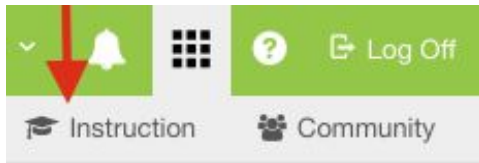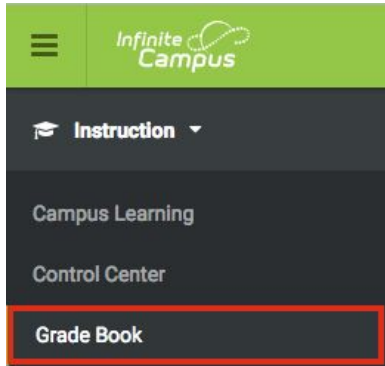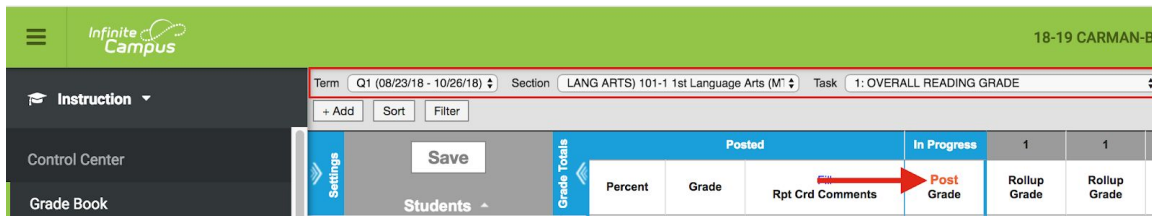# Campus Instructions: Elementary Posting Progress Grades

 You can access Campus Instruction in Infinite Campus by going to the upper-right corner, near the Log Off button, clicking the grid button, and then clicking to select Campus Instruction this will launch you into the module.

 Along the left is the module's index, you can use this to navigate to the different tools in Campus Instruction. Select on **Grade Book** to set up the necessary settings.
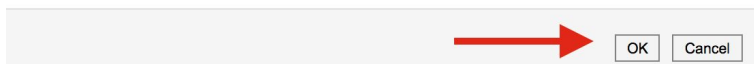
Posting Progress Grades

From the In Progress column when the Grading window is open a red **Post** button will be available. Select from the Sections to Post *(IE: PROGRESS Task are as follows: OVERALL READING GRADE, OVERALL MATH GRADE, OVERALL SCIENCE GRADE, OVERALL SOCIAL SCIENCE GRADE 1-5 Progress Report , if you are a Specials teacher it will be your OVERALL ART, OVERALL MUSIC, OVERALL PE, OVERALL STEM 1-5 Progress Report* be sure to view the Progress Report links to see all task that should be graded on for Q1, click the **Post** button.
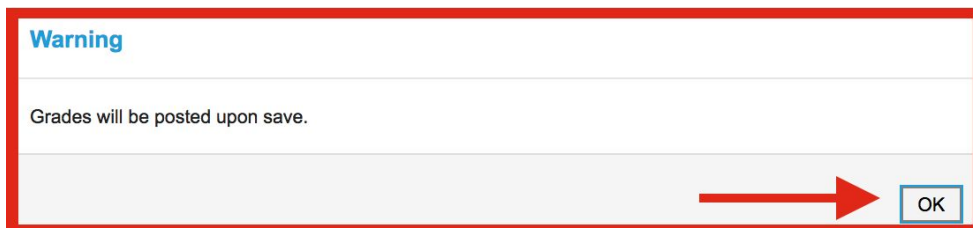

On the new window select where the grade is going to be posted. Verify the **Post to** Term drop-down, Task drop-down, select **OK.**

A Warning box will appear click **OK,** proceed to the next screen.

Campus Instructions: Elementary Posting Progress Grades

After you select to post, from Posted section. From the **Grade** column you will need to manually select a score from the drop down menu for each student. Then select **Save.** This needs to be completed for every Section you teach. *Note: Because you do not need assignments built for Progress grading, or if you are not using Gradebook. Scores will not automatically appear.*

NOTE: Please keep in mind that you can still achieve this by using POST GRADES module [Post Grades instructions](#) .

If you may need further guidance please reach out to your WIN Trainer and if you need technical assistance please enter a Help Desk ticket .