

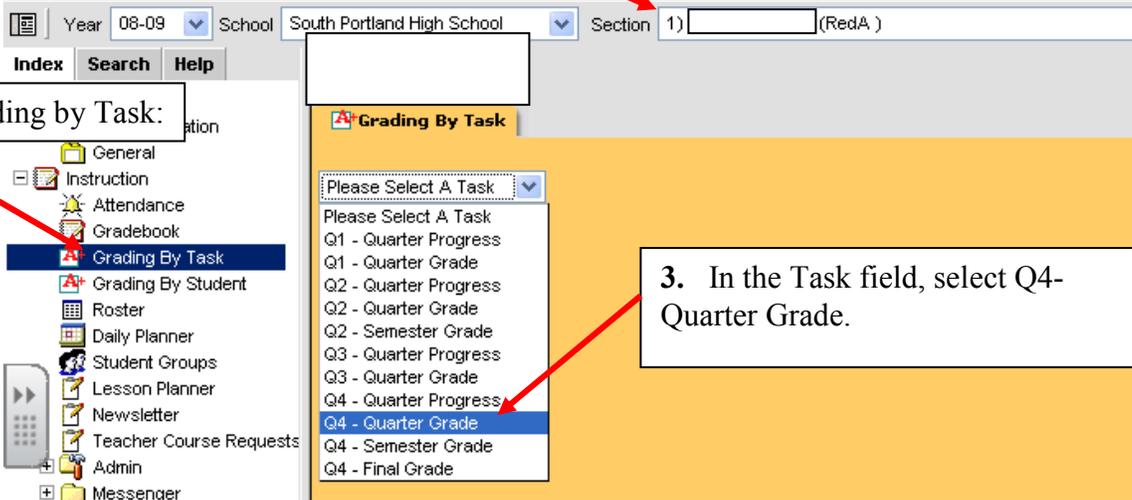
Posting Final Grades – Non-Gradebook Users

Note: The first part (steps 1-5) of this process is the same it has been for the previous quarters.

1. Click on Grading by Task:

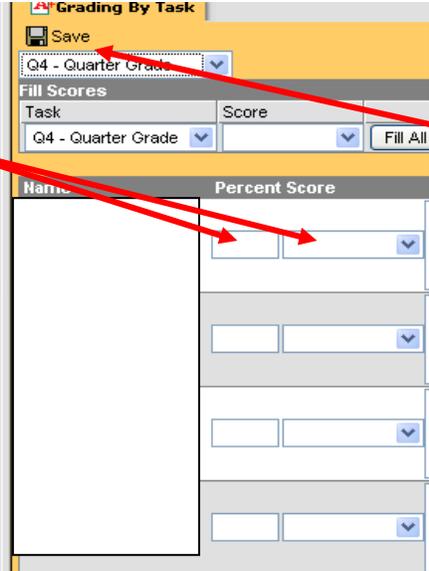
2. In the Selection field, select the class you want to work with.

3. In the Task field, select Q4-Quarter Grade.

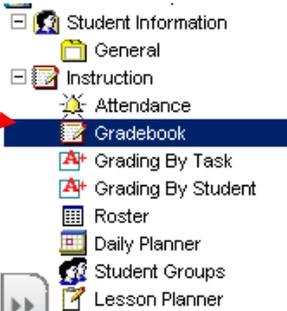


4. Enter a Percent and Score (should be the same number) for each student in class.

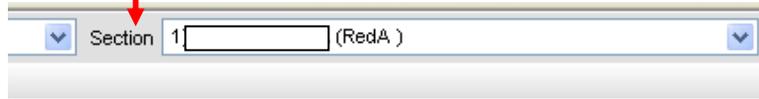
5. Click the Save button.



6. Click on Gradebook.

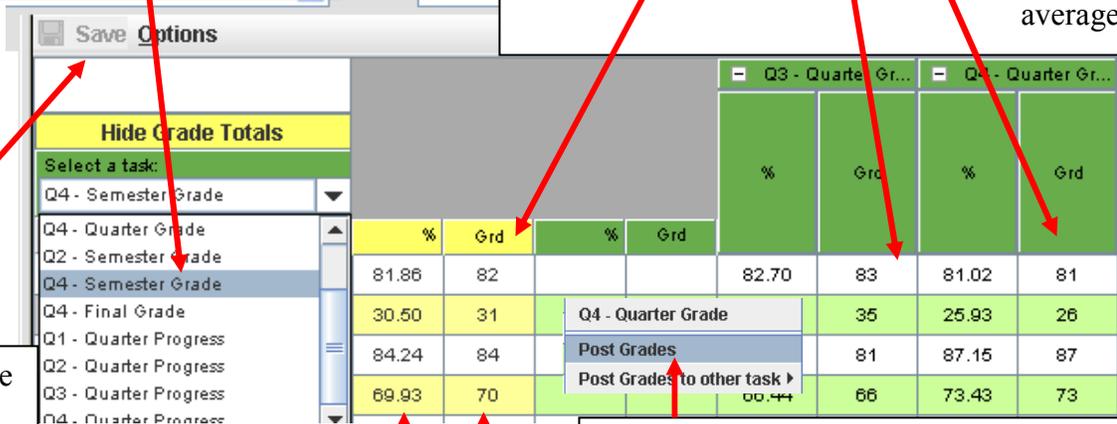


7. In the Selection field, select the class you want to work with.



8. In the Select a task: field, select Q4-Semester Grade.

9. You should now see Q3 and Q4 Quarter grades as well as the semester average. Make sure the averages look right.



	%	Grd	%	Grd	Q3 - Quarter Gr...	Q4 - Quarter Gr...
Q4 - Semester Grade	81.86	82			82.70	83
Q4 - Quarter Grade	30.50	31				
Q2 - Semester Grade	84.24	84				
Q4 - Final Grade	69.93	70				
Q1 - Quarter Progress						
Q2 - Quarter Progress						
Q3 - Quarter Progress						
Q4 - Quarter Progress						

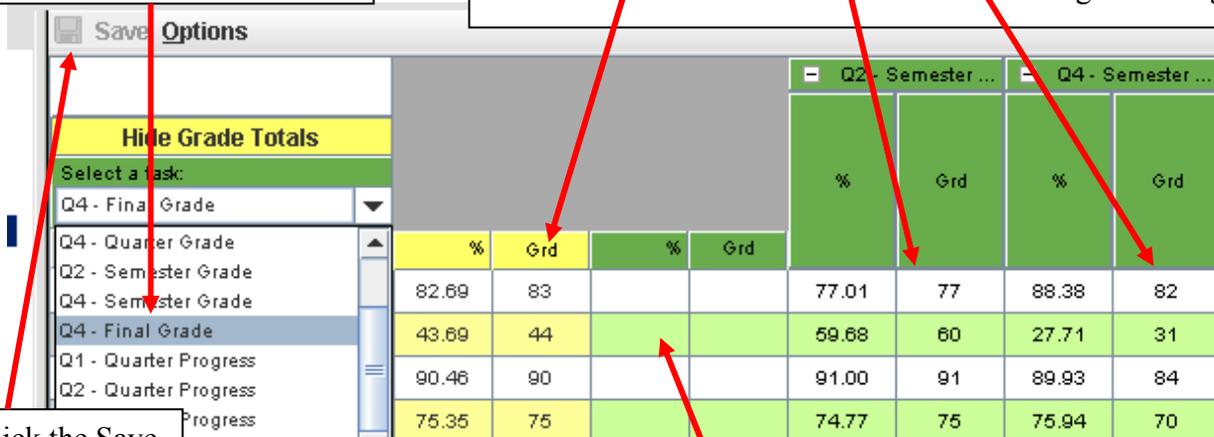
11. Click the Save button.

10. Right-click in the empty columns under % and Grd. Select **Post Grades** from the menu that appears. *Do not* post to other task.

NOTE: If you do not see % and Grd as shown above, you need to set the District High School Grading Scale. Please see separate document. This needs to happen for *every class, every term*. Also, make sure % and Grd match!

12. In the Select a task: field, select Q4-Final Grade.

13. You should now see Q2 and Q4 Semester grades as well as the Final average. Make sure the averages look right.



	%	Grd	%	Grd	Q2 - Semester ...	Q4 - Semester ...
Q4 - Final Grade	82.69	83			77.01	77
Q4 - Quarter Grade	43.69	44			59.68	60
Q2 - Semester Grade	90.46	90			91.00	91
Q4 - Semester Grade	75.35	75			74.77	75
Q1 - Quarter Progress						
Q2 - Quarter Progress						
Q3 - Quarter Progress						
Q4 - Quarter Progress						

15. Click the Save button.

14. Right-click in the empty columns under % and Grd. Select **Post Grades** from the menu that appears. *Do not* post to other task.

16. Go back to step 1 and repeat for your other classes.

Important notes:

- Make sure the % and Grd match **everywhere**. If you made any manual changes, be sure to change both. (% is used by the system for calculations and Grd is what gets printed on report cards.)
- Make sure the all of the columns with yellow headings (those to the immediate right of the student names) are full. If not, you must set the District High School Grading Scale.
- The order of posting (Q4-Quarter, Q-4 Semester, Q-4 Final) *does* matter.
- Although the system does the calculation, please visually check the semester and final averages. (Did you notice all of the averages shown in the last example are wrong? This is an indication that I did not post quarter or semester grades for this course *before* I went to post final grades.)
- If you post grades for a class that has seniors, you may notice you are posting underclassmen grades at the same time. Do not worry. When you go back and post later after underclassmen exams, it will overwrite the old score and post the updated score.