

Posting Final Report

Elementary

To Post or submit grades for Final Report Cards:

1. Teachers will know when the posting window is open as it will say what collection window it is and date in blue.

GRADEBOOK Education Solution Development, Inc. 5:50.0.556542 Node2

Class List Attendance Gradebook Grades Students Reports

Secondary Math II Honors 1B
Year: 2013 Term: 1 Period: 1-1
CYPRUS SENIOR HIGH
JERRY SCHAFER

Tuesday, 09/11/2012

Today is a Progress Collection Day for 9/11/2012.

Track	Prd	Pattern	Course-Sec	Title	Attendance	Seat Count	Average	Add/Drop	Action
X	1-1		577400-4	Secondary Math II Honors 1B		37 Active, 0 Inactive	0		
X	1-1	B	696009-15	TEACHER AIDE		0 Active, 0 Inactive	0		

2. In the Function Bar, choose Course or Concept off Course Selector at top right. Click **Grades** Icon, then **Grades**.

GRADEBOOK Education Solution Development, Inc.

Class List Attendance Gradebook Grades Students Reports

Secondary Math II Honors 1B
Year: 2013 Term: 1 Period: 1-1
CYPRUS SENIOR HIGH
JERRY SCHAFER

Tuesday, 09/11/2012

Today is a Progress Collection Day for 9/11/2012.

Track	Prd	Pattern	Course-Sec	Title	Attendance	Seat Count	Average	Add/Drop	Action
X	1-1		577400-4	Secondary Math II Honors 1B		37 Active, 0 Inactive	0		
X	1-1	B	696009-15	TEACHER AIDE		0 Active, 0 Inactive	0		

3. The Grades posting page will load and display columns for entering grades. Elementary will just enter Grades off this page and Skills off another (which is where they put their citizenship).

GRADEBOOK Education Solution Development, Inc.

Class List Attendance Gradebook Grades Students Reports

Secondary Math II Honors 1B
Year: 2013 Term: 1 Period: 1-1
CYPRUS SENIOR HIGH
JERRY SCHAFER

Tuesday, 09/11/2012

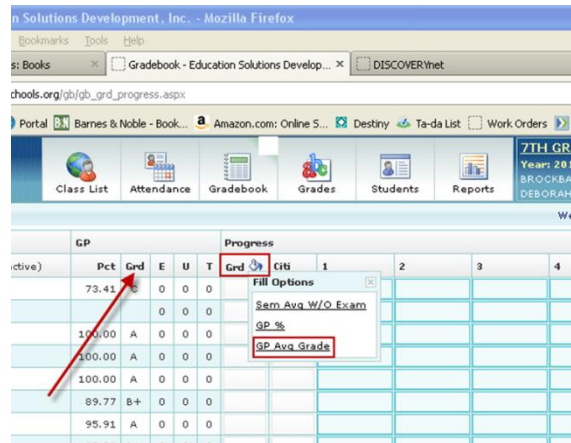
Grades > Progress

GP Progress Date: 09/11/2012

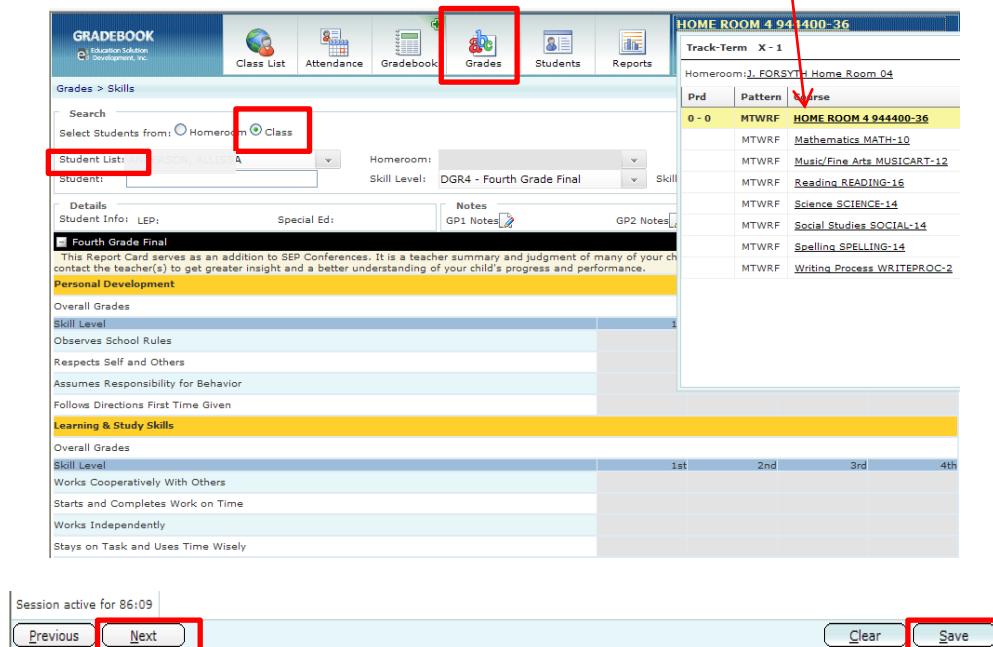
Student	Pct	Grd	E	U	T	Grd	Citi	1	2	3	4	5	6	Cmd
(37 Active, 0 Inactive)			0	0	0									Y
			0	0	0									Y
			0	0	0									Y
			0	0	0									Y

4. To enter scores, Click on the bucket to fill in the scores that are already there. You must choose GP Avg Grade. Then, you can click on the score next to the student and change

it if you need to. Make sure the fill grade is matching the GP Grd on the left. Then click **Save** at the bottom. Repeat these steps 2-4 choosing another Course or Concept from the Course Selector dropdown.



- Once you are done with posting the scores, you will need to enter Skills which is the new term for Citizenship. In the **Course Selector**, choose **Homeroom**. Go to the **Grades** icon and on the drop down choose **Skills** and make sure the **Class** button is checked. Click **Student list** and a list of student will appear. Start with the 1st name and click to choose. Now you can enter the Skills to the right. Click **SAVE** and then click **NEXT** to go to the next student



- Once your staff is all done posting, then your STS/LIMITS can start printing your Final Report Card.

Modified 10/11/12