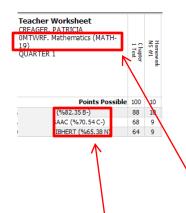
How to Post Final Grades in Discovery

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

Elementary:

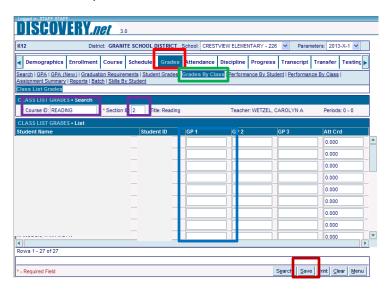
If an elementary teacher missed posting their final quarter grades, they will need to sit down with a secretary at their school and enter the **Final Grade** and **Skills** (Citizenship) by hand. The secretary needs to go to Discovery and login. The teachers will need to print out the Granite Teacher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



To Enter final Grades:

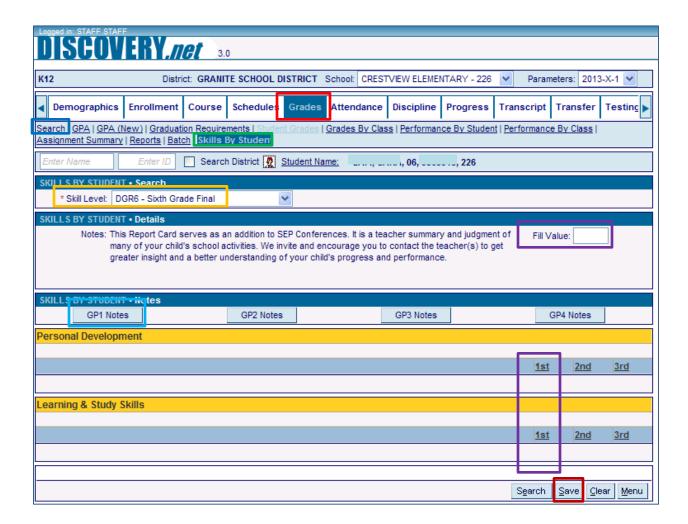
- 1. Click on the **GradesTab**
- 2. Click on Grades By Class.
- 3. Then in Course ID, type in a Concept name (Reading, Mathematics, Spelling, etc.) and Section ID, type in the section ID for that teacher to identify that teachers Course found on the printed worksheet at the top left corner. The calculated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

A list of students will show up for that Teacher and Concept. Then enter grades for each Student in the **Grading Period (ie. GP1)** using the worksheet you printed off, then click **SAVE**. Repeat this process till all students' grades for each Concept has been entered.



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.



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.

