How to Enter Quarter Grades – Middle School Edition

version 2 October 30, 2008

Part 1 – Alphabetical Grade Entry

Entering grades for the Quarter is almost exactly like entering progress report grades (*only easier*, since you don't enter student comments!). (For any teacher NOT using Gradebook, see the note at the bottom of the page.)

1. Select the course and section at the top of the panel for which you want to enter quarter grades.
2. On the left under "Instruction" click "Gradebook" and the class' current grades will appear. Be sure "Q1-Quarter Grade" is selected above the Student Names list.
3. Post the grades in one easy step:
On a Mac – hold down the control button and click in the green columns and select "Post Grades"
On a PC - Right click on anywhere in the green columns and select "Post Grades"
4. Remember to Click SAVE!

***You are always free to go back and change your gradebook. Just remember to repost them while the grading window is open.

Part 2 – Effort and Conduct Grade Entry

Entering student Effort and Conduct grade is more like entering progress reports, as you will use "Grading By Task" as opposed to posting data you had in your gradebook.

1. Select the class you want to grade from the "Section" menu at the top of the screen.
2. On the left, under Instruction, select "Grading by Task."
3. Select the Task you want to grade from the pull down menu (in this case Q1 – Conduct).
4. Select the best description of each student's Effort and Conduct under the Score column.
5. When finished, hit Save.
6. Start back at Step #3 to do Effort.

***Time Saver: If a majority of students in your class get a similar mark, you can "Auto-Fill" using the "Fill Scores" box above to give everyone the same mark. Then just adjust students who do not get the most common mark.
***Like progress reports you don't have to do these all at once. Just hit save and return   when you like, so long at the grading window is open.
***You can do the Alphabetical Grade, Effort and Conduct in any order you prefer.

+ Those who don't yet use the gradebook - manually type in quarter grades by selecting the grading task "Q1-Grade" like you would for Conduct and Effort. You MUST choose an alphabetical grade from the SCORE column or it will not print on the report card.