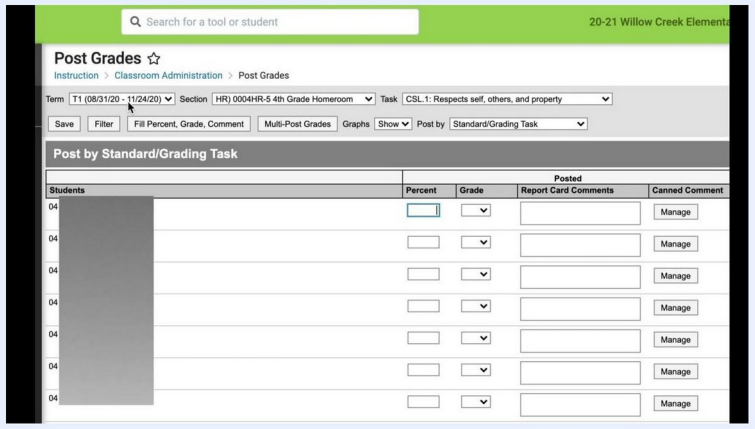


Instruction menu expanded with "Post Grades" under Classroom Administration

Step 8. Verify the correct term is selected

At the top of the Post Grades page, check that the **Term** dropdown is set to "T1 (08/31/20 - 11/24/20)" or the appropriate grading period for your school.

The term should be set automatically, but confirm it before you proceed.

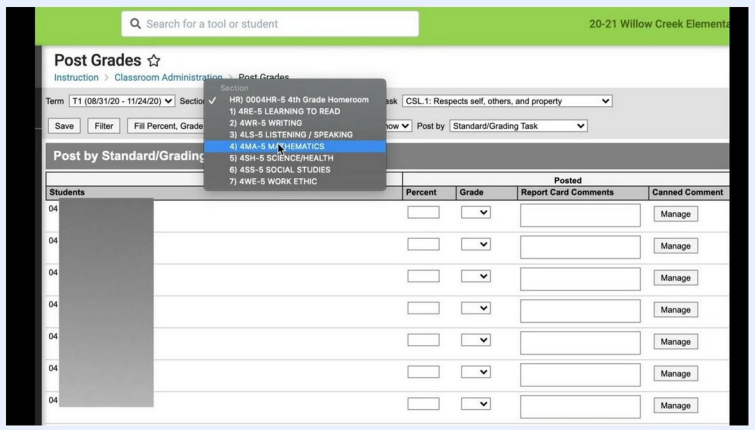


Post Grades page with Term set to T1 (08/31/20 - 11/24/20) and Section set to 4th Grade Homeroom

Step 9. Select the appropriate section (subject or grading category)

Use the **Section** dropdown to choose the subject or grading category you want to enter grades for (for example, "4MA-5 MATHEMATICS").

The dropdown lists all available sections for your schedule.



Section dropdown expanded, listing options such as 4MA-5 MATHEMATICS and 4RE-5 LEARNING TO READ

Step 10. Show all standards and grading tasks

Change the "Post by" option.

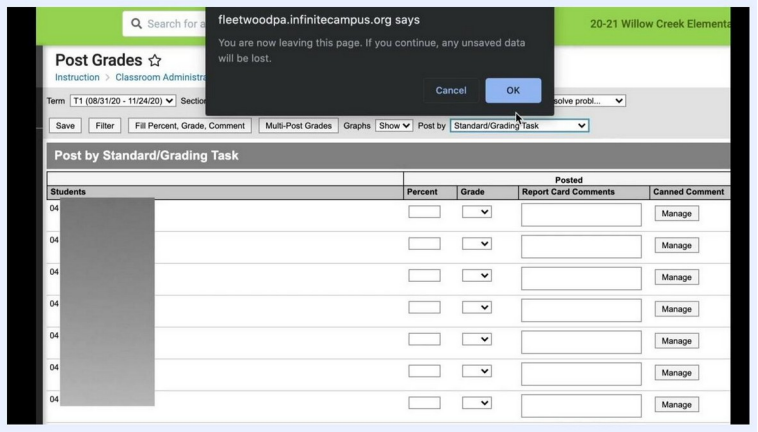
Find the **Post by** dropdown. Its default is "Standard/Grading Task."

Change it to **All Standards and Grading Tasks** to view and enter grades for all standards at once.

Acknowledge the unsaved changes warning if prompted.

If a popup says "You are now leaving this page. If you continue, any unsaved data will be lost," review your changes.

If you have not made any changes, click **OK** to proceed.



Warning popup about leaving the page and losing unsaved data, with OK and Cancel options

Review the standards and grading tasks. After you confirm, the Post Grades page displays all standards and grading tasks for the selected section. You can now enter grades, percentages, report card comments, and canned comments for each student.

At this point you have navigated to Post Grades, selected the correct term and subject, and prepared the interface for entering report card grades and comments.

Enter Grades and Comments

Step 11. Enter grades and comments for each student and standard

In the "Post by All Standards and Grading Tasks" table, find the row for the student and the standard (for example, "4.MA.CC.1: Uses the four operations to solve problems"). Then complete these columns:

Column	What to do
Percent	Enter the percentage score, if applicable.
Grade	Click the drop-down arrow and select the appropriate grade for the standard.
Report Card Comments	Type any custom comments you want to include for the student and standard.
Canned Comment	Click **Manage** to add pre-defined comments.

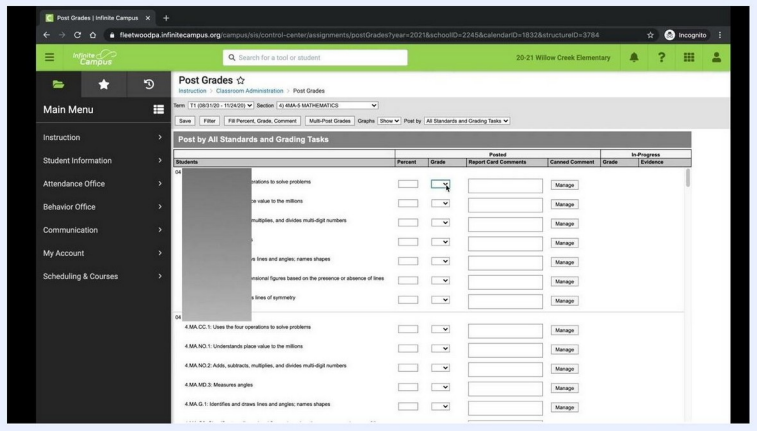
Step 12. Add canned comments for a student and standard

Click **Manage** in the **Canned Comment** column for the student and standard.

A **Canned Comments** panel appears on the right side of the screen. Review the list of available comments.

Check the box next to each comment you want to add (for example, "10: Modified assignments given to remediate" or "12: Extended time given to complete assignments").

Optionally, enter a code in the **Enter Code(s)** field and click **Add** to select a comment quickly by its code.



Canned Comments panel with selectable comments, checkboxes, and an Enter Code(s) field

Step 13. Save your work frequently

Click **Save** at the top of the Post Grades page after you enter or update any grades, comments, or canned comments.

Saving ensures your progress is not lost if you take a break or navigate away from the page.

Always save before switching to another screen or section within Infinite Campus.

Step 14. Navigate between students and pages

If you have more students than fit on one page, use the navigation controls (for example, scroll or page buttons) to move to the next set of students.

Repeat the process of entering grades and comments for each student as needed.

Following these steps, you enter grades, report card comments, and canned comments for each student and standard, with all information saved and accurately recorded.

Switch Schools

Step 15. Open the Context menu if you teach in multiple buildings

If you are a special teacher or a virtual teacher with students in more than one building, you may need to change the school context.

Find the current school name at the top right of the Infinite Campus window (for example, "20-21 Willow Creek Elementary").

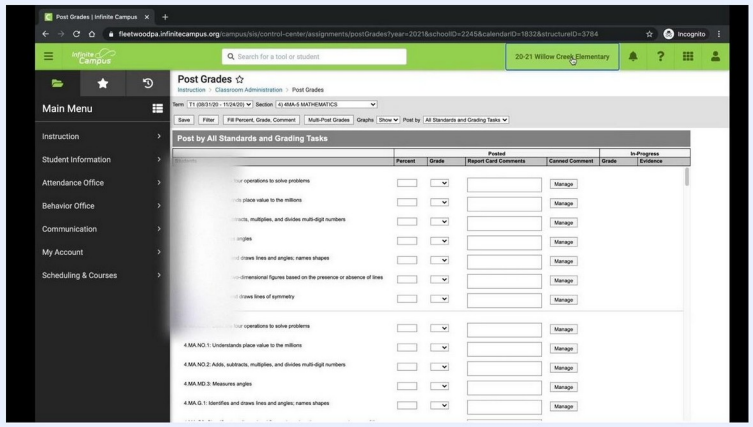
Click the school name to open the **Context** menu.

Step 16. Select a different school and save the context

In the **Context** menu, use the **School** drop-down to select the school you want (for example, "Willow Creek Elementary School").

Confirm that the correct **Year**, **Calendar**, and **Structure** are selected as needed.

Click the blue **Save** button to apply the new school context.



Context menu with Year, School, Calendar, and Structure options and Save/Cancel buttons
The system updates to reflect the selected school, so you can post grades for students in that building.

Module 2: Preparing to Enter Grades Check
A short check on logging in, the Control Center, and enabling canned comments before entering report card grades.

1. What should you do first to prepare Infinite Campus for entering report card grades?

Log in to Infinite Campus using your district's URL and credentials (correct)
Open Post Grades directly
Enable canned comments
Switch schools

2. What appears after you log in to Infinite Campus?

The Post Grades page
The Control Center dashboard (correct)
The Account Settings page
The Reports page

3. Where do you find Account Settings?

By clicking the person icon in the upper right corner of the green header bar and selecting Account Settings (correct)
Under Learning Tools
In the left sidebar under Attendance
In the Roster menu

4. Which setting must be enabled so canned comments are available when entering report card grades?

Seating Charts
Student Groups
Use Canned Comments under Student Display (correct)
Post Grades under Reports

5. After checking Use Canned Comments, what should you do to apply the change?

Click Save at the top of the page (correct)
Close the browser
Click Post Grades
Refresh the Control Center