

GRADEBOOK QUICK REFERENCE

Report Cards for Music & PE Grades 3-5

Task A – Verify Grade Input

1. Verify that all assignments and scores have been entered into your gradebooks.

Task B – Enter Conduct Scores

Open a gradebook.

Note: The C1 (*Citizenship*) column is used to enter conduct scores.

- 1. Click on the "C1" hyperlink or within an empty cell in that column.
- 2. The Score Entry screen appears.
- 3. Even though other selections are available, only **S** (Satisfactory), P (Progressing), and N (Not Progressing) are valid conduct scores for St. Lucie County Report Cards.
- 4. Type the score into the cell for each student.
- 5. To mass assign a score of 4, 3, 2 or 1 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.

View Grade Marks Back Students

WARD ACCESS plu

Home Page | My Gradebook | Main Screen

Other Access ▼ | Classes ▼ | Assignments ▼ | Attendance ▼

Term

Grade

Sort By %

D 64.269

01

Citizenship Grade Entry

Citizenship C1

Categories Grade

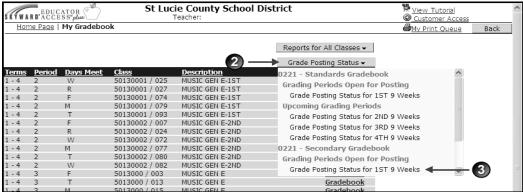
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Undo

Task C – 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.





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

