

End of Term Final Grading

04/22/2026 9:00 am EDT

Post All Grades

- Consider only opening only one term/task grading window at a time to prevent accidental posting errors.
 - [Grading Window | Infinite Campus](https://kb.infinitecampus.com/help/grading-window) (<https://kb.infinitecampus.com/help/grading-window>)
- Verify all student **final grades** have been posted by teachers.
- Generate the [Grades Report \(Grading and Standards\) | Infinite Campus](https://kb.infinitecampus.com/help/grades-report-grading-and-standards) (<https://kb.infinitecampus.com/help/grades-report-grading-and-standards>) to review missing grades. The same report can be used to review all final grades are per PSU policies.
 - Run this daily during the grading window to ensure grades are posted accurately.
- Other helpful grade reports may be found in the [Google Ad Hoc Community Folder](https://drive.google.com/drive/folders/1h2wHeWtpBmQqiTYWAA-qohWkgagCAYdl?usp=drive_link).
(https://drive.google.com/drive/folders/1h2wHeWtpBmQqiTYWAA-qohWkgagCAYdl?usp=drive_link) Review any ad hocs to ensure the information aligns with the data in the school's setup.

Grades Report ☆

Grades Batch Report

This report will batch print students' grades. There is an option to print the report grouped by student, teacher or course. There is an option to set a page break for each student or course, suitable for handing out. The grades report group by Teacher will always set a page break for each teacher. This is a very complex report, so try to limit the number of students run per batch. Checking the page break option will make the report run faster.

Which students would you like to include in the report?

Grade All Students
PK
TK
KG
1

Ad Hoc Filter

Grading Terms Q1 Q2 Q3 Q4

Select Teachers All
BAIR, Eloisa
BAKER, LAURA
BOLICK, Bobbie
BOLICK, Loraine
Brown, PATRICIA
Bryant, JENNIFER
BUMGARNER, Kathleen

Group By Student Teacher Course/Section

Display term dates
 Display section dates
 Set page break for each Student

Select Standard/Grading Tasks All
Term Grade
Semester Grade
Final Grade

All Grades / Scores
 Missing Grades / Scores
 By Grade / Score

Final Report Cards

Navigation: *Grading & Standards > Reports > Report Card*

- Generate Final Report Card | Infinite Campus (<https://kb.infinitecampus.com/help/report-card>) for distribution.
- Follow PSUs procedures on required information for the final report card. [Report Setup | Infinite Campus](#) (<https://kb.infinitecampus.com/help/report-setup>)

Report Card ☆

Report Card Batch Report

This report batch prints student report cards, one page per student, suitable for handing out. This is a very complex report; try to limit the number of students selected per batch.

Report Options OR [Display Options](#)

Ad Hoc Filter OR

Grade

Active Only

Effective Date

Sort Options Alpha Grade/Alpha Zip Teacher

Batch Queue Options

Refresh Show top 50 tasks submitted between and

Batch Queue List			
Queued Time	Report Title	Status	Download

Post Transcript Grades

Navigation: Student Information > General Student Administration > Transcript Post Wizard

- Be sure grading windows are closed before posting final grades to the transcript.
- Verify that all final grades are posted by teachers prior to posting final grades to the transcript.
- Follow the steps in the [Temporary Procedure for Graduation Requirement Overrides](#) (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/temporary-procedure-for-graduation-requirement-overrides>) as necessary.
- Post student final grades to transcripts using the [Transcript Post Wizard](#) (<https://kb.infinitecampus.com/help/transcript-post>) (if applicable). An Ad hoc filter can be used to post for specific student groups as necessary.
- Select all child credit groups when posting transcript grades.
- It is a PSU decision on posting score comments.
- Posting transcript grades can be done multiple times without duplicating or overwriting existing transcript records. Only new transcript grades will be added.

Post Grades to Transcripts

The Transcript Post tool takes scores from the Grade Book and posts them to the student's transcript. Scores from Grading Tasks or Standards marked as Post to Transcript and associated with a Credit or Standard group will post. There are three posting options:

- **Post Courses, Scores, & Credits by Term:** used to post scores and credits for any grading task or standard associated with a term or terms.
- **Post One-Time Grading Task or Standard:** used to post scores and credits for one-time tasks/standards that are scored once and are not associated with a term.
- **Post Courses and Scores Only for All Terms:** used to post scores only (no credits) for any task or standard.

This tool can be used multiple times without duplicating records, which prevents a score changed by a teacher in their gradebook from affecting a posted transcript record. After the Transcript Post process is complete, any necessary changes to scores need to be manually updated on the student's transcript. Credit information can be added to the records created using the first option and selecting the applicable terms and credit groups.

Select Calendars

Which calendar(s) would you like to include in the report?

active year

list by school

list by year

24-25

24-25 Arthur High School

24-25 Coolidge School

24-25 Harrison High School

24-25 Homeless

24-25 LEP

24-25 Madison Elementary

24-25 Migrant

24-25 Monroe High School

24-25 More at Four

24-25 NCDPI

24-25 OEC

24-25 Taft School MS

24-25 Tyler School

24-25 Wilson School ES

Buchanan School 2025 A

Cleveland School 2025 A

Eisenhower School 2025 A

Filmore School 2025 A

Garfield School 2025 A

Grant School 2025 A

Harding School 2025 A

Hayes School 2025 A

Hoover School 2025 A

Jackson School 2025 A

Jefferson School 2025 A

Johnson School 2025 A

Kennedy School 2025 A

Lincoln School 2025 A

McKinley School 2025 A

CTRL-click or SHIFT-click to select multiple

Select Credit Groups

-Measurement and Data

-Geometry

-HS

-Arts Ed

-CTE

-ECS

-ELA

-ESL

-Hlth & PE

-Math

-Military Sc

-Misc

-Non Clssm

-OCS

-Other

CTRL-click or SHIFT-click to select multiple

Post Courses, Scores, & Credits by Term

All Terms

Term 1

Term 2

Term 3

Term 4

CTRL-click or SHIFT-click to select multiple

Post One-Time Grading Task/Standard

Post Courses and Scores Only for All Terms

Post Score Comments to Transcript

Select Grades

All grades

1

10

11

12

CTRL-click or SHIFT-click to select multiple

Ad Hoc Filter

Select an Ad Hoc Filter

Select Course/Section Sort by Number Name

0A027X0VPS-5 AP Computer Sci Prin - VPS

0C002X0122-2 ACA122-College Trans Suc

0C002X0122-3 ACA122-College Trans Suc

0C015X0-2 COM231 Public Speaking

0C075X0-7 PH1240 Intro to Ethics

0C085X0-10 COM120 Intro Interper Com

0C085X0-13 COM120 Intro Interper Com

0C085X0-3 COM120 Intro Interper Com

CTRL-click or SHIFT-click to select multiple

RUN

The posting transaction could take more than 1 minute.
A popup window will show up to indicate the end of transaction.
Please don't click browser's "Back" button until the transaction is finished.

Grade Suppression (if applicable)

Navigation: [Student Information > General > Transcripts](#)

- Complete Grade Suppressions per PSU procedures.
- Review the [Suppressed Grades](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/adding-transcript-grades#SuppressedGrades) (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/adding-transcript-grades#SuppressedGrades) article for steps on how to process grade suppressions.

Class Rank (if applicable)

Navigation: [Grading & Standards > Reports > Class Rank Report](#)

- Review [Class Rank Report | Infinite Campus](https://kb.infinitecampus.com/help/class-rank-report) (https://kb.infinitecampus.com/help/class-rank-report) for each grade level for accuracy.
- Once class rank has been reviewed, determine the date to save a final year report for class rank.
- The Grade Calculation Snapshot will store GPA/Class Rank information in a table as of June 30th. Use the [GPA Calculations in Campus | Infinite Campus](https://kb.infinitecampus.com/help/gpa-calculations-in-campus#grade-calculation-snapshot--district-edition) (https://kb.infinitecampus.com/help/gpa-calculations-in-campus#grade-calculation-snapshot--district-edition) article to create an ad hoc with this information (optional).

Class Rank Report ☆ Grading & Standards > Reports > Class Rank Report

GPA Rank report

This report calculates a student's class rank based on their cumulative GPA.

Which students would you like to include in the report?

Grade:

Enrollment Effective Date:

GPA Calculation:

GPA Calculation Type:

How would you like the report sorted?

Student Name Rank

Report Format:

Final Transcripts (if applicable)

Navigation: Grading & Standards > Reports > Transcript Batch Report

- Generate transcripts for all students.
- Be sure all steps in the graduation checklist have been completed before generating final transcripts for graduates.

Transcript Batch Report ☆

Transcript Batch Report

This report will batch print student transcripts, one per mailing address per student. To print one transcript per student when students have multiple mailing addresses, check the box labelled "Transcript without mailing address, one per student". If a calendar is selected in the toolbar, the transcript will only show marks earned in grade levels present in that calendar. This is a very complex report, try to limit the number of students run per batch.

Report Options:

OR

[Display Options](#)

Which students would you like to include in the report?

Grade

Ad Hoc Filter

Enrollment Effective Date:

Sort Options: Alpha Grade/Alpha Zip Teacher

Transcript without mailing address, one per student

Show top tasks submitted between and

Batch Queue List			
Queued Time	Report Title	Status	Download

Report Format: