

Report Cards - COVID-19 Process

Posting Grades for Report Cards - Updated for COVID-19 Process

Posting grades for report cards will be done differently in response to school closures aligned to COVID-19. Teachers must update scores for Quarter 3 assignments and post Quarter 3 grades to the **Quarter Grade** for Q3 and Q4 before posting to the **Semester Grade**. Do NOT add any grades or post to the **Semester Exam** in Q4. Citizenship will not be reported for Quarter 4.

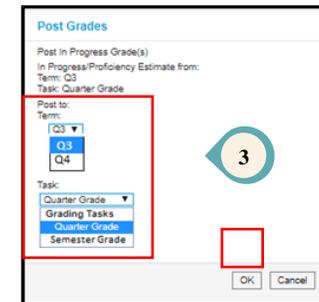
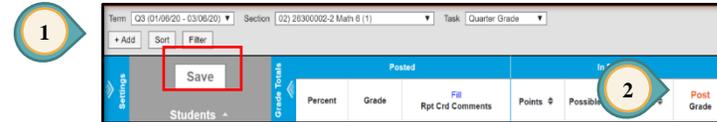
*To Move or Omit Assignments Created in a Quarter 4 Section:

1. Under the **Index Menu** (to the left), select **Assignment Overview**.
2. Select Q4 from the **Term** drop-down menu and select the appropriate section. Assignments placed in Q4 display.
3. Click a listed assignment name to open the assignment detail.
 - a. To count the assignment in Quarter 3, change the **assigned date** of the assignment to **March 6, 2020**. Click **Save** then **Close**.
 - b. To omit the assignment from the grade calculation, change the **category** of the assignment to **Does Not Count for Grade** (See Secondary Grade Book Guide – Creating Categories).
 - c. To delete the assignment, click the **Delete** button and accept the warning message of existing grades. **Save, Close**, repeat.
4. Repeat for additional sections.

The following steps must be followed to post from the Q3 term to all required tasks:

1. Select Q3 for the **Term** and Quarter Grade for **Task**.
2. Under **In Progress** area, select **Post**.
3. Post to tasks using the following sequence:
 - a. Select **Term** Q3 and the **Task** Quarter Grade. Click **OK**. Click **OK** when the warning screen appears. Click **Save**.
 - b. While continuing to stay in **Term** Q3, select **Post** again. Select **Term** Q4 and the **Task** Quarter Grade. Click **OK**. Click **OK** when the warning screen appears. Click **Save**.

Note: The grade book will change to the Q4 **Term** with the Quarter Grade **Task** displaying for this section.
4. While in **Term** Q4, select the **Task** Semester Grade. Verify the posted Q3 and Q4 Quarter Grades. Select **Post**. Select **Term** Q4 and the **Task** Semester Grade. Click **OK**. Click **OK** when the warning screen appears. Click **Save**.
5. Verify Semester Grade, Q3, and Q4 grades are the same.
6. Return to the Q3 **Term** to continue and repeat this process for each section.



	Posted		In Progress		Q3 Quarter Grade		Q4 Quarter Grade	
Students	Percent	Grade	Percent	Grade	Composite Percent	Composite Grade	Composite Percent	Composite Grade
	83.58 %	B	83.58 %	B	83.58	B	83.58	B