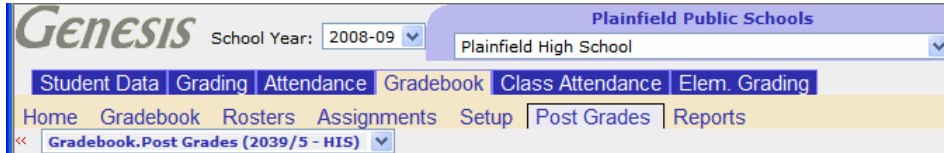


Posting Report Card Grades

Posting grades for the report card is the same as posting grades for the Progress Report.

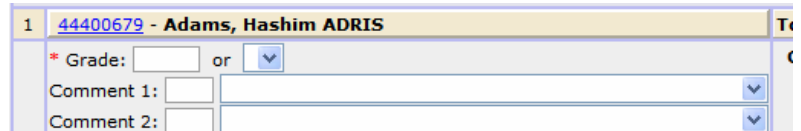
1. From the Gradebook tab, select Post Grades. The Post Grades screen will open.



2. Above the first student's name, there is a link that says '[Update All Grades for MP1 Grading Period](#)'. If you select this, all of the grades from your gradebook will populate on this screen.

NOTE: You may see several messages warning you that a grade will now show as a 50 – this is fine. The student's grade will not change in your gradebook, only on the report card.

3. Go through and use the dropdown menu to select 1 or 2 comments for each of your students.



4. When you are finished, hit the Save button, either at the top or the bottom of the screen.



NOTE: If you do not hit Save, your grades will not post!!

5. You will see a message that your grades have been posted successfully. If you do not receive this message, hit Save again.
6. Repeat these steps for each of your classes.

Did You Know...

- After you have posted marking period grades for your class, you can see the grades and comments you posted for each student from your gradebook? The last 2 columns in your gradebook spreadsheet are Posted Grades and Posted Comments. If there is nothing in this field for your students, grades have not been posted for him / her.
- You can print a report to see what grades you have posted for your students? Under the 'Gradebook' tab, select 'Reports'. Select report #70770 – Grade Verification and Status. A specifications screen will open. Select the course you want to print out and the grading period, as well as the rest of your parameters, and select 'Schedule Report'. Your report will generate in .pdf format.

***For additional Help, please email us at: helpdesk@plainfield.k12.nj.us
Or call us at ext. 5555***