Posting Grades Manually

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.

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

Student Name	Student ID	Entry Date	Leave Date	Grade ①	Citizenship ②	Work Habits ③	Comment 1 ④	Comment 2
Mouse, Mickey		08-24-2016	06-02-2017	▼	S ▼	S ▼	▼	▼
Daffy, Duck		08-17-2016	06-02-2017	▼	S ▼	S ▼	▼	▼

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.