

# GRADE POSTING

## FOR PROGRESS GRADES:

Right click in the green and white column next to your yellow Grd column. Select Post Grades to other task. Select the appropriate Progress term. At this point, you **MUST Save the Gradebook** or you will lose the data. Nothing will appear in the green column for term or semester tasks, but the data has been saved in the Progress Term cells.

Grd	%	Grd								
C			74.81	100	8	11	83	11	13	
B			84.04	100	12	24	92	11	12	
A			98.65	100	18	17	92	18	17	
A						16	75	19	18	
A						21	92	15	18	
B										
F			14.71	0						
B			81.54	100	14					

Q1 - Term Grade

Post Grades

Post Grades to other task ▶

Q1 - Progress Grade

Q2 - Progress Grade

Q2 - Term Grade

Open a section and go to Grading By Tasks. Select the appropriate grade reporting period. Here you can adjust grades and enter comments by clicking on the paper icon to the right of each cell. Clicking on the "X" will delete the comments. You may also mass fill or mass empty grades using the Fill Scores box.

Grades and comments may be entered for individuals by going to Grading By Student. Select the student from the drop down box and enter the grade and comments in the open window. Remember to Save.

Grades may also be changed in the green and white Grd column by clicking in each cell. Remember to Save. Grades cannot be changed after the window has closed.

Hide Grade Totals						
Select a task:						
Q1 - Progress Grade						
Student	Pts	Poss	%	Grd	%	Grd
07 Benton, Tyrone L					74.81	C
07 Bozarth, Hannah N					84.04	B
07 Caballero, Renee G					98.65	A
08 Carballo, Andrei A					102.69	A
08 Coronado, Hector J					90.58	A
08 Diaz, Cristian					80.58	B
07 Gutierrez, Michael					14.71	F

For those who opt out of using the Campus gradebook, enter grades on the Grading By Task tab.

#### FOR TERM GRADES:

Follow the same procedures by select the appropriate reporting periods.