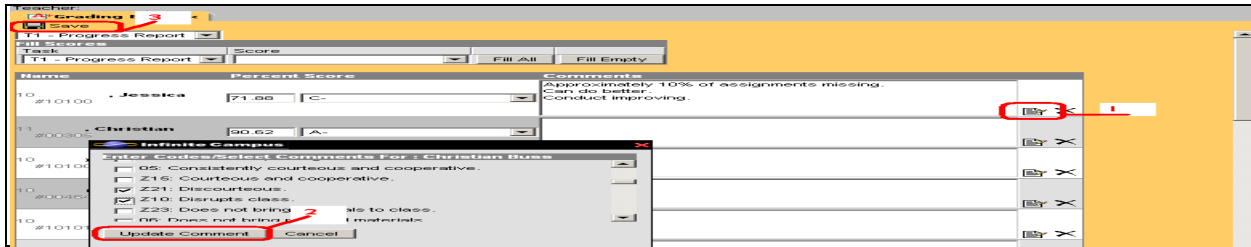


Posting for Grades

- C. To add comments to the current grades, click on the COMMENT icon as shown in 1 of FIGURE 5.
- D. The list of comments will appear in a separate box. The comments are in alphabet order. Click on the comments for the student. When done with the comments, click on the UPDATE COMMENT button as shown in 2 in FIGURE 5.
- E. When done with comments for all the students, click on the SAVE button as shown in 3 of FIGURE 5.

FIGURE 5



***NOTE*:** If the COMMENT icon does not appear to the right of the comment box, you will need to turn on CANNED COMMENTS in your preferences for that class. To do this, choose ADMIN in the INDEX menu, then click on PREFERENCES and Click on USE CANNED COMMENTS. Click the SAVE button. This will need to be done for each class.

If you can only see part of the Comment Box and cannot get to the bottom of the Comment Box where the Update Canned Comments button appear then you will need to Click and drag the CommentBox to the middle of your screen. Do do this click the top of the Canned Comments box and drag it to the middle of your computer screen.

- 7.) To do PROGRESS REPORTS or Mid Term Grades, do the following:
 - A. Open the gradebook.
 - B. You will be posting to a different Task/Term than where the assignments are located. Your assignments are in Marking Period, but you want the grade to show as a Progress Report Grade or a Mid-Term graded.
 - a.) Right Click anywhere in the green area of the GRD section on the gradebook, as shown in 1 of FIGURE 1A. A Posting Task box will appear.
 - b.) Click on POST TO OTHER TASKS and then click on the Task/Term you wish to post the grade (i.e. Progress Report, or Mid-Term Grade), as shown in 3 of FIGURE 1A.

FIGURE 1A

Student	Pts	Poss	%	Ord	%	Ord	Grd	Grd	Grd	Grd	Grd	Grd	Grd	Grd	Grd	Grd	Grd	Grd		
10 . Jessica	23.00	32.00	71.88	C-															75.00	3
11 . Christian	29.00	32.00	90.62	A-															50.00	2
10 . Alyssa	27.00	32.00	84.38	B															75.00	3
10 . Justin	27.00	32.00	84.38	B															75.00	3
10 . Janel	24.00	32.00	75.00	C															50.00	2
10 . Skylar	21.00	32.00	65.62	D															75.00	3
11 . Wyatt	19.00	32.00	59.38	F															50.00	2
10 . Angelica	21.00	32.00	65.62	D															100.00	4
11 Brandon	25.00	32.00	78.12	C+															25.00	1
10 . James D																				
10 . Gage	26.00	32.00	81.25	B-															25.00	1

- c.)After posting using the POST TO OTHER TASKS you will not see grades appear in the green % and GRD areas of the Task/Term the assignments are in. This is because you are in the Gradebook Tasks of the Marking Period, as shown in 1 of FIGURE 2A. If you click on the down arrow of the Select a task, as shown in 2 of FIGURE 2A and change the task that the grades were posted to, you will see the grades that have posted, as shown in FIGURE 3A.

Posting for Grades

FIGURE 2A

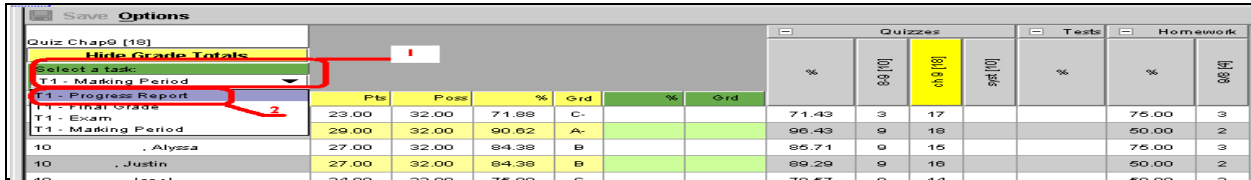


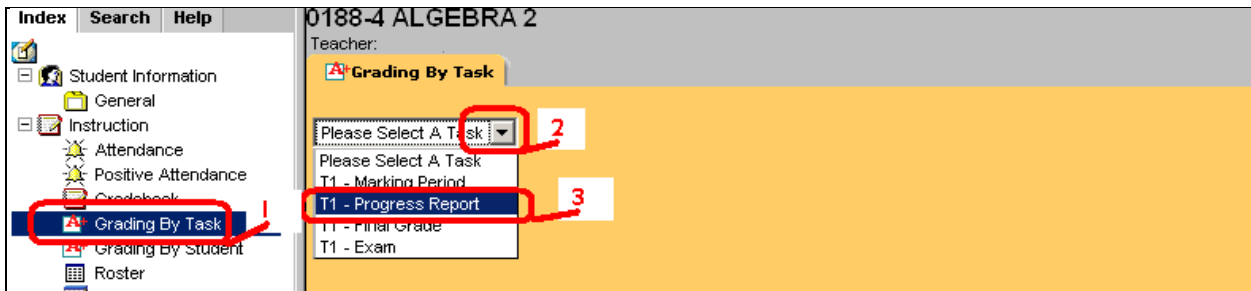
FIGURE 3A

Student	Pts	Poss	%	Ord	%	Ord
10 . Jessica	23.00	32.00	71.88	C-		
11 . Christian	29.00	32.00	90.62	A-		
10 . Alyssa	27.00	32.00	84.38	B		
10 . Justin	27.00	32.00	84.38	B		
10 . Janel	27.00	32.00	84.38	B		
10 . Skylar	27.00	32.00	84.38	B		
11 . Wyatt	27.00	32.00	84.38	B		

8. Adding COMMENTS TO PROGRESS REPORTS:

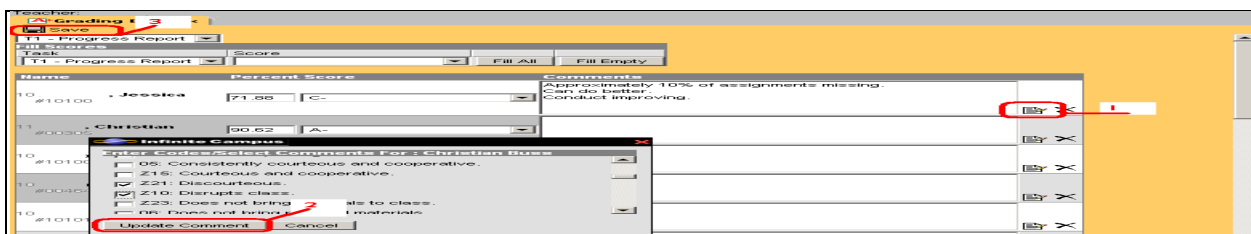
- To add comments, choose the Grading By Task from the Index Menu, as shown in 1 of FIGURE 4A.
- The Grading by Task will appear to the right. Click on the down arrow, as shown in 2 of FIGURE 4A. Click on Task/Term you are grading, as shown in 3 of FIGURE 4A.

FIGURE 4A



- To add comments to the current grades, click on the COMMENT icon as shown in 1 of FIGURE 5A.
- The list of comments will appear in a separate box. Click on the comments for the student. When done with the comments, click on the UPDATE COMMENT button as shown in 2 in FIGURE 5A.
- When done with comments for all of the students, click on the SAVE button as shown in 3 of FIGURE 5A.

FIGURE 5A



NOTE: If the COMMENT Icon does not appear to the right of the comment box, you will need to turn on CANNED COMMENTS in your preferences for that class. To do this, choose ADMIN in the INDEX menu, click on PREFERENCES and Click on USE CANNED COMMENTS. Click the SAVE button. This will need to be done for each class.