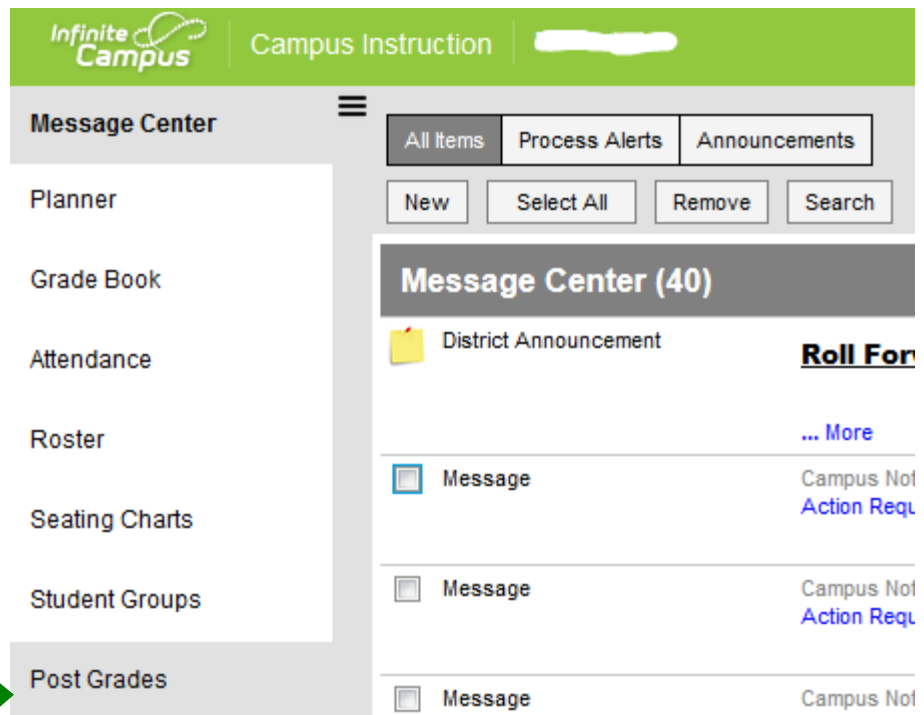
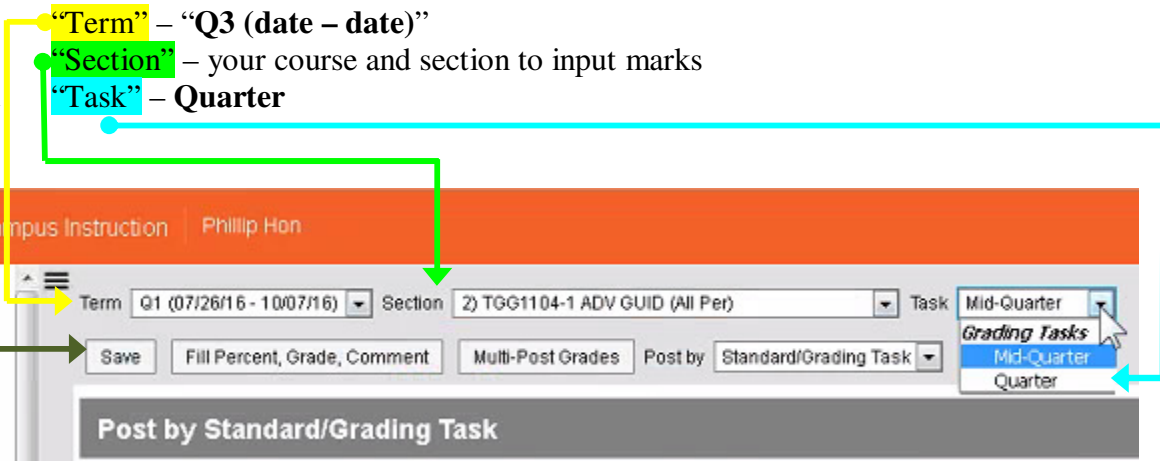


Entering 3rd Quarter Grades

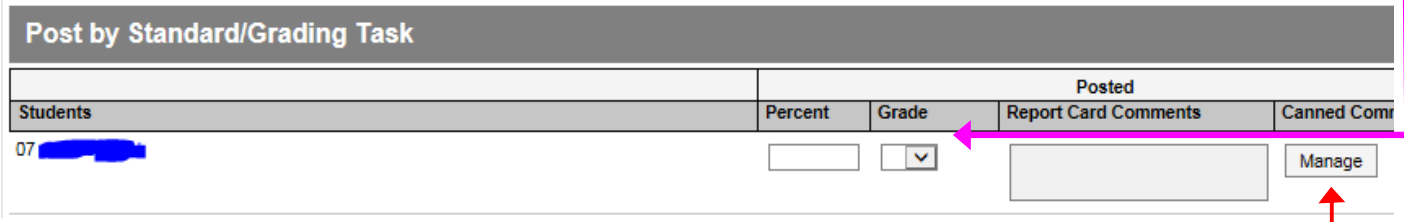
Similar to taking Attendance, select **“Post Grades”** in the left column.



Select the correct **“Term”** – **“Q3 (date – date)”**
and **“Section”** – your course and section to input marks
and **“Task”** – **Quarter**



Now you are ready to assign grades (marks) to your students. Under **“Grade”** choose the correct mark in the drop down box. Continue for each student. Do not give a grade for students marked in **“Red”**.



If you are giving a comment, click on **“Manage”** to get a list of pre-made comments to choose from.

When you are done with one class, **“SAVE”** and select your next class in **“Section”** at the top.

Suggestions welcomed to improve the directions.