

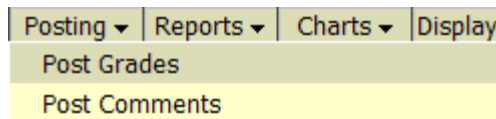
Problem: I need to post grades in my gradebook

Occurs: At the end of each term (six weeks, or for MS and HS, every three weeks)

Solution:

Other Access		Classes	Assignments	Attendance	Categories	Posting	Reports	Charts	Display Options	Quick Scoring	Excel Export					
Students		Term	FIN	SM2	EX2	6TH	P6	5TH	P5	4TH	P4	SM1	EX1	3RD	P3	
		Grade	Options	Options	Options	Options	Options	Options	Options	Options	Options	Options	Options	Options	Options	
		Sort By %														
1	12 CLAYTON TYLER B	Wed 09/09 Atnd	100	100.00%	100		*						100	*		

1. From your gradebook, click **Posting...Post Grades**



Grade Period(s) open for Report Card Posting

08/24/2009 to 09/11/2009 **1st Mid-Term** [Post Grades](#)

This Grade Period is open to post grades to the report cards from Tuesday, September 8 2009 at 7:00 AM until Tuesday, September 15 2009 at 2:30 PM.

Click the Post Grades link to post the following grades from the Gradebook: Midterm 1.

2. Find the term period for which you want to post grades. Generally this is the only one available for you. The other terms should display a [Display Class](#) instead of Post.

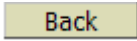
3. Click [Post Grades](#).

[View Grade Marks](#) | [View Comment Codes](#) | [Alert Legend](#)

Grad Yr	First Name	Last Name	Alerts	P1	Free Form Comment
2010	TYLER BROOKS	CLAYTON		100	

The grades for each student will be displayed in RED in the appropriate column.

4. Enter any short comments for each student, and then click 

5. You will be directed back to the Post Grades screen. Click  to return to the gradebook.

6. If you click [Post Grades](#) again, the saved grades will be displayed in GREEN.

NOTE: You must post grades again after any changes or grade adjustments in your gradebook.