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.

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.