








## Posting Marks for term grades.

### Enter Term Grades




#### To enter term grades for students:

1. Log on to the Staff view.
2. Click the **Gradebook** tab, and select the checkbox next to the section you want to grade.
3. Click the **Scores** side-tab.
4. Be sure the **Grade Columns** is set to **Post Columns – Term** 
5. Be sure the **Term** dropdowns have the appropriate term selected:

Student Fields		Grade Columns		Term	Status
Default Fields		Post Columns - Term		Tri 1	Enro
Name	YOG	Tri 1	Tri 1	Tri 1 WH	Tri 1 Com
Benedikovic, Marlise	2016				
Connor, Courtney	2016				
Day, Alyssa	2016				

**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.

6. 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 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.
- For the **Work Habits** column, use a capital **G**, **S**, or **N**. Again, **CTRL + D** will auto populate that work habit for all students that follow.
- 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 checkbox next to the section you want to post.
3. Click the **Scores** side-tab.
4. Verify that you have entered all of the information in the Post Columns- term (grades, work habit and comments).
5. Go to **Options > Post Grades** or click **post**. The Post Grades dialog box appears:

#### Post Grades

Class	99999-001 Technology Standards
Grade Term	T3
Grades to post	Term grades for all students
<input type="button" value="OK"/> <input type="button" value="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**, indicating that you have already posted these columns. You can repost as many times needed.