

Posting Grades (Short Version, no pics)

Wednesday, March 14, 2018 3:43 AM

NOTE: If you typically have a difficult time posting grades, please use the version that includes picture (available on the **next page**).

- Gradebook (top tab)
 - Select Box by Course
 - Select **Scores**: Left Side Tab
 - Use Grade Columns dropdown to list to select **Post Columns - Terms** Make sure you are in the correct term.
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- Notice Gray Boxes
- Select **Update Post Columns** to activate 3 Step Wizard

- Update Post Columns Wizard Step 1/3:
 - 1st Box: Choose Correct Term (Top)
 - 2nd Box: Choose Term Grades for all Students
 - Select Next
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- Update Post Columns Wizard Step 2/3
 - Select Average Term __ (choosing the correct option from the drop-down list)
If you have a box for EOC Exam set to Do not Update.
 - Select Next
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- Update Post Columns Wizard Step 3/3
 - Select Finish
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- Grades will appear in the Term __ Column. If you have an EOC column and you have an EOC grade enter it.
 - Enter any necessary changes by clicking on the score and updating manually.
 - T__C1 and T__C2 are Comment Fields.
 - Click in the field to enter comments for each child (Optional)
 - **VERIFY THAT ALL GRADES AND COMMENTS ARE ENTERED CORRECTLY!**
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- Once grade are correct in the Term __ Column: Click the Post Grades Button.
 - Post Grades Window Appears
 - 1st Box: Choose Correct Term
 - 2nd Box: Choose Term Grades for All Students
 - Select OK
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COLUMNS FOR THAT CLASS SHOULD NOW APPEAR.

Disregard Pushpins: The color is meaningless.

REPEAT FOR ALL CLASSES

You are ALMOST FINISHED: Remember to VERIFY that the grades are ON THE TRANSCRIPT, using the steps on the page Verify Grades Posted: JCS Guide