

Final Grading

05/15/2025 9:00 am EDT

Post Grades

- Consider only opening only one term/task grading window at a time to prevent accidental posting errors.
 - Grading Window | Infinite Campus
- Verify all student final grades have been posted by teachers.
- Generate the Grades Report (Grading and Standards) | Infinite Campus 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.

nis report will batch print stude	ents' grades. There is an option to print the report grouped by student, tear break for each student or course, suitable for handing out. The grades re	cher or course. port group by
eacher will always set a page I n per batch. Checking the pag	break for each teacher. This is a very complex report, so try to limit the nu ge break option will make the report run faster.	mber of student
Which students would yo	u like to include in the report?	
Grade All	Students	
PK TK		
KG 1	v	
Ad Hoc Filter	~	
Grading Terms	Q1 Q2 Q3 Q4	
Select Teachers	All	
	BAIR, Eloisa	
	BAKER, LAURA BOLICK, Bobbie	
	BOLICK, Loraine	
	Brown, PATRICIA	
	BUMGARNER, Kathleen	
Group By		
oroup by	Student O reacher O Course/Section	
	Display section dates	
	Set page break for each Student	
Select Standard/Grading 1	asks All	
	Term Grade	
	Semester Grade	
	v	
All Grades / Scores		
Missing Grades / Sco	res	
O By Grade / Score		

Final Report Cards

Grading & Standards > Reports > Report Card

- Generate Final Report Card | Infinite Campus for distribution.
- Follow PSUs procedures on required information for the final report card. Report Setup | Infinite Campus

Report Options OR Display Options	North Carolina Report Card 🗸
Ad Hoc Filter OR Grade	9 •
Active Only	
Effective Date	06/06/2025
Sort Options	● Alpha ○ Grade/Alpha ○ Zip ○ Teacher
Batch Queue Options Refresh Show top 5 Batch Queue List Queued Time	Itasks submitted between 03/27/2025 and 04/03/2025 Report Title Status Download

Post Transcript Grades

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.
- Post student final grades to transcripts using the Transcript Post Wizard (if applicable).
- 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.



Grade Suppression (if applicable)

Student Information > General > Transcripts

- Complete Grade Suppressions per PSU procedures.
- Review the Suppressed Grades article for steps on how to process grade suppressions.

Class Rank (if applicable)

Grading & Standards > Reports > Class Rank Report

- Review Class Rank Report | Infinite Campus for each grade level for accuracy.
- Once class rank has been reviewed, determine the date to save a final year report for class rank.

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 06 Enrollment Effective Date: 10/23/2024 GPA Calculation: Cumulative GPA GPA Calculation Type: Weighted GPA GPA Calculation Type: Weighted GPA How would you like the report sorted? Student Name Rank Report Format: PDF Generate Report	