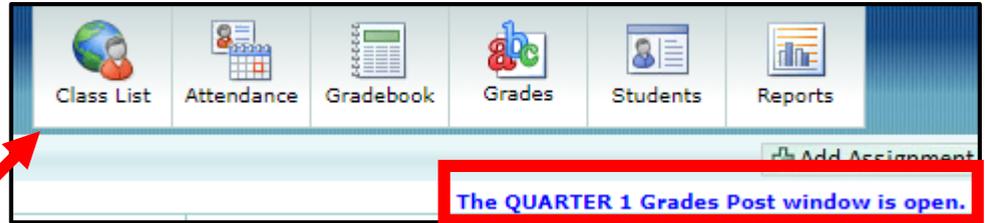
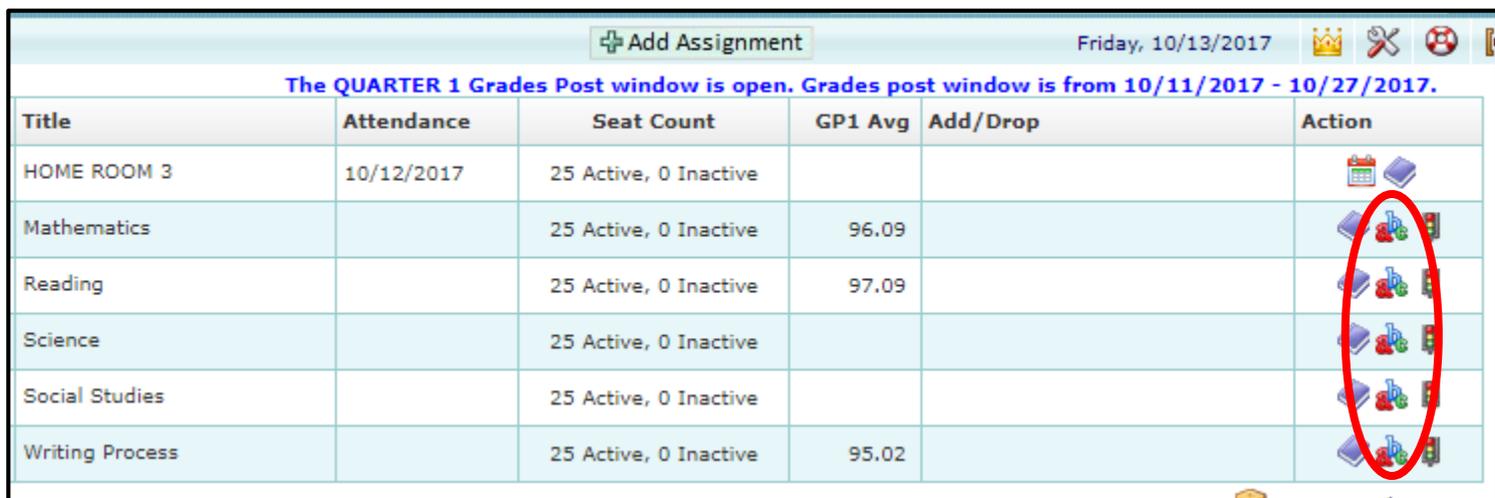


Posting Grades:

1. Make sure you see the message “The QUARTER ___ grades post window is open.” If you don't see this message, the posting window isn't open.

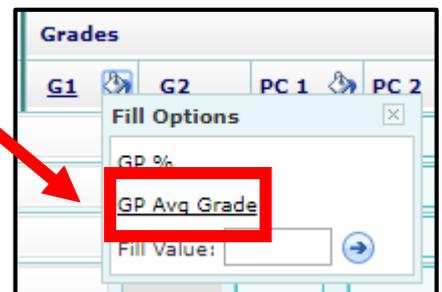


2. From the “class list” screen, click on the ABC icon to post grades for each subject.



Title	Attendance	Seat Count	GP1 Avg	Add/Drop	Action
HOME ROOM 3	10/12/2017	25 Active, 0 Inactive			
Mathematics		25 Active, 0 Inactive	96.09		
Reading		25 Active, 0 Inactive	97.09		
Science		25 Active, 0 Inactive			
Social Studies		25 Active, 0 Inactive			
Writing Process		25 Active, 0 Inactive	95.02		

3. Click on the bucket next to the G1 / G2 (depending on the term) then click on GP Avg. Grade from the dropdown.

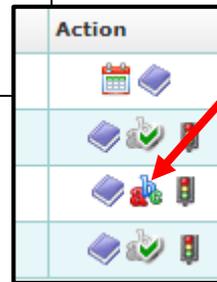


4. Grades will fill for the students. At this point, review them to make sure they reflect what they should. If there is a student who needs a grade changed, you can do it manually by deleting it from the text box and typing in a different grade.

Click save when finished.

Posting Grades - continued

5. Return to the class list screen and repeat for each subject. You will know you are finished when you have a checkmark on top of each ABC icon.

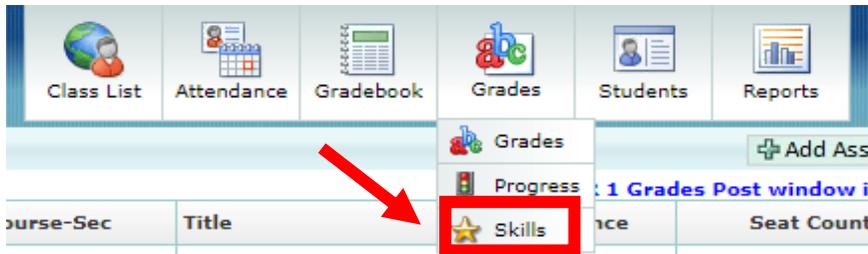


If there's no checkmark, your grades have not been posted.

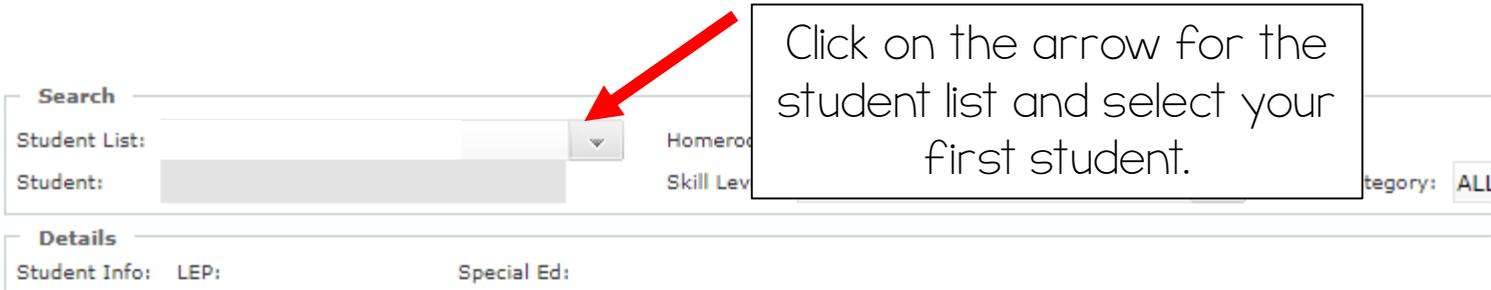
**If you post grades and then need to go in and make changes, you still can!! Just go back to the subject that you'd like to make changes in and repeat the above steps. You can keep doing this up until the posting window closes for each quarter. So don't be too nervous if you press "Save", it's not set in stone until the posting window closes.

If you make changes, you have to follow the step above! If you don't, those changes will not show up on your student's report card!

Posting Skills:



Click on the grades tile, then choose "skills" from the drop-down menu



Click on the arrow for the student list and select your first student.

GP1 Notes

Type comments here, but keep it brief (2-3 sentences) or it will get cut off on the report card.

Enter scores here. Click on "legend" to see score equivalents.

Music / PE = Y/N
Everything else: 1-4

Legend

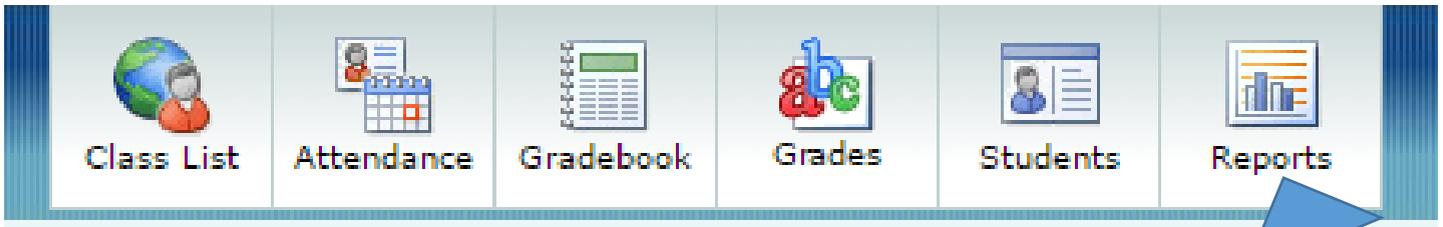
- * - N/A
- 1 - Below Proficient
- 2 - Approaching Proficient
- 3 - Proficient
- 4 - Above Proficient
- N - No Participation
- X - Completed
- Y - Participated

	1st
	1st
	1st

Press SAVE before pressing NEXT!
You need to do this for each student.



How to check Gradebook Posting Status:



Login to Gradebook and choose "Reports"

From the Reports menu, choose "GSD Teacher Posting Status (Elem)", then click "Preview" at the bottom of the screen

You will know your grades are done when each concept is showing green/posted, and skills are green, 10/10.

Reports

Report Name	
Assignment Scores	lin
Class Absence Rosters	lin
Class Assignments	lin
Class Rosters	lin
Gradebook Change Log	lin
GSD All Students School Activity-Excel	lin
GSD Assignments by Section	lin
GSD Assignments by Student	lin
GSD Kinder Assessment Result-Excel	lin
GSD Seating Chart	lin
GSD Student Category Scores	lin
GSD Teacher Posting Status (Elem)	lin
GSD Teacher Posting Status (Sec)	lin
GSD Teacher Worksheet	lin
Student Assignments	lin
Student Information Report	lin

Concept	Concept Teacher	Grade	Skills
MATH		Posted	10/10
READING		Not Posted	10/10
WRITEPROC		Posted	10/10
MATH		Posted	10/10
READING		Not Posted	10/10
WRITEPROC		Posted	10/10
MATH		Posted	10/10
READING		Not Posted	10/10
WRITEPROC		Posted	10/10
MATH		Posted	10/10

If you are not giving a grade for a subject this term, a red "not posted" grade is fine, and will print as * on the report card.