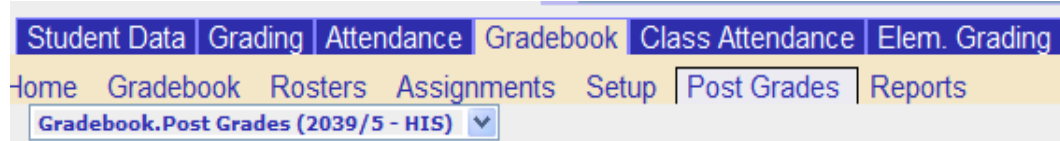




Post Progress Report Grades

There is now an easier, new & improved way to submit Progress Report grades for elementary teachers!!!

1. Select **Gradebook** from the first toolbar (if not selected already).



2. Select **Post Grades** from the second toolbar.
3. The **Post Grades screen will open**. Here is where you can select comments for your students and send all grades to the office.

Post Grades for Interim Report Period 1

Switch Course: 35210/4 - US History 2, MTWRF, Per. 4-5 (FY) Course: 35210/4 - US History 2

Student	Total Absences	Total Tardies	MP1	MP2	ME	S1	MP3	MP4	FE	FG
1 100412 - Bare, John	1.0	0.0								
Projected Grade: 85-89: Current Grade Range	GB IR1 Score: 87.9 (B)	District: B Use Score	A		A					
* IR Comment 1: 19 Homework is Complete			06							
IR Comment 2:										
2 1007108 - Cole, Stuy	1.0	0.5								
Projected Grade:	GB IR1 Score: 67.4 (D)	District: D Use Score	C+		A					
* IR Comment 1:										
IR Comment 2:										
3 1000046 - Cox, Larry DADA	0.0	0.0								
Projected Grade:	GB IR1 Score: 93.4 (A)	District: A Use Score	A		B					
* IR Comment 1:										
IR Comment 2:										
4 504495 - Daily, Ed	2.0	0.0								
Projected Grade: 95-100: Current Grade Range	GB IR1 Score: 89.9 (A)	District: B+ Use Score	C							
* IR Comment 1: 13 Excellent Work Habits										
IR Comment 2: 29 PLEASURE TO HAVE AS A STUDENT										
5 505056 - Kenna, Eddie	0.0	0.0								
Projected Grade:	GB IR1 Score: 82.8 (B)	District: B- Use Score	B		B					
* IR Comment 1:										
IR Comment 2:										
6 505470 - McKelvy, Russ ISABELLE	3.0	0.0								
Projected Grade:	GB IR1 Score: 95.4 (A)	District: A Use Score	A		B					
* IR Comment 1:										
IR Comment 2:										
7 1002894 - Sisk, Doug	0.0	0.0								
Projected Grade:	GB IR1 Score: 92.6 (A)	District: A- Use Score	A		A					
* IR Comment 1:										
IR Comment 2:										

To Post Grades & Comments:

1. In the **District column**, select the blue link **Use Score** for each student. This will automatically populate the grade that has been computed for the Progress Report / Interim Grades based on what assignments you have created.
****For Specials teachers that DO NOT give numeric grades, skip to step 2!!**
2. Use the **Comment dropdown** to select a comment for each student. You may enter 2 comments for each student.
3. Once you have finished, select **Save** at the bottom of the screen. You will receive a message telling you "Grades posted."
4. Use the **Course Dropdown** to switch to another class and repeat steps 1 – 3.