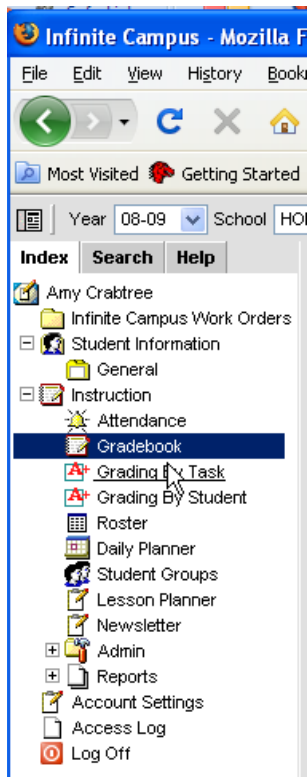


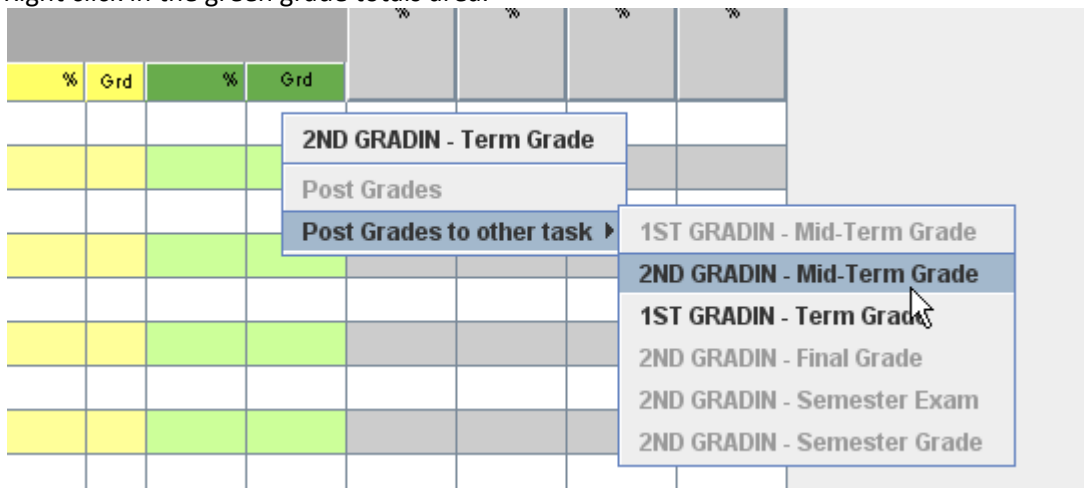
## How to Post Grades For Teachers

- Log into Infinite Campus.
- Instruction > Gradebook



### Posting grades is a three-step process.

1. Right click in the green grade totals area.



2. Select **Post Grades** if it is time to submit the final grade for the grading period OR select **Post Grades to Other Task** if submitting a midterm report.
3. Click Save.