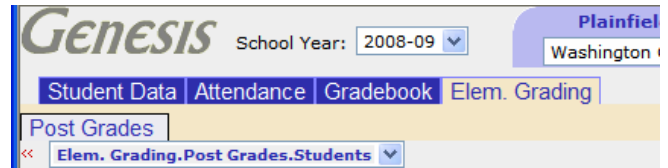


Posting Report Card Grades

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. 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.




- New!!**
4. From the **Homeroom dropdown**, select the homeroom number for the students you want to post grades for.
 5. A list of all of the students in that homeroom will open.

#	ID	Last Name	First Name	Grade	Age	Grades Posted	Grades	Comments
1	1010296	Bennett	Dave	05	11	0%		
2	1010311	Bere	Jason	05	11	0%		
3	1010392	Bischoff	John	05	11	0%		
4	1006113	Butler	Bill	05	12	0%		
5	1007825	Crawford	Paxton	05	11	0%		
6	1007832	Crawford	Willie	05	11	0%		
7	1007845	Cremins	Bob	05	11	0%		
8	1007849	Crespi	Creepy	05	11	0%		
9	1007855	Crim	Chuck	05	11	0%		
10	1007908	Cronin	Bill	05	11	0%		
11	1007907	Crossin	Frank	05	11	0%		
12	1007959	Cruz	Tommy	05	11	0%		
13	1007973	Cruz	Victor	05	11	0%		
14	1007980	Cuccurullo	Cookie	05	11	0%		
15	1007995	Cullen	Jack	05	11	0%		
16	1008003	Culp	Benny	05	11	0%		
17	1007928	Dale	Carl	05	11	0%		
18	1008255	Davis	Doug	05	11	0%		
19	1008619	Diaz	Eddy	05	11	0%		
20	1008804	Dopson	John	05	11	0%		

About this screen...

- The **Grades Posted** column gives you a percentage of how complete the grades are for each student.
 - A student that you have not yet posted grades for will have 0% grades posted.
 - If you have posted a grade and assessed each skill for that student, the grade posting status will show at 100%.
- Clicking on the student id number will take you to the student's information page.

To Post Grades

1. From the Post grades screen, In the Grades column, **select the Grades icon**  for each student. This will open the **Subjects screen**. A list of each subject that you grade the student on will open.
2. Each subject block contains:

# Subject / Skill	IR1	MP1
Reading		<input type="text"/>
1 Uses vocabulary words appropriately	N/A	<input type="text"/>
2 Applies decoding skills	N/A	<input type="text"/>
3 Reads aloud fluently with expression	N/A	<input type="text"/>
4 Uses appropriate strategies to confirm meaning	N/A	<input type="text"/>
5 Demonstrates literal comprehension	N/A	<input type="text"/>
6 Applies higher level comprehension skills	N/A	<input type="text"/>

- **List of Subject Related Skills** → use dropdown to select the assessment for each skill. Options are:

NA **Not Assessed at this time**
 + **Appropriate Progress**
 ++ **Advanced Progress**
 X **Needs Improvement**

- **Grade dropdown** → use dropdown on the subject line to select the marking period 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!!

After saving, advance to next tab. next student. next student (This tab). this screen.



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.

TIP: To print out a list of your students along with their marking period average, use *Gradebook Report #70352 – Class Roster Report with Marking Period Grade*. Make sure in your specifications you select the class and marking period you want to print (IR = Interim Report).

For additional Help, please email us at: helpdesk@plainfield.k12.nj.us

Or call us at ext. 5555