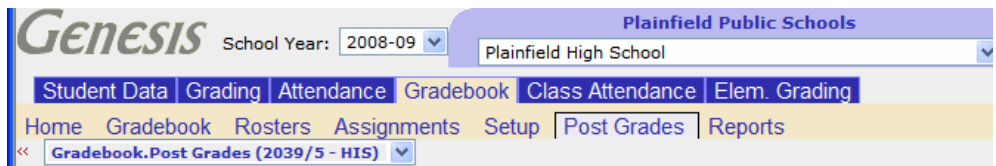


Posting Progress Report Grades

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

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									
1	1004412 - Dale, John	Total Absences: 1.0	Total Tardies: 0.0	MP1	MP2	ME	S1	MP3	MP4	FE	FG
Projected Grade: 85-89 85 - 89: Current Grade Range		GB IR1 Score: 87.9 (B)	District: B Use Score	A		A					
* IR Comment 1: 19 Homework is Complete											
IR Comment 2:											
2	1007108 - Cole, Stu	Total Absences: 1.0	Total Tardies: 0.5	MP1	MP2	ME	S1	MP3	MP4	FE	FG
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	Total Absences: 0.0	Total Tardies: 0.0	MP1	MP2	ME	S1	MP3	MP4	FE	FG
Projected Grade:		GB IR1 Score: 93.4 (A)	District: A Use Score	A		B					
* IR Comment 1:											
IR Comment 2:											
4	504495 - Daily, Ed	Total Absences: 2.0	Total Tardies: 0.0	MP1	MP2	ME	S1	MP3	MP4	FE	FG
Projected Grade: 95-100 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	Total Absences: 0.0	Total Tardies: 0.0	MP1	MP2	ME	S1	MP3	MP4	FE	FG
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	Total Absences: 3.0	Total Tardies: 0.0	MP1	MP2	ME	S1	MP3	MP4	FE	FG
Projected Grade:		GB IR1 Score: 95.4 (A)	District: A Use Score	A		B					
* IR Comment 1:											
IR Comment 2:											
7	1002894 - Sisk, Doug	Total Absences: 0.0	Total Tardies: 0.0	MP1	MP2	ME	S1	MP3	MP4	FE	FG
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.
- Or
2. In the **Projected Grade field**, enter the grade that you would like to show on the Progress Report.
3. Use the **Comment dropdown to select a comment** for each student. You may enter 2 comments for each student.
4. Once you have finished, select **Save** at the bottom of the screen. You will receive a message telling you "Grades posted."
5. Use the Course Dropdown to switch to another class and repeat steps 1 – 3.