

Entering Grades for Quarter 2 and Final/Semester 1

You will need to enter **2 grades** for every student, one Quarter 2 grade and one Semester (Final grade for semester classes).

The screenshot shows the 'Post Grades' interface. The sidebar on the left has 'Post Grades' highlighted. The main area has a header with 'Term' (Q2), 'Section' (2), and 'Task' (Quarter). Below the header are buttons for 'Save', 'Fill Percent, Grade, Comment', and 'Multi-Post Grades'. A table titled 'Post by Standard/Grading Task' is shown with columns for 'Students', 'Percent', 'Grade', 'Report Card Comments', and 'Canned Comment'. The table currently shows 'No Results'.

- 1) Start by choosing "Post Grades" in your menu on the left.
- 2) Choose "Q2" in the "Term" drop down box.
- 3) Choose your Course and Section Number.
- 4) In the Task box choose "Quarter".
- 5) Enter student's grade in the drop down box. If you would like to add a comment click on "Manage" to get a drop down menu of comments. **One** comment may be entered per student for the **Quarter grading period, NOT SEMESTER or FINAL.**

Students	Percent	Grade	Report Card Comments	Canned Comment
07 [redacted]	<input type="text"/>	<input type="text"/>	<input type="text"/>	Manage

- 6) Click "Save" before moving on.

*** By Preference, you may use one of two methods to continue entering your grades.

Method A: Do all of your Quarter grades then do your Semester/Final grades.

Method B: Do Quarter and Semester/Final grades for one course/section then go on to your next course.

(next page)

Method A (enter all quarter grades then all Final/Semester grades)

Repeat Step 3 to change your **course/section number**.

Repeat Step 5 and 6 to enter your **grades** and **comments**.

Repeat step 3, 5 and 6 until you have completed your 2nd Qtr grades.

Go to Step 4 and in the "Task" box choose "Final" if you have a semester course or "Semester" if you have a year course.

*Remember - Action Period is a "Year" course.

Message Center 1

Planner

Grade Book

Attendance 2

Roster

Term: Q2 (10/17/16 - 12/21/16) Section: 2) XAL0100-1 LIBRARY SKILL A (All Per) Task: Final

Save Fill Percent, Grade, Comment Multi-Post Grades Post by: Standard/Grading Task

Post by Standard/Grading Task

Students	Percent	Grade	Report Card Comments	Canned Comment
No Results				

Repeat steps 3, 5 and 6 until you have completed your Final / Semester grades

*Remember no comments for Final / Semester grades.

Method B (enter both quarter and final/semester grades for one section then the next section)

After entering and saving your 2nd Quarter grades for your first course, go to Step 4 and in the "Task" box choose "Final" if you have a semester course or "Semester" if you have a year course.

*Remember - Action Period is a "Year" course.

Message Center 1

Planner

Grade Book

Attendance 2

Roster

Term: Q2 (10/17/16 - 12/21/16) Section: 2) XAL0100-1 LIBRARY SKILL A (All Per) Task: Final

Save Fill Percent, Grade, Comment Multi-Post Grades Post by: Standard/Grading Task

Post by Standard/Grading Task

Students	Percent	Grade	Report Card Comments	Canned Comment
No Results				

Step 5 enter your Final/Semester grades. SAVE. **Do not enter comments for Final / Semester grades.**

Repeat Step 3 to change your **course/section number**.

Go to Step 4 and in the "Task" box choose "Quarter 2".

Repeat Steps 5 and 6 to enter grades and comments for your students.

Go back to the "Task" box and choose "Final / Semester" then enter grades.

Repeat step 5 and 6 until you have completed your Final / Semester grades

*Remember no comments for Final / Semester grades.

Repeat the # steps till all of your grades are done.