TEACHER POST GRADES AND COMMENTS
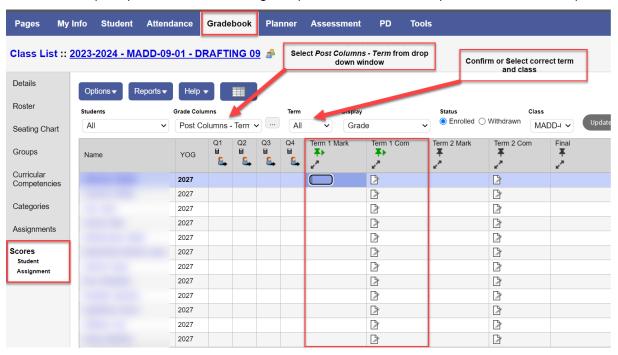
GRADEBOOK TOP TAB > SCORES SIDE TAB

ENTERING TERM MARKS AND COMMENTS

- Select **Post Columns-Term** from the **Grade Columns** drop down window
- Select the appropriate term from the **Term** drop down window
- Confirm the class from the **Class** drop down window
- Green push pins indicates that the grade post window of time is open and marks can be posted

- **Keyboard Shortcuts**
  - Ctrl + D - fills down
  - Ctrl + L - Lookup scores or work habits
  - Type **Enter** or **Tab** to move down or across cells (tab key set in preferences)
- **Marks**
  - Click in the **Grade** or **Final field** and enter grade or proficiency
- **Comments**
  - Click **paper icon** in the **Com** field to open a pop-up window
  - Click on the Black Triangle to open the Comment Bank if you have created your own bank See Creating a Teacher Comment Bank
- **Post Grades**
  - When all marks and comments are entered click **Post Grades**
  - Push pins turn red indicating that marks have been posted to the office the first time posting
  - IF any change is made the course needs to be posted again.