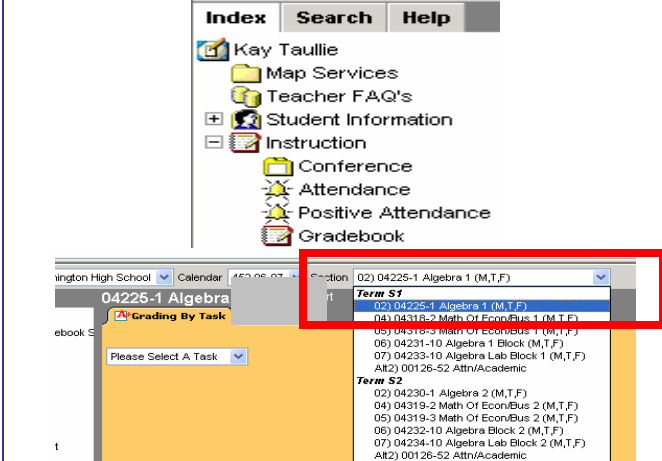


Teacher Entering Grades/Posting for Athletic Eligibility

Entering Athletic Eligibility Grades: Option 1

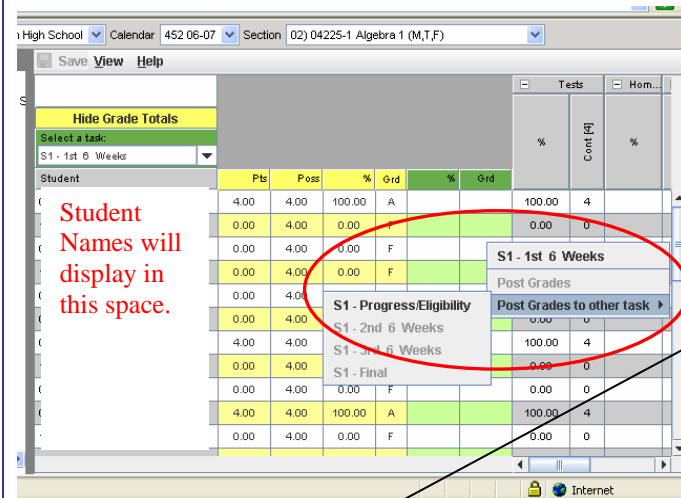


The screenshot shows the 'Index' menu with 'Gradebook' selected. A red box highlights the 'Section' dropdown menu, which is open to show a list of sections including '02) 04225-1 Algebra 1 (M,T,F)'.

TEACHER'S VIEW*

*Teachers: Please follow the direction of your Infinite Campus Scheduler/Athletic Director for the proper option to use for Entering/Posting Athletic Eligibility grades for students at your site.

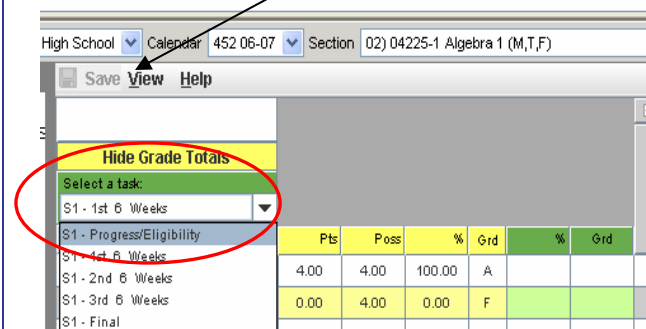
1. From **Index > Instruction > Gradebook**.
2. From the gray bar above the Infinite Campus welcome screen > select the **Section** from the drop down list.



The screenshot shows the Gradebook interface. A red oval highlights a right-click context menu over a green cell in the 'Grd' column. The menu options include 'Post Grades to other task' and 'Progress Eligibility'. A red text box on the left says 'Student Names will display in this space.' pointing to the student names in the first column.

3. Place your cursor over the green portion of the Gradebook. Then right mouse click (Mac **Ctrl** + **click**) and select **Post Grades to Other Task** > select **Progress Eligibility**.

4. **Save**



The screenshot shows the 'Select a task' dropdown menu in the Gradebook. A red oval highlights the dropdown, which is open to show 'S1 - Progress/Eligibility' selected.

5. Go to **Select a task** and select **Progress Eligibility**.

6. Verify your grades.



Teacher Entering Grades/Posting for Athletic Eligibility

Entering Athletic Eligibility Grades: Option 2

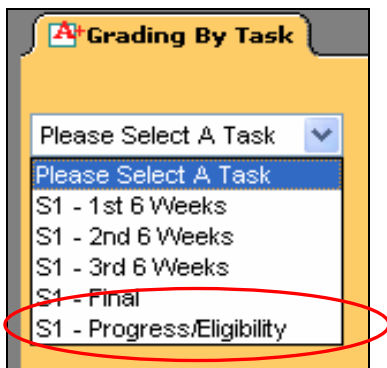
[Index](#) [Search](#) [Help](#)

- Home
- Teacher FAQ's
- Student Information
- Instruction
 - Conference
 - Attendance
 - Gradebook
 - Grading By Task

TEACHER'S VIEW*

*Teachers: Please follow the direction of your Infinite Campus Scheduler/Athletic Director for the proper option to use for Entering/Posting Athletic Eligibility grades for students at your site.

1. From **Index > Instruction > Grading By Task**.

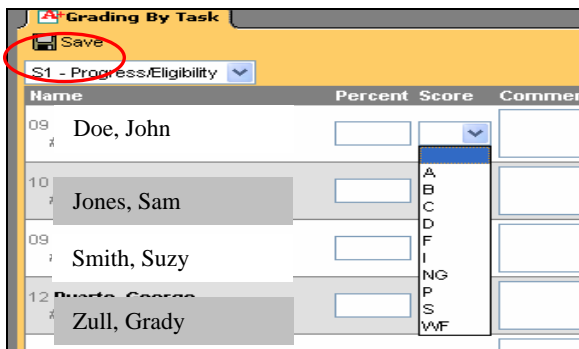


Grading By Task

Please Select A Task ▼

- Please Select A Task
- S1 - 1st 6 Weeks
- S1 - 2nd 6 Weeks
- S1 - 3rd 6 Weeks
- S1 - Final
- S1 - Progress/Eligibility

2. Select the **Progress Eligibility** task.



Grading By Task

Save

S1 - Progress/Eligibility ▼

Name	Percent	Score	Comments
09 Doe, John	<input type="text"/>	<input type="text"/>	
10 Jones, Sam	<input type="text"/>	A B C D F I NG P S WV	
09 Smith, Suzy	<input type="text"/>		
12 Zull, Grady	<input type="text"/>		

3. Enter the **Score** of D and/or F. Your school may only ask that D and F grades are entered – as opposed to using Option 1 – posting all grades.

4. Enter **Comments** if they apply.

5. Click **Save**.

