

## GENERAL INSTRUCTIONS - REPORT CARDS SY 2021-22: Quarter 1

Please refer to our Infinite Campus help docs located at website: <http://bit.ly/mohshelp>

1. **Determine grades to be assigned.**
  - a. Only straight letter grades of **A, B, C, D, F** will be used.  
**DO NOT** give + or -.
  - b. Use **S** (satisfactory) or **U** (unsatisfactory) for following courses/situations:
    - i. CAP/Homeroom
    - ii. TA students (School Service)
    - iii. Students on Certificate Route (FSC students)
  - c. Use **"N"** (no grade) for new students (enrolled in your class less than 4 weeks) if and only if you are unable to provide them with a letter grade or for special circumstances.
  - d. **"I"** must be eventually (before next grading period) replaced by a letter grade.
2. **Record final Quarter 1 grade and comment on Report Card Rosters attached.**
  - a. Record each student's grade in the **Qtr 1 column**.
  - b. **One** comment (optional) per student under the Comment column.
    - i. Refer to "Comments for Report Cards" for listing of comment codes.
3. **Input your grades into Infinite Campus**
  - a. Follow the instructions provided through email or see website below.
  - b. School service students (TAs) are listed on a separate roster.
  - c. Infinite Campus Mark entry will be available for you to input starting from **Monday, October 4, 2021**.
  - d. Please enter grades carefully and double-check for accuracy.



NO VERIFICATION ROSTERS will be printed/distributed. You have the power to print your rosters. Please make use of this ability to print your rosters and **DOUBLE CHECK** your grade input.

Remember, you can do your grades from home but please **do not wait until the last minute** to input grades. Test out your settings to ensure you are able to access **INFINITE CAMPUS** from home. If you need additional support and instructions refer to our Infinite Campus help docs located at website: <http://bit.ly/mohshelp>. Password: **Ont1m3**

**DEADLINE TO INPUT GRADES into INFINITE CAMPUS is  
Thursday, October 15 @ 3:30 p.m.**

Thank you in advance for your cooperation and diligence. Have a wonderful Fall Break!