Report Cards

Posting Grades and Comments for Report Cards

Posting grades for report cards will be done at set times throughout the year. You will be given the dates when all grades must be finalized and posted.

1. Select appropriate *Term*, *Section*, and *Task*.
2. Under *In Progress* area, select *Post*.
3. Select appropriate term from the *Term* drop-down menu.
4. Select appropriate task from the *Task* drop-down menu.

> **Note (Step 4):**
> 1. When posting grades for Q1, Q2, Q3 and Q4 select the task - **Quarter Grade**.
> 2. When posting the Semester Exam Grade select the task - **Semester Exam**.
> 3. When posting the Semester Grade select the task - **Semester Grade**.

5. Click *OK*.
6. Click *OK* when the warning screen appears.
7. Again, ensure the appropriate *Term* and *Task* are selected.
8. Click the **CC** (Canned Comments) link to enter comments (Canned Comments are **required** by CCSD for secondary progress grading).
9. Click SAVE.

> **Grade Book Tips!**
> 1. The *Show Active Students Only* box under *Account Settings* should be checked before Posting Grades for Report Cards.
> 2. If the **CC** link is **NOT** available for entering Report Card comments, select *Account Settings*, from the Index Menu on the left, check the item *Use Canned Comments*. *S*ave before leaving.

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Finalizing Grades and Comments for Report Card

Adjustments for grades and comments can be made from the *Posted* section of the grade book **or** from the *Post Grades* menu item. Adjustments in both the *Percent* and *Grade* fields are **required**. (The *Percent* field is part of the final *Semester Grade* calculation.) Directions using the POST GRADES menu item are shown below.

1. Select POST GRADES from the Index Menu (on the left).
2. Select appropriate *Term*, *Section*, and *Task* (Quarter Grade, Semester Exam, or Semester Grade).
3. Overall grades will already be present. To adjust these calculations, use the *Percent* and *Grade* fields. Note that grades other than A-F should only be used with the permission of school administration.
4. Select MANAGE to use **required** *Canned Comments*.
5. Click SAVE.

Grade Book Tips!
1. Canned Comments are **ONLY** entered in the Report Card Comments field under the *Quarter Grade Task.*
2. **Newly** added to the *Post Grades* window are the *Overall Grade* and the *Sparkline Evidence Graph*. These new enhancements will assist the teacher in the entry of grading data.

Citizenship

Citizenship grades will be entered when the window for posting grades opens.

1. Select appropriate *Term* and *Section.*
2. Select CITIZENSHIP for the *Task*.
3. Choose the appropriate mark from the *Grade* drop-down menu.
4. Click SAVE.