

Campus Instruction– Posting Grades

1. Once in Campus Instruction, click on **Grade Book** on the left
2. Use the **“Term”** and **“Task”** drop-downs to pull up the grades you want to post
 - a. Composite graders should be on the Quarter task
 - b. Total points graders should be on the Semester task
3. Click the orange **“Post”** button underneath the In-Progress heading
 - a. A pop-up window will display with your posting options

Posted			In Progress			
Percent	Grade	Rpt Crd Comments	Points ↕	Possible ↕	Percent ↕	Post Grade
			54.5	57	95.61 %	A
			51.5	63	81.75 %	B-

4. **Select the term and task** that you want to post grades **to** (midterm, quarter, semester)
 - a. Only terms and tasks for which the grading window is currently open will display in the drop-downs
 - b. In the below example, the Q1 Midterm is being posted to.

Post Grades

Post In Progress Grade(s)
 In Progress/Proficiency Estimate from:
 Term: Q1
 Task: Quarter

Post to:
 Term:
 ▼

Task:
 ▼

5. Click **OK**
6. Click **OK** again
7. The system will then automatically take you to the task that you just posted, where you can see and verify your posted grades in the Posted columns.

Posted		
Percent	Grade	Fill Rpt Crd Comments
95.61	A	
81.75	B-	

8. Click **Save**
9. Switch to your next class section and repeat the above steps.