Enter Term Grades

To enter term grades for students:

1. Log on to the Staff view.

2. Click the **Gradebook** tab, and select the check-box next to the section you want to grade.

3. Click the **Scores** side-tab.

4. Be sure the **Grade Columns** and **Term** drop-downs have the appropriate selection:

Student Fields		Grade Columns		Term	
Default Fields	⌄ ...	Post Columns - Progress	⌄ ...	2	⌄

Name	YOG	2ndQInt	2ndQIntCon	Add...
Biswas, Charlee	2012	96	📝	
Clerkin, Xavier	2012	79	📝	
Gagnon, Christopher [IEP]	2011	81	📝	

Note: The columns for the class appear with a green pushpin, indicating that these columns are open for grade input and that you have not posted them yet.

5. Input all grades in the post columns as appropriate:

- Press the arrow keys on your keyboard to move around the columns and rows. Use your mouse to click directly in a cell.

- Press the arrow keys, **ENTER**, or **TAB** to move across rows or down columns, as you defined when you set your gradebook preferences.

- To select a grade or comment, press **CTRL+L**, or go to **Options > Lookup.**

- To enter the same value for all students, enter a grade for the first student, then press **CTRL+D**, or go to **Options > Fill-Down Values.** Then, you can change the grade for the few students who did not receive that grade.

- Once a value has been entered into a cell, that value is automatically saved once you move off the cell.

- To enter feedback for a score, click the **Feed-back** icon ☐ next to the score you enter.

- If 📝 appears, the column is a text comment column. Click this icon for a student. The Edit Text Comment dialog box appears. Enter the comment, or click ◄ to select a comment from the comment bank if attached, and click **OK.**

  The icon appears with blue lines 📝 to indicate you have entered comments for the student.

Post Term Grades to the Office

To post term grades to student transcripts:

1. Log on to the Staff view.

2. Click the **Gradebook** tab, and select the check-box next to the section you want to post.

3. Click the **Scores** side-tab.

4. Verify that you have entered all of the informa-tion in the Post Columns (grades and com-ments).

5. Go to **Options > Post Grades.** The Post Grades dialog box appears:

Post Grades

Class	99999-001 Technology Standards
Grade Term	T3 ⌄
Grades to post	Term grades for all students ⌄

OK   Cancel

6. Enter the information, and click **OK.** The system posts the grades to transcripts. The columns for that class now appear with a **red** pushpin, indi-cating that you have already posted these col-umns. If you need to change a grade after you have posted grades, contact the office.

Enter Daily Attendance

1. Log on to the Staff view.

2. Click the **Attendance** tab, **Daily** side-tab. The Daily Attendance page displays the students in the homeroom or classroom that your school uses for daily attendance:

3. In the *Code* column, click the appropriate code for students not present.

4. Click **Post.** The system confirms you want to post. Click **OK.** The system sends the records you enter to the school's office.

Enter Class Attendance

1. Log on to the Staff view.

2. Click the **Attendance** tab, **Class** side-tab:

3. Select the checkbox next to the section you want to enter attendance for.

4. On the **Class** side-tab, click **Input.** The input page appears.

5. In the *Code* column, click the appropriate code for students who are not present:

6. Click **Post.** You can edit these values at any time or any date (depending on your school preference).