

Posting Grades Manually

Grades GradeBook Reports Assessments

SETUP

Grading Periods

EDITING

Edit Grades by Section

Edit Grades by Student

REPORT CARDS

Entry

Printing & Print History

Data Links

Audit Log

Entry Report

My Preferences

Print Report Cards (2011-2012 and older)

1. Click on the Grades tab.

2. Under 'Editing', select Edit Grades by Section OR Edit Grades by Student.

3. Select the Section you are working on.

Typically, you want to use Edit Grades by Section over Edit grades by student as grades can only be published from the Edit Grades by Section page.

List of Sections for Quarter 1 Progress Report

Displaying 1 to 4 of 4

Section ID	Course
5513	8 Lang Arts GAT (83031)
5455	8 Lang Arts GAT (83031)
5590	8 Lang Arts (83001)
5531	8 Lang Arts GAT (83031)

Quarter 1 Progress Report - 5513 - 8 Lang Arts GAT (83031) - 2 - Tucker, Frances

Student Name	Student ID	Entry Date	Leave Date	Grade	Citizenship	Work Habits	Comment 1	Comment 2
Mouse, Mickey		08-24-2016	06-02-2017	<input type="text"/>	S	S	<input type="text"/>	<input type="text"/>
Daffy, Duck		08-17-2016	06-02-2017	<input type="text"/>	S	S	<input type="text"/>	<input type="text"/>

1. Use the dropdown menu to input the grade.
2. Use the dropdown menu to input Citizenship mark. The default is S for satisfactory.
3. **Do Not Change Work Habits.** They will NOT show up in the progress report.
4. Use the dropdown menu to select up to two comments.