How to check Gradebook Posting Status:

| Class List | Attendance | Gradebook | Grades | Students | Reports |
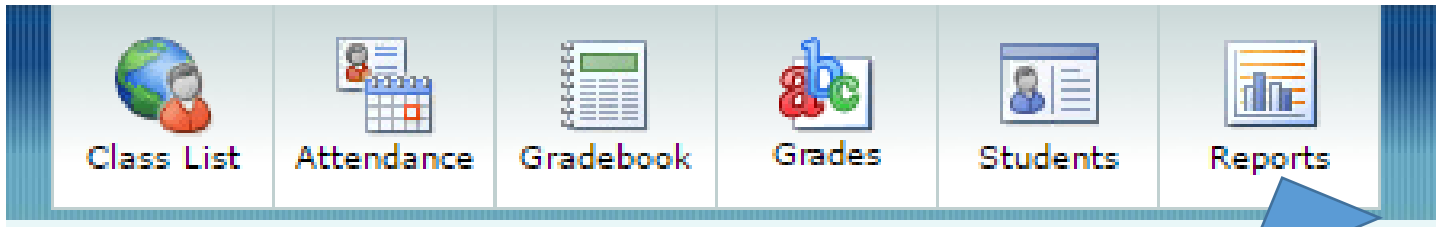
Login to Gradebook and choose "Reports"

Reports

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

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, 8/8.

Student	Concept	Concept Teacher	Grade	Skills
	MATH		Not Posted	8/8
	READING		Posted	8/8
	SCIENCE		Posted	8/8
	SOCIAL		Posted	8/8
	SPELLING		Not Posted	8/8
	WRITEPROC		Posted	8/8
	MATH		Not Posted	8/8
	READING		Posted	8/8
	SCIENCE		Posted	8/8
	SOCIAL		Posted	8/8
	SPELLING		Not Posted	8/8
	WRITEPROC		Posted	8/8

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.