

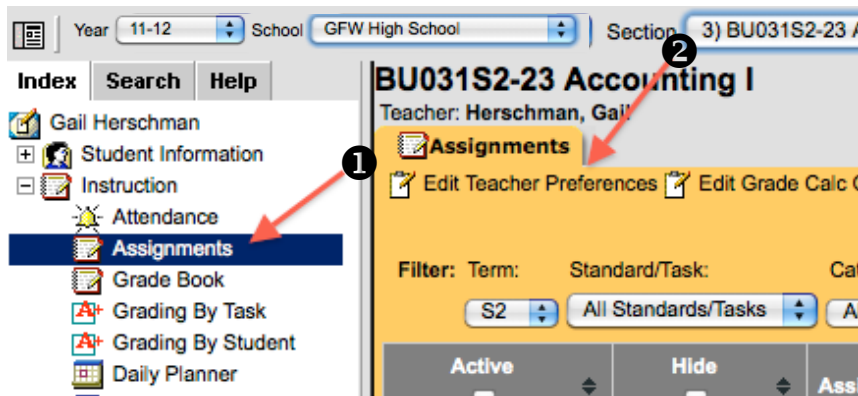
# Infinite Campus

Grading Set-up 2011-12

## Step 1: Set your Preferences

Select the school year and your class section

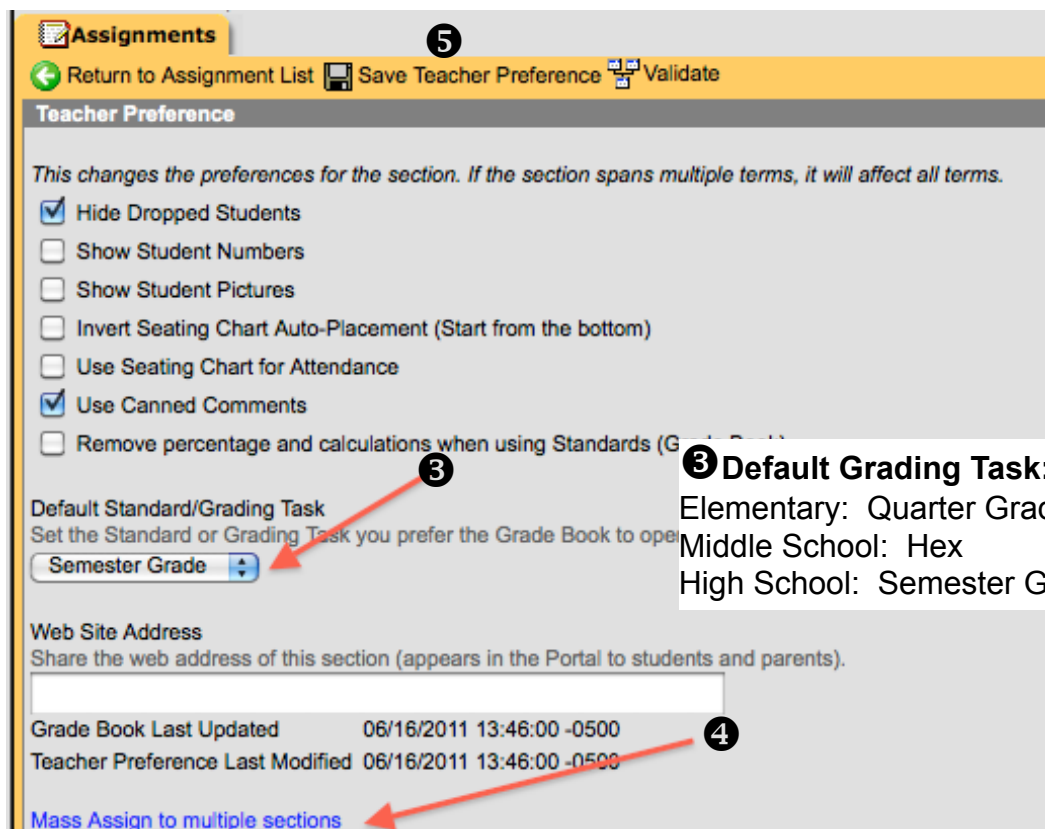
- 1 Instruction Menu --->Assignments
- 2 Select: Edit Teacher Preferences



## Enter your preferences

There are no right or wrong choices

- some teachers like to see the students who have dropped their class--other teachers want them hidden
- if you use canned comments on report cards, be sure this box is checked



**3 Default Grading Task:**  
Elementary: Quarter Grade  
Middle School: Hex  
High School: Semester Grade

- 4 Click the link above and you can assign these preferences to the other classes you teach.
- 5 SAVE when done