



## 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.


Teacher:

[Home Page](#) | [My Gradebook](#) | **Main Screen**

Other Access ▾	Classes ▾	Assignments ▾	Attendance ▾	Categories	Grade	
		<b>Term Grade</b> Q1 ▾ <b>Sort By %</b>	<b>Q1 Options ▾</b> %	<b>C1</b>	Signed W08-M 10/12 HW 100 78.95	Ch. 4 W07-T 10/08 TEST 100 76.29
<b>Students</b>	<b>Wed 10/21 Atnd</b>					
1 		D 64.26%	64.26		100 6	
2 		C 72.26%	72.26		100 9	

Citizenship Grade Entry

Citizenship C1

Save

Undo

View Grade Marks

Back

Students	Grade
Default blanks to:	
1	N
2	S
3	P
4	
5	

#### 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.

St Lucie County School District

Teacher:

Home Page | My Gradebook

View Tutorial

Customer Access

My Print Queue

Back

Reports for All Classes

Grade Posting Status

Terms	Period	Days Meet	Class	Description
1-4	2	W	50130001 / 025	MUSIC GEN E-1ST
1-4	2	R	50130001 / 027	MUSIC GEN E-1ST
1-4	2	F	50130001 / 074	MUSIC GEN E-1ST
1-4	2	M	50130001 / 079	MUSIC GEN E-1ST
1-4	2	T	50130001 / 093	MUSIC GEN E-1ST
1-4	2	F	50130002 / 007	MUSIC GEN E-2ND
1-4	2	R	50130002 / 024	MUSIC GEN E-2ND
1-4	2	W	50130002 / 072	MUSIC GEN E-2ND
1-4	2	M	50130002 / 077	MUSIC GEN E-2ND
1-4	2	T	50130002 / 080	MUSIC GEN E-2ND
1-4	2	W	50130002 / 082	MUSIC GEN E-2ND
1-4	3	F	5013000 / 003	MUSIC GEN E
1-4	3	T	5013000 / 013	MUSIC GEN E
1-4	3	M	5013000 / 015	MUSIC GEN E

Gradebook



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.

★Favorites ▾ | Notes | Preferences | Create New Window | Help | My Print Queue

St Lucie County School District | User Name: | Wednesday, October 21st, 2009

Home Page | My Gradebook | Secondary Grade Post Status | **5** | Back

7 days left to post

**Secondary Grade Posting Status for 1ST 9 Weeks (08/24/09 - 10/28/09)**

Period ▲	Class	Description	Missing Rpt Card Grades	Missing Assign.	Missing Comments	Active Stds	Drp Stds	Posting Complete
+	03	<a href="#">5015060A / 324</a>	PH ED(PE TCHR)4	38		19	19	<input type="checkbox"/>
+	03	<a href="#">5015060A / 326</a>	PH ED(PE TCHR)4	40		20	20	<input type="checkbox"/>
+	03	<a href="#">5015060A / 328</a>	PH ED(PE TCHR)4	26		13	13	<input type="checkbox"/>
+	03	<a href="#">5015060A / 428</a>	PH ED(PE TCHR)4	20		15	15	<input type="checkbox"/>

Mark All as Completed | **4**