Post Grades in Infinite Campus

A beginner-friendly, 15-minute walkthrough for new teachers on posting grades in Infinite Campus. Learners will open the gradebook, verify and troubleshoot the Post Grade column, and configure grade calculation settings so letter grades display correctly. Based on the Grade Posting Troubleshooting Steps guide for Campus Instructor.

Module 1: Troubleshooting Missing Letter Grades in the Gradebook

Learn how to open the gradebook for the correct section, term, and task, verify the Post Grade column, and set the Grade Calc Options (In Progress Grade type, grading scale, and calculation settings) so letter grades appear as expected.

Grade Posting Troubleshooting Steps in Campus Instructor

This guide explains how to fix missing letter grades in the **Post Grade** column of the Infinite Campus Gradebook, post grades for a grading period, adjust posted grades, and enter conduct grades. Complete the steps for every class you teach.

Part 1: Resolve Missing Letter Grades

Step 1. Open your gradebook in Campus Instructor

Go to the Infinite Campus website and log in.

Select your course and open **Grade Book** from the left sidebar.

Confirm you are viewing the correct section, term (for example, S1), and task (for example, Final Grades).

Review the gradebook table. It displays student names, points, percentages, and the **Post Grade** column.

Step 2. Verify the Post Grade column

Two common issues can occur:

Teachers do not see any letter grades in the **Post Grade** column.

There are problems with the actual posting process.

Check whether the **Post Grade** column under **In Progress** displays letter grades (A, B, C, F, and so on). If the column is empty or does not show grades, continue with the steps below.

Step 3. Open Grade Calc Options

Locate the **Settings** tab or chevron. It is usually on the left or top of the gradebook screen.

Click the **Settings** chevron to open the settings panel.

In the settings panel, under the **Grade Book Setup** section, click **Grade Calc Options**.

Step 4. Set the grade calculation option

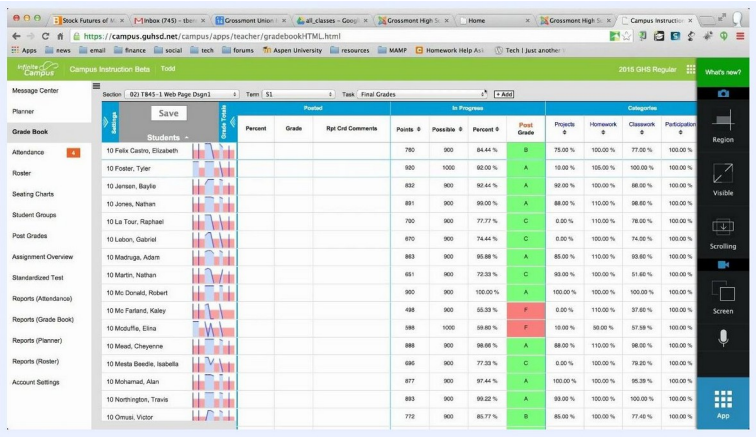
In the **Grade Calculation** window, make sure the following are set:

Type: "In Progress Grade"

Grading Scale: "GUHSD Grading Scale" (or your district's appropriate grading scale)

Ignore **Weight Categories** and **Use Score's % Value** unless you are instructed otherwise.

Click **Save** to apply the changes.



Grade Calculation window with Type set to "In Progress Grade" and Grading Scale set to "GUHSD Grading Scale"; Save and Close buttons visible

Step 5. Return to the gradebook

Close the **Grade Calculation** window.

Return to your gradebook view.

Step 6. Verify grades in the Post Grade column

Confirm that letter grades now appear in the **Post Grade** column for each student.

If grades are still missing, double-check that you selected and saved the correct grading scale.

Following these steps resolves missing letter grades in the **Post Grade** column and sets up your gradebook correctly for posting final grades.

Step 7. Repeat the adjustment for all classes

Make the grading scale and calculation adjustments for every class you teach.

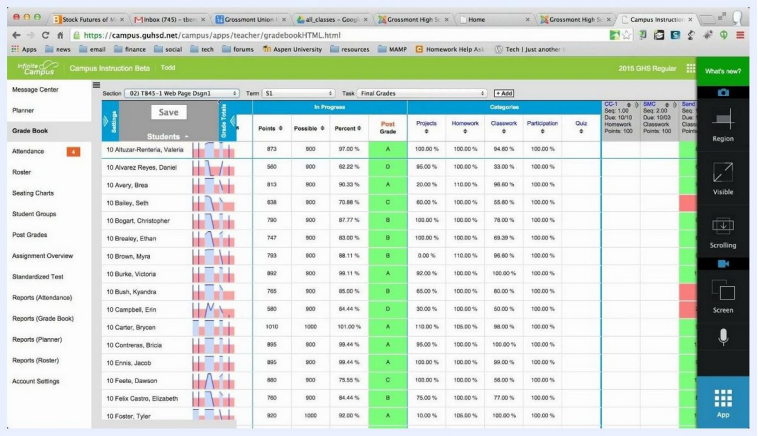
Switch between classes using the **Section** dropdown at the top of the gradebook screen.

Make sure each class displays letter grades in the **Post Grade** column before you continue.

Step 8. Verify you are in the correct grading period

Double-check that the **Task** dropdown is set to "Final Grades" (or the appropriate grading period for your posting).

This ensures you post grades for the correct reporting period.



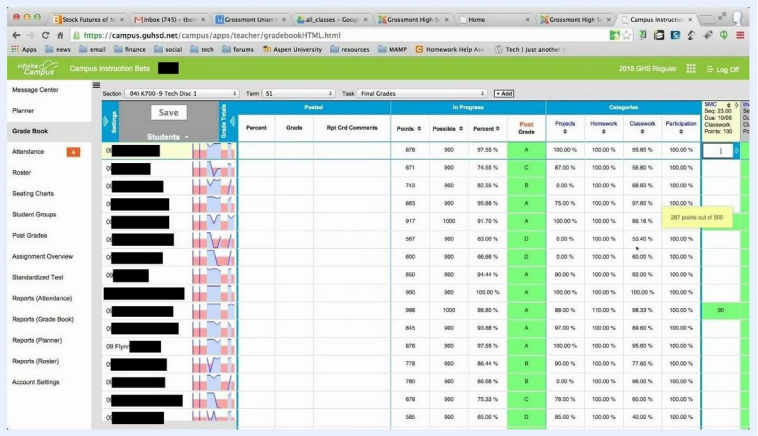
Gradebook with "Final Grades" selected in the Task dropdown and letter grades visible in the Post Grade column

Part 2: Post Grades

Step 9. Switch between grading tasks

Use the **Task** dropdown to change between grading periods (for example, from "6 Week Grades" to "Final Grades").

Confirm that the correct grades are visible and posted for each period.



Post Grades screen for a different class section, showing student names, grades, and comment fields

Step 10. Review and scroll through gradebook columns

Scroll left or right in the gradebook to review additional columns such as "Projects," "Homework," "Classwork," and "Participation."

Make sure all relevant data is accurate and complete before you finalize grades.

Step 11. Post grades

Start the posting process

Click the **Post** link located above the **Post Grade** column.

The **Post Grades** dialog box opens.

Complete the Post Grades dialog

Confirm **Term** is set to "S1" (or your current term).

For **Task**, select the appropriate task (for example, "Final Grades").

Click **OK** to post the grades.

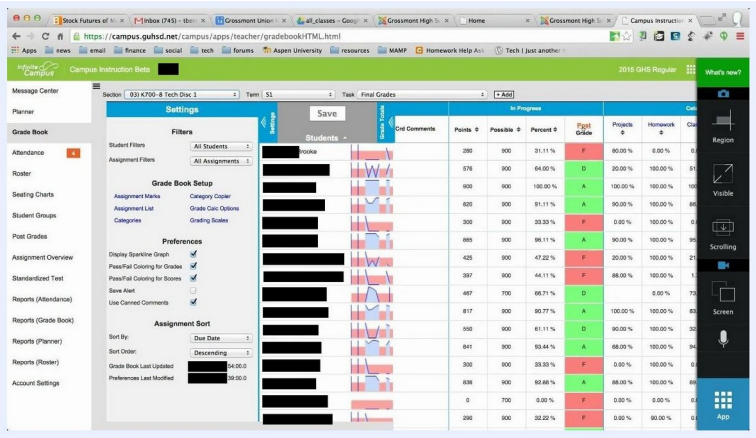
Step 12. Review posted grades

After posting, a summary screen shows the posted grades.

Review the **Posted** column to make sure all grades transferred correctly.

If you make any changes to grades, click **Save** to update the posted grades.

If no changes are needed, you may exit the gradebook.



Gradebook summary screen showing Posted and In Progress grades side by side, with the Save button at the top

Following these steps posts your grades in Infinite Campus and records accurate letter grades for all students in the correct grading period. If you encounter any issues, double-check the grading scale and calculation settings for each class.

Part 3: Adjust and Post Grades

Step 13. Manually adjust a student's grade

Locate the student whose grade you want to change in the gradebook.

Click the grade cell in the **Posted** column for that student.

Select the desired letter grade from the dropdown (for example, change "F" to "D").

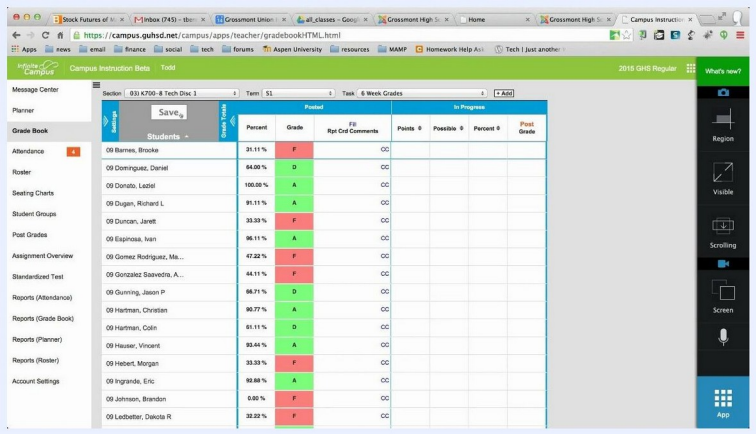
The cell background updates to reflect the new grade: green for passing, red for failing.

Step 14. Revert a grade change if needed

Click the grade cell again.

Select the original grade (for example, change "D" back to "F").

The cell background updates accordingly.



Gradebook with Brooke Barnes's grade reverted from "D" to "F" in the Posted column; the cell background is red

Step 15. Repeat the process for each class

Use the **Section** dropdown at the top to switch to the next class.

Repeat the steps above for each class section. Make sure you enter and post both academic and conduct grades.

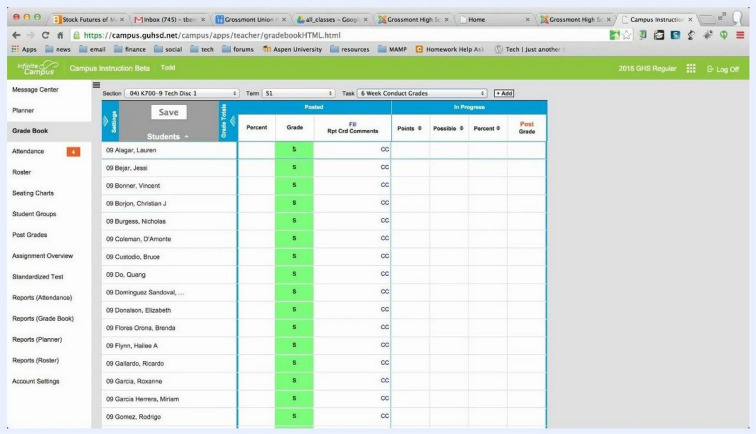
Part 4: Conduct Grades

Step 16. Enter and post conduct grades for students

Switch the **Task** dropdown at the top of the gradebook to the relevant conduct grading period (for example, "6 Week Conduct Grades").

For each student, click the **Grade** cell under the **Posted** column and select the appropriate conduct grade (for example, S for Satisfactory, O for Outstanding).

To assign the same conduct grade to all students quickly, click any grade cell, select the desired grade, and use the fill or copy feature if available.



Gradebook with every student's conduct grade set to "S" in the Posted column

Step 17. Edit or revert conduct grades as needed

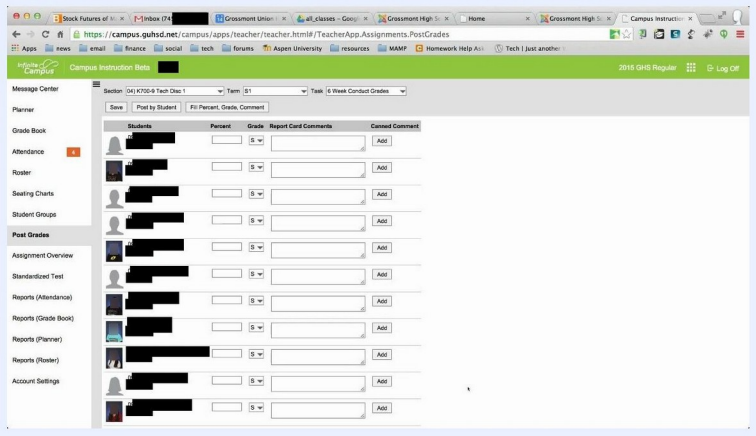
To change a conduct grade, click the cell and select a different grade (for example, change "O" back to "S").

The grade updates immediately in the gradebook.

Step 18. Bulk fill conduct grades and comments with the Post Grades tool

Go to **Post Grades** in the left sidebar.

Set the **Task** dropdown to the appropriate conduct grading period (for example, "6 Week Conduct Grades").
Click the **Fill Percent, Grade, Comment** button at the top.
In the pop-up, check the **Grade** box, select the desired grade (for example, S), and optionally add a comment.
Under "Canned Comments," select any relevant comments (for example, B: Active Participant, R: Attitude Needs Improvement).
Click **Fill** to apply the selected grade and comments to all students.



Post Grades screen listing all students with grade dropdowns and comment fields for review and finalization

Step 19. Review and finalize conduct grades

Review the conduct grades and comments for each student on the **Post Grades** screen.
Make any individual adjustments as needed.
Click **Save** to finalize your entries.

Summary

Following these steps, you can:

Make letter grades display correctly in the **Post Grade** column.
Post grades for different grading periods.
Enter or update conduct grades for all students quickly.

Always save your changes and review the entries before you finalize grade submission.

Module 2: Post Grades Knowledge Check

A short check on the steps for resolving missing letter grades and configuring grade calculation in Campus Instructor.

1. Where should you go first to begin resolving missing letter grades?

Enter conduct grades for each student
Email your district grading administrator
Change the grading scale in a student's record
Open your gradebook in Campus Instructor after logging in and selecting your course (correct)

2. What should you check in the gradebook if no letter grades appear?

The school's lunch schedule
The number of pages in the course syllabus
Whether the Post Grade column under In Progress displays letter grades such as A, B, C, or F (correct)
The student's bus route number

3. Where do you find Grade Calc Options?

Under the Final Grades task only
In the settings panel, under the Grade Book Setup section (correct)
In the student attendance report
In the district announcements page

4. Which Type should be set in the Grade Calculation window?

Conduct Grade
Attendance Summary
In Progress Grade (correct)
Transcript Report

5. What should you do after making changes in the Grade Calculation window?

Delete the gradebook and start over
Close the browser without saving
Click Save to apply the changes, then close the window and return to the gradebook (correct)
Print the gradebook for each student