



GRADEBOOK QUICK REFERENCE

Report Cards Grades 9-12

Tasks A, B, C can be completed at any time during the quarter and posting window.
Task D must occur during the posting window.

Task A – Verify Grade Input

1. Report Card grades are pulled directly from your gradebook.
2. It is essential that you review and verify the accuracy of all assignments and scores in your gradebooks. *If desired, print a gradesheet report as a backup.*
3. Use the "New" icon to enter any transfer grades posted for previous quarters (Recommended: Option 2 or 4 "Term Grades Only").

Task B – Enter Conduct Scores (Optional)

1. Open a gradebook.
Note: The C1 (*Citizenship*) column is used to enter conduct scores for Quarter 1. C2 would represent the column for Quarter 2.
2. Click on the "C1" hyperlink or within an empty cell in that column. *The column location may be different based on your gradebook settings.*
3. The Score Entry screen appears.
4. **S (Satisfactory)**, **N (Needs Improvement)**, and **U (Unsatisfactory)** are the only valid conduct scores for report cards in grades 6-12 even though other scores are available.
5. To mass assign a score of **S**, **N** or **U** to cells without a value, use the "Default blanks to" drop-down.
6. Click "Save" when complete.
7. Repeat the steps 1-6 to enter conduct scores in every class.

Other Access		Classes	Assignments	Attendance	Categories	Grade
Term	Grade	Q1	Options	C1	Signed	Ch. 4
		Q1	%		W08-M	W07-T
		Sort By %			10/12	10/08
					HW	TEST
					100	100
					78.95	76.29

Citizenship Grade Entry	
Citizenship C1	
Save	Undo
View Grade Marks	Back
Students	Grade
Default blanks to:	U
1	N
2	S
3	P
4	
5	

Task C – Indicate Conference Request (Optional)

1. Open a gradebook.
2. Hover over the "Posting" tab.
3. Click "Post Comments".
4. Click the "Post Comments" link for the current grading period.

ST. LUCIE SCHOOL	
Class: 1205010 / 01 Prd:2 M/J MA	
Grade Marks	Posting
Signed	Ch
W08-M	W07-T
10/12	10/08
TEST	HW
100	100
78.95	76.29



5. The Comment Entry window appears.
6. In the first column, "CON", type an "X" in the cell that corresponds to the student for whom a conference is requested.
7. Click "Save" when complete.
8. Repeat the steps 1-7 to request a conference for students in other classes.

Grad Yr	First Name	Last Name	Alerts	Q1	CON
2016	D			D	X
2016	R			C	
2016				R	

Task D – Mark Posting Complete

1. To notify your administrator that grade posting is complete, navigate to the screen where you can select your various gradebooks (*My Gradebook Screen*).
2. Hover over the "Grade Posting Status" button.

Terms	Period	Days Meet	Class	Description
1 - 4	3	T	5015060A / 324	PH ED(PE TCHR)4
1 - 4	3	M	5015060A / 326	PH ED(PE TCHR)4
1 - 4	3	R	5015060A / 328	PH ED(PE TCHR)4
1 - 4	3	W	5015060A / 438	PH ED(PE TCHR)4
1 - 4	3	F	5015060A / 805	PH ED(PE TCHR)4
1 - 4	5	M	5015070A / 601	PH ED(PE TCHR)5
1 - 4	5	T	5015070A / 709	PH ED(PE TCHR)5
1 - 4	5	F	5015070A / 718	PH ED(PE TCHR)5
1 - 4	5	R	5015070A / 749	PH ED(PE TCHR)5

3. Click "Grade Posting Status for ..." the current grading period.
4. Click the "Mark All as Completed" button.
5. Click "Back" to return to the My Gradebook screen.

Period	Class	Description	Missing Rpt Card Grades	Missing Assign.	Missing Comments	Active Stds	Drp Stds	Posting Complete
03	5015060A / 324	PH ED(PE TCHR)4	38		19	19		<input type="checkbox"/>
03	5015060A / 326	PH ED(PE TCHR)4	40		20	20		<input type="checkbox"/>
03	5015060A / 328	PH ED(PE TCHR)4	26		13	13	1	<input type="checkbox"/>