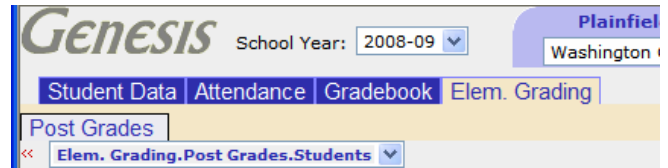


# Posting Report Card Grades

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	<a href="#">1010296</a>	Bennett	Dave	05	11	0%		
2	<a href="#">1010311</a>	Bere	Jason	05	11	0%		
3	<a href="#">1010392</a>	Bischoff	John	05	11	0%		
4	<a href="#">1006113</a>	Butler	Bill	05	12	0%		
5	<a href="#">1007825</a>	Crawford	Paxton	05	11	0%		
6	<a href="#">1007832</a>	Crawford	Willie	05	11	0%		
7	<a href="#">1007845</a>	Cremins	Bob	05	11	0%		
8	<a href="#">1007849</a>	Crespi	Creepy	05	11	0%		
9	<a href="#">1007855</a>	Crim	Chuck	05	11	0%		
10	<a href="#">1007908</a>	Cronin	Bill	05	11	0%		
11	<a href="#">1007907</a>	Crossin	Frank	05	11	0%		
12	<a href="#">1007959</a>	Cruz	Tommy	05	11	0%		
13	<a href="#">1007973</a>	Cruz	Victor	05	11	0%		
14	<a href="#">1007980</a>	Cuccurullo	Cookie	05	11	0%		
15	<a href="#">1007995</a>	Cullen	Jack	05	11	0%		
16	<a href="#">1008003</a>	Culp	Benny	05	11	0%		
17	<a href="#">1007928</a>	Dale	Carl	05	11	0%		
18	<a href="#">1008255</a>	Davis	Doug	05	11	0%		
19	<a href="#">1008619</a>	Diaz	Eddy	05	11	0%		
20	<a href="#">1008804</a>	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
<b>Reading</b>		
1 Uses vocabulary words appropriately	N/A	<input type="button" value="v"/>
2 Applies decoding skills	N/A	<input type="button" value="v"/>
3 Reads aloud fluently with expression	N/A	<input type="button" value="v"/>
4 Uses appropriate strategies to confirm meaning	N/A	<input type="button" value="v"/>
5 Demonstrates literal comprehension	N/A	<input type="button" value="v"/>
6 Applies higher level comprehension skills	N/A	<input type="button" value="v"/>

- **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!!**

Save 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](mailto:helpdesk@plainfield.k12.nj.us)**

*Or call us at ext. 5555*