

## Entering Grades for Quarter 4, Semester 2 and/or Final

You will need to enter **2 or 3 grades** for every student:

**All Semester courses need two grades to be inputted, Quarter 4 and Final.**

**All Year courses (Action Period) need 3 grades to be inputted, Quarter 4, Semester 2 and Final.**

The screenshot shows the 'Post Grades' interface. On the left is a navigation menu with items: Message Center, Planner, Grade Book, Attendance, Roster, Seating Charts, Student Groups, Post Grades (highlighted), and Assignment Overview. The main area has a header with 'Term' (Q4 (03/26/18 - 05/31/18)), 'Section' (1) XZA0100-45 ADVISORY GR 6-8 YR, and 'Task' (Quarter). Below the header are buttons for 'Save', 'Fill Percent, Grade, Comment', 'Multi-Post Grades', 'Graphs', and 'Show'. A 'Post by' dropdown is set to 'Standard/Grading Task'. The main content area has a grey header 'Post by Standard/Grading Task' and a message 'No Students in selected Term/Section'. Colored arrows point from the instructions below to these elements: a green arrow to 'Post Grades' in the menu, a purple arrow to the 'Term' dropdown, a cyan arrow to the 'Section' dropdown, a red arrow to the 'Task' dropdown, and a yellow arrow to the 'Manage' button in the table below.

- 1) Start by choosing "Post Grades" in your menu on the left.
- 2) Choose "Q4" 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 only, NOT SEMESTER or FINAL.**

The screenshot shows a table with the following structure:

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

Below the table is a 'Manage' button.

- 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, then Final grades.

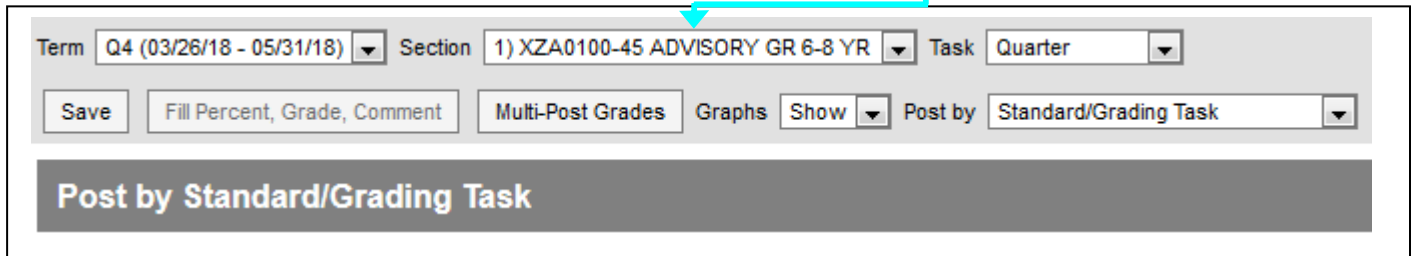
**Method B:** Do Quarter, Semester and Final grades for one course/section then go on to your next course.

## Method A (input all quarter grades, then all Semester 2 grades (if needed), then the Final Grades)

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

Repeat Step 5 and 6 to input your **grades** and **comments (Add)**.

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



Term: Q4 (03/26/18 - 05/31/18) Section: 1) XZA0100-45 ADVISORY GR 6-8 YR Task: Quarter

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

Post by Standard/Grading Task

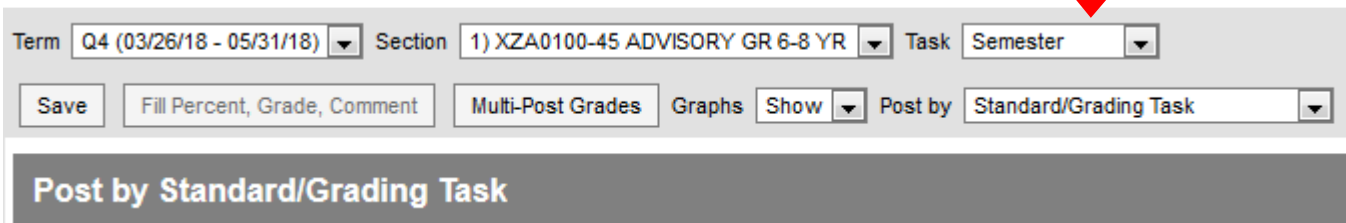
### For Action Period (Advisory ) and all other Year courses

(Guidance and Semester classes skip to next set of instructions-For all Courses)

Go to Step 4 and in the **"Task"** box choose **"Semester"** for your year course.

Repeat steps 3, 5 and 6 until you have completed all of your Semester grades.

**\*Remember no comments for Semester grades.**



Term: Q4 (03/26/18 - 05/31/18) Section: 1) XZA0100-45 ADVISORY GR 6-8 YR Task: Semester

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

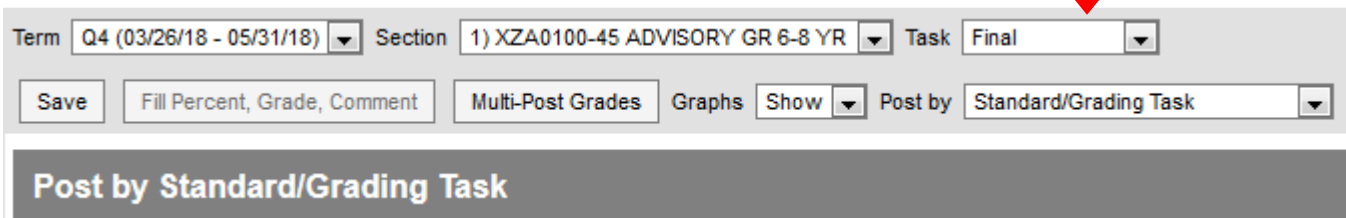
Post by Standard/Grading Task

### For all Courses (Semester and Year)

Go to Step 4 and in the **"Task"** box choose **"Final"**

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

**\*Remember no comments for Final / Semester grades.**



Term: Q4 (03/26/18 - 05/31/18) Section: 1) XZA0100-45 ADVISORY GR 6-8 YR Task: Final

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

Post by Standard/Grading Task

## Method B (input quarter 4, Semester 2 and Final grades for one course section then the next section)

\*\*\*Remember Action Period – Advisory is a year course. Guidance is a semester course.

\*\*\*Semester courses need 4<sup>th</sup> Quarter and Final grades.

\*\*\*Year courses need 4<sup>th</sup> Quarter, Semester 2 and Final grades.

After inputting and saving your 4<sup>th</sup> Quarter grades for your first section, repeat Step 4 and in the "Task" box choose "Semester" if you have a year course or "Final" if you have a semester course.

Repeat Step 5 **Inputting** and Step 6 **Saving** your grades. Remember Comments are for Quarter grades only.

Term: Q4 (03/26/18 - 05/31/18) | Section: 1) XZA0100-45 ADVISORY GR 6-8 YR | Task: Semester

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

Post by Standard/Grading Task

For Year courses, repeat Step 4 and choose "Final" in the "Task" box.

Repeat Step 5 **Inputting** and Step 6 **Saving** your grades. Remember Comments are for Quarter grades only.

Term: Q4 (03/26/18 - 05/31/18) | Section: 1) XZA0100-45 ADVISORY GR 6-8 YR | Task: Final

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

Post by Standard/Grading Task

You have just completed inputting Quarter, Semester and or Final grades for one section.

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

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

Term: Q4 (03/26/18 - 05/31/18) | Section: 1) XZA0100-45 ADVISORY GR 6-8 YR | Task: Quarter

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

Post by Standard/Grading Task

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

Go back to the top and repeat.

Class 1 – Quarter 4, Semester 2 and/or Final.

Class 2 – Quarter 4, Semester 2 and/or Final.

Class 3 – Quarter 4, Semester 2 and/or Final.

Class 4 – Quarter 4, Semester 2 and/or Final.

Class 5 – Quarter 4, Semester 2 and/or Final.

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

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

**\*Remember no comments for Semester and Final grades.**

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