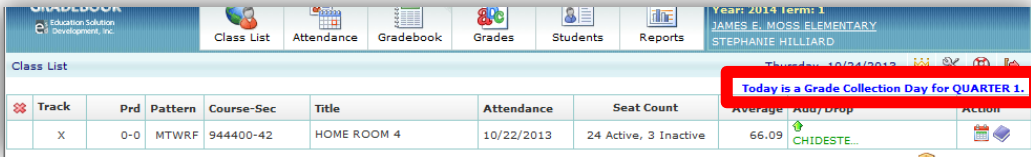
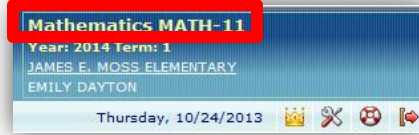


To post grades for report cards:

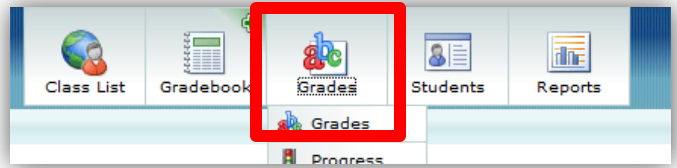
1. Make sure you see the message “Today is a grade collection day for Quarter ___”. If you don’t see this, the posting window isn’t open.



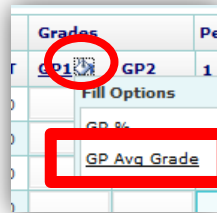
2. Select the first concept that you’d like to post grades for in the top right corner.



3. Click Grades and then Grades again.



4. Click the bucket next to GP_ (whatever the current quarter is) and then click “GP Avg Grade” from the dropdown.



5. Grades will fill for the students. At this point, review them to make sure they reflect what they should. If there is a student who needs his grade changed, you can manually do it right here by highlighting his/her grade in the box, deleting it and typing in the grade they should have.
6. Click save.
7. Repeat for each concept.

**If you post grades and then need to go in and make changes, you still can!! Just go back to the subject that you’d like to make changes in and repeat the above steps. You can keep doing this up until the posting window closes for each quarter. So don’t be too nervous if you press “Save”, it’s not set in stone until the posting window closes.

But if you do make changes, you have to follow the step above!! If you don’t, those changes will not show up on your student’s report card!!