

(If teachers did not post once the window is closed)

If an elementary teacher missed posting their final quarter grades, they will need to sit down with a secretary at their school and enter the **Final Grade** and **Skills** (Citizenship) by hand. The secretary needs to go to Discovery and login. The teachers will need to print out the Granite Teacher Worksheet/Course Section. Choose all Concepts, not Homeroom. Then, print and bring them to the secretary.

Teacher Worksheet
CREAGER, PATRICIA
OMTWRF, Mathematics (MATH-19)
QUARTER 1

Points Possible	Chapter 1 test	Homework
(%62.35 B-)	100	10
AAC (%70.54 C-)	88	18
IBHERT (%65.38 N)	68	9

1. Click on the **GradesTab**
2. Click on **Grades By Class**.
3. Then in **Course ID**, type in a Concept name (Reading, Mathematics, Spelling, etc.) and **Section ID**, type in the section ID for that teacher to identify that teachers Course found on the printed worksheet at the top left corner. The **calculated scores** are listed next to the student name.
4. Click **Search**.

DISCOVERY.net 3.0
Logged in as: STAFF STAFF

K12	District:	GRANITE SCHOOL DISTRICT	School:	CRESTVIEW ELEMENTARY - 226 ▾	Parameters:	2013-X-1 ▾
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Demographics Enrollment Course Schedule Grades Attendance Discipline Progress Transcript Transfer Testing ▽

Search | GPA | GPA (New) | Graduation Requirements | Student Grade: **Grades By Class** Performance By Student Performance By Class Assignment Summary Reports Batch Skills By Student

Class List Grades

CLASS LIST GRADES • Search ▾
Course ID: READING Section ID: 2 Title: Reading Teacher: WETZEL, CAROLYN A Periods: 0 - 0

CLASS LIST GRADES • List

Student Name	Student ID	GP 1	G * 2	GP 3	Att Crd
					0.000
					0.000
					0.000
					0.000
					0.000
					0.000
					0.000
					0.000
					0.000
					0.000
					0.000
					0.000

Rows 1 - 27 of 27

* - Required Field Search Save Print Clear Menu

To Enter Skills:

1. Click on the **GradesTab**
2. Click **Search** and type in student name
3. Click on **Skills By Student (you will have to enter skills per student)**
4. Make sure **Skill Level** says Final, ie. DGR6- Sixth Grade **Final**
5. You can do a **Fill value** if all scores are the same, or **enter each score** individually
6. This is where you can type in **notes** to Parents in **GP1 Notes** if it is for qtr 1
7. Click **Save**. Then search for the next student and follow steps 2-6.

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K12 District: GRANITE SCHOOL DISTRICT School: CRESTVIEW ELEMENTARY - 226 Parameters: 2013-X-1

Demographics Enrollment Course Schedules **Grades** Attendance Discipline Progress Transcript Transfer Testing

Search GPA | GPA (New) | Graduation Requirements | Student Grades | Grades By Class | Performance By Student | Performance By Class | Assignment Summary | Reports | Batch | Skills By Student

Enter Name Enter ID Search District Student Name: [Name], Grade 06, District 226

SKILLS BY STUDENT • Search

* Skill Level: DGR6 - Sixth Grade Final

SKILLS BY STUDENT • Details

Notes: This Report Card serves as an addition to SEP Conferences. It is a teacher summary and judgment of many of your child's school activities. We invite and encourage you to contact the teacher(s) to get greater insight and a better understanding of your child's progress and performance.

Fill Value: []

SKILLS BY STUDENT • Notes

GP1 Notes GP2 Notes GP3 Notes GP4 Notes

Personal Development

	1st	2nd	3rd

Learning & Study Skills

	1st	2nd	3rd

Search **Save** Clear Menu

Secondary:

If a Secondary teacher missed posting their final quarter grades, they will need to sit down with a secretary at their school and enter the final grades by hand. The secretary needs to go to Discover and login. This is the same procedure as the last gradebook.

1. Click on the **GradesTab**
2. Click **Grades by Class**.
3. Type in **Course section** number of teacher.
4. Then enter grades for each Student in **(GP1) and Citizenship (Citi 1)**
5. Then click **SAVE**.
6. Repeat this process for each Course that was not posted.

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K12 District: GRANITE SCHOOL DISTRICT School: SKYLINE SENIOR HIGH - 646 Parameters: 2013-X-1

Demographics Enrollment Course Schedules **Grades** Attendance Discipline Progress Transcript Transfer Testing

Search | GPA | GPA (New) | Graduation Requirements | Student Grades | **Grades By Class** | Performance By Student | Performance By Class | Assignment Summary | Reports | Batch | Skills By Student

Class List Grades

CLASS LIST GRADES • Search

* Course ID: 578700 * Section ID: 3 Title: ALGEBRA 2 Teacher: PEREIRA, JOSEPH A Periods: 3 - 3

CLASS LIST GRADES • List

GP 1	Citi 1	GP 2	Citi 2	User 1	Att Crd
					0.250
					0.250
					0.250
					0.250
					0.250
					0.250
					0.250
					0.250
					0.250

Rows 1 - 29 of 29

* - Required Field

Search **Save** Print Clear Menu

Last Modified 10/11/12