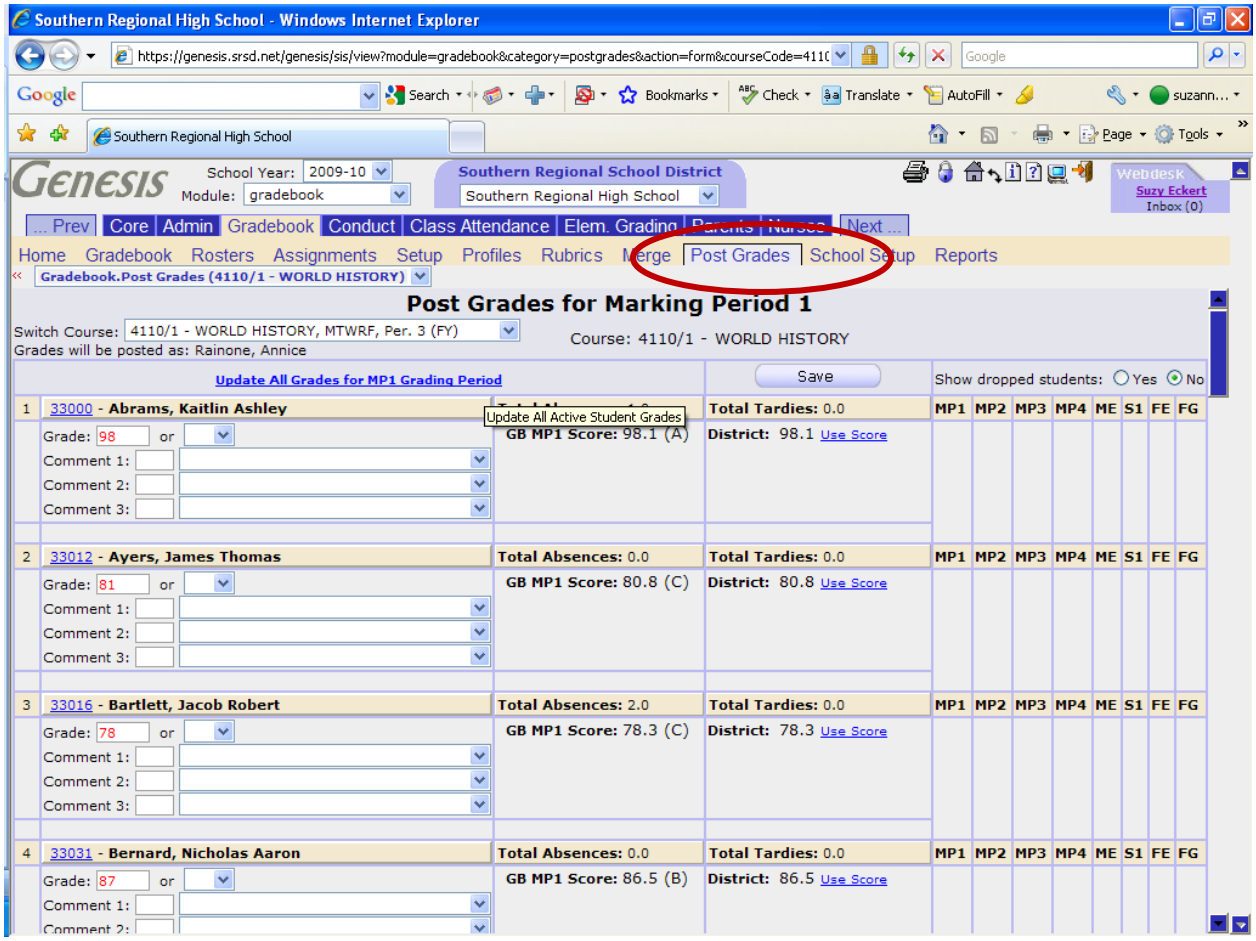
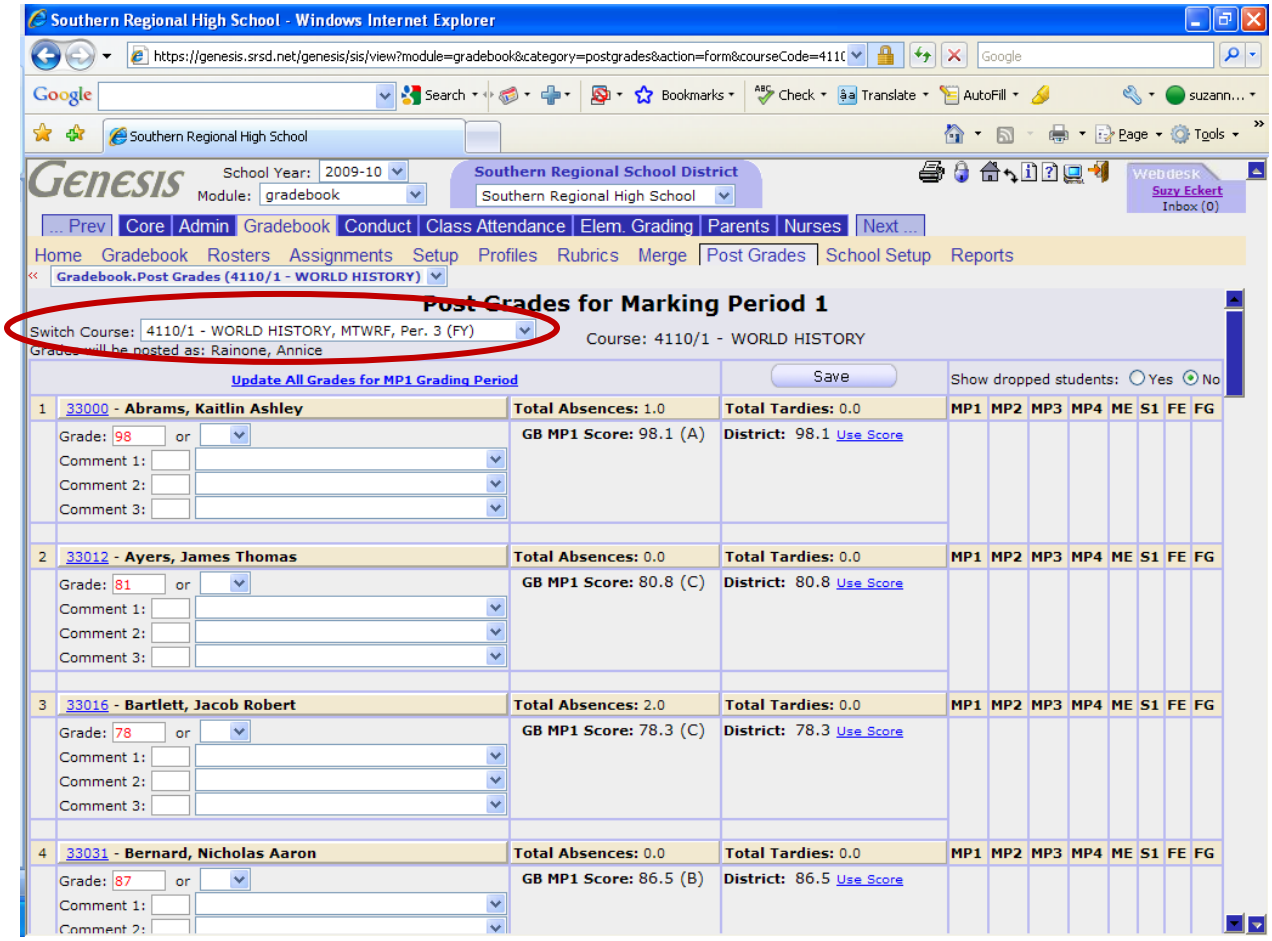
Posting 1st MP Report Card Grades and Comments

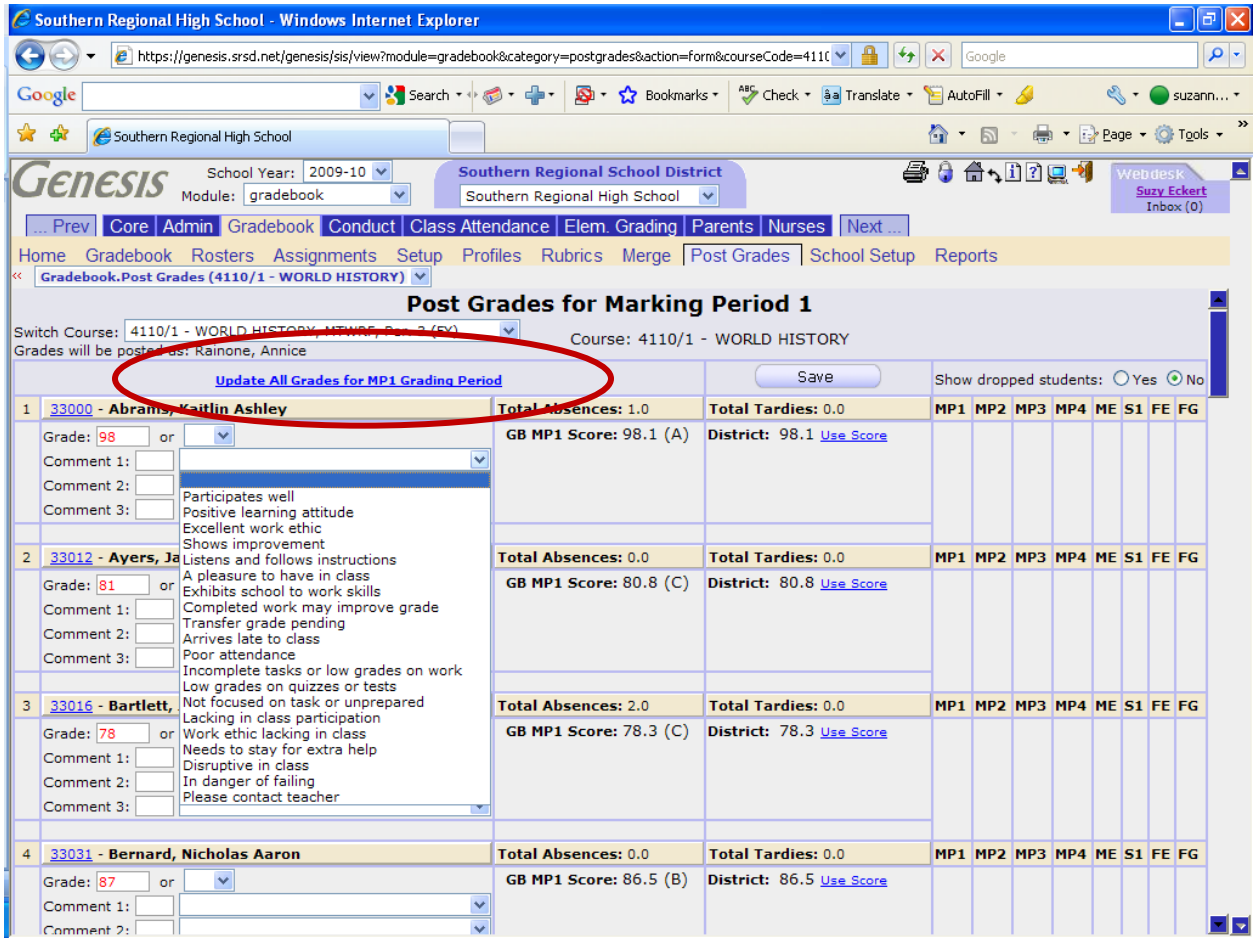
To post your grades and comments click on the Gradebook – Post Grades tab.



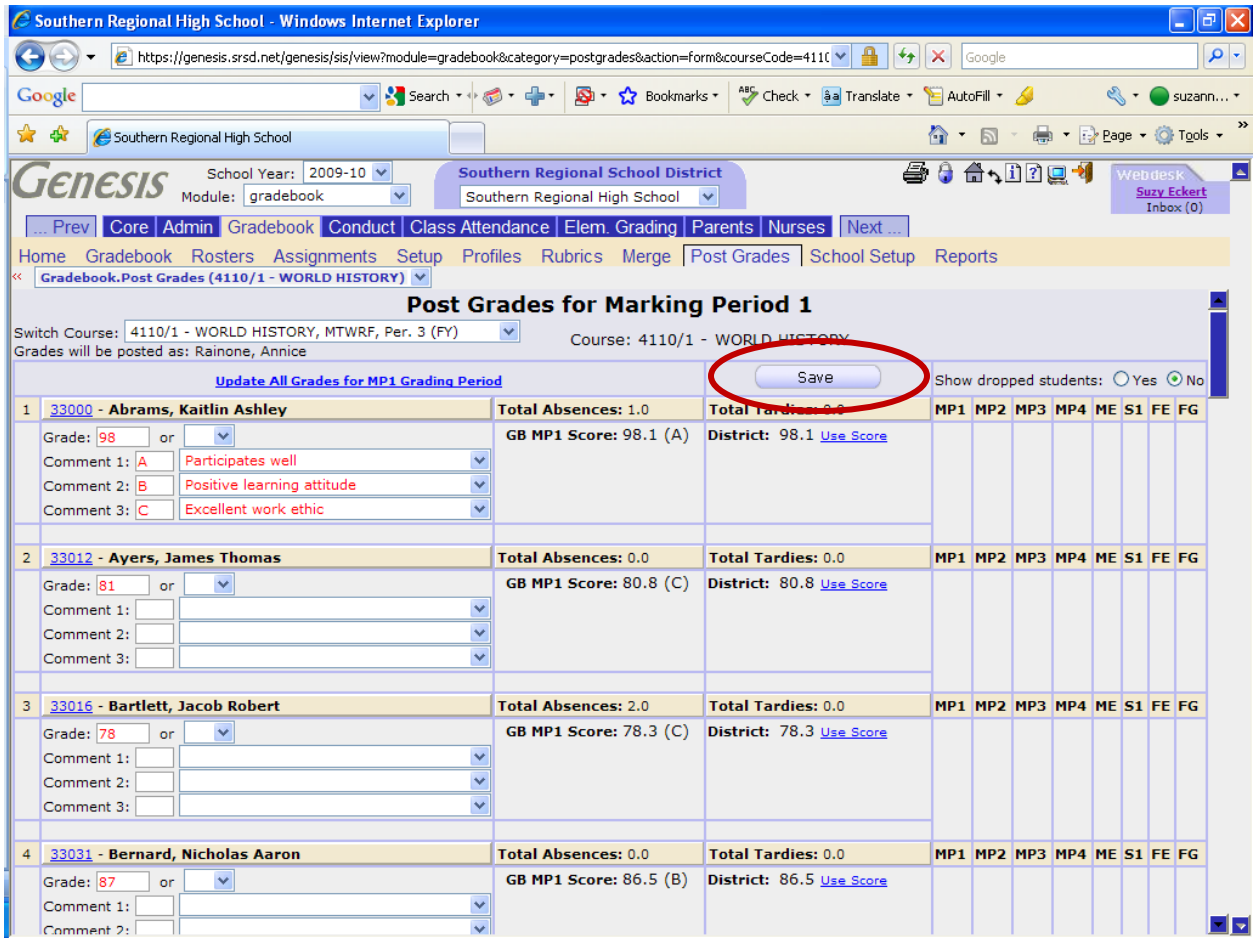
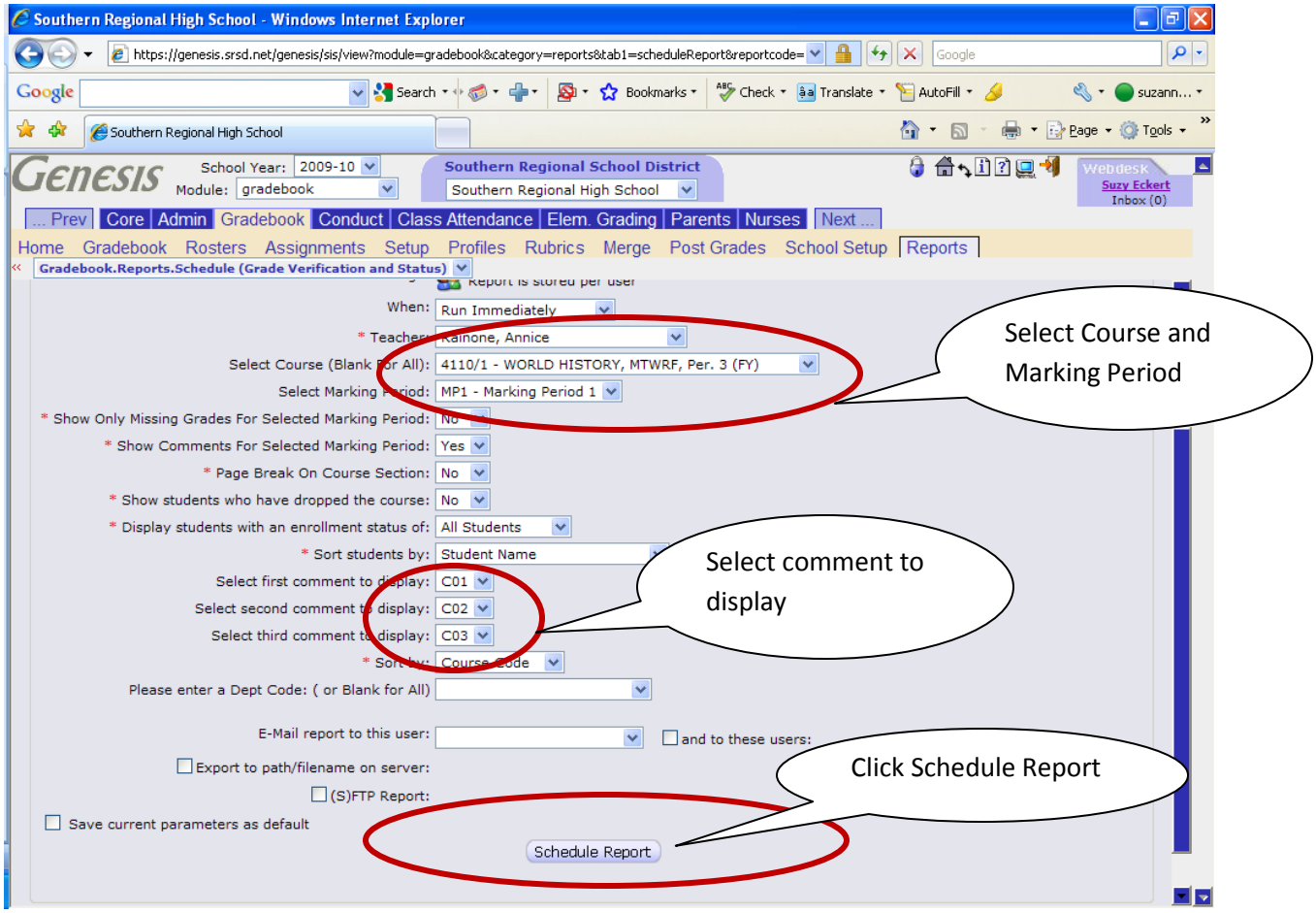
Pick the course to assign comments to from the Switch Course dropdown.



To use the calculated marking period grade for all students click the **Update All Grades for MP1 Grading Period** link which assigns the calculated grade. You can now use that grade or change it by simply clicking in the Grade field. (Quarter teachers will also see a Final Grade field that also needs to be filled in.) Click the Save button. You can now assign up to three (3) comments per student from the Comment 1, 2 or 3 dropdown . Click the Save button.



Once you have assigned the grades and comments for each student click Save. Notice that all data stays red until you click Save.



To print your grading report click on the Reports tab and then the Grade Verification and Status report (70770). Select the course or leave that field blank to print all. Select the marking period. Select the comments to display. Then hit the Schedule Report button to run the report