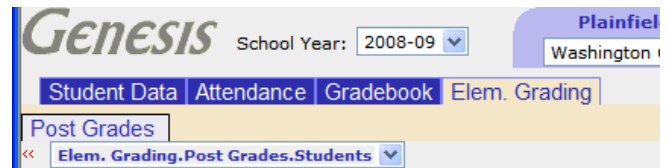


Posting Progress Report Grades

To send grades to the office, you use the Post Grades option

1. Select **ElemGrading** from the first toolbar
2. Select **Post Grades** from the second toolbar.
3. The **Post Grades** screen will open. This is a list of all of the students in your homeroom.



At the top of the screen, you should see a message in green that "Grade Posting is opened." If you do not see this message, you cannot yet post grades.

# ID	Last Name	First Name	Grade	Age	Grades Posted	Grades	Comments	Conferences	
1	1009674	Adair	Bill	05	11	31%			
2	1009710	Aguirre	Hank	05	11	0%			
3	1009857	Aponte	Luis	05	10	0%			
4	1010248	Bedell	Howie	05	11	3%			
5	1010333	Berra	Yogi	05	10	0%			
6	1010398	Bithorn	Hi	05	11	0%			
7	1011781	Costo	Tim	05	11	0%			
8	1007798	Cramer	Doc	05	11	0%			
9	1007810	Craver	Bill	05	11	0%			
10	1007814	Crawford	Jim	05	11	0%			
11	1011816	Crawford	Jim	05	11	0%			
12	1007898	Crosby	Ken	05	11	0%			
13	1008098	Dailey	Vince	05	11	0%			
14	1012105	Daley	John	05	11	0%			
15	1008516	Delgado	Puchy	05	11	6%			
16	1008730	Doerr	Bobby	05	11	0%			
17	1008930	Driscoll	Dennis	05	11	0%			

To Post Grades

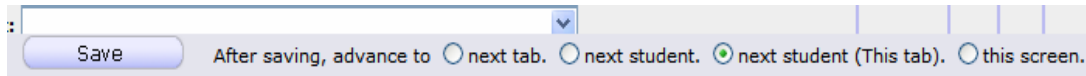
1. In the Grades column, select the **Grades icon** for each student. This will open the **Subjects screen**. A list of each subject you teach to the student will open.

# Subject / Skill	IR1
Reading Standards	
IR1 Interim Report:	
IR1 Interim Report:	
IR1 Interim Report:	
IR1 Interim Report:	
1 Uses a variety of strategies to comprehend text.	N/A
2 Develops vocabulary through the use of context and extensive reading.	N/A
3 Reads increasingly difficult texts from a variety of genres.	N/A
4 Responds critically and analytically to text.	N/A

2. Each subject block contains:
 - **Comment Dropdown Lists** → use dropdown to select the comment(s) you want to appear on the Progress Report
 - **Subject related Skills** → For Report Cards only
 - **Grade dropdown** → use dropdown to select the Progress Report grade

3. Scroll down and repeat the above steps for each applicable subject.
4. Once you have finished, scroll down to the bottom of the page.
5. You will see a group of Save options. Select the circle next to “next student (this tab)”. Hit Save. This will post grades for that student and move you to the next student in your homeroom.

You must hit Save after each student or the grades will not be posted!!



TIP: You can also use the student dropdown in the top right hand corner to select the next student you want to post grades for.

NOTE: Always make sure you are posting grades for the correct grade reporting period!

IR1 = Interim Report for the 1st marking period (progress reports)

MP1 = Marking period grade for the 2nd marking period (report cards)

IR2 = Interim Report for the 2nd marking period (progress reports)

MP2 = Marking period grade for the 2nd marking period (report cards)

IR3 = Interim Report for the 3rd marking period (progress reports)

MP3 = Marking period grade for the 3rd marking period (report cards)

IR4 = Interim Report for the 4th marking period (progress reports)

MP4 = Marking period grade for the 4th marking period (report cards)