

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

The screenshot shows the Gradebook interface with the following elements highlighted:

- Gradebook Tab:** The 'Gradebook' tab is selected in the top navigation bar.
- Class List:** The class is identified as '2023-2024 - MADD-09-01 - DRAFTING 09'.
- Grade Columns:** The dropdown menu is set to 'Post Columns - Term'.
- Term:** The dropdown menu is set to 'All'.
- Class:** The dropdown menu is set to 'MADD-I'.
- Table:** The table has columns for 'Name', 'YOG', 'Q1', 'Q2', 'Q3', 'Q4', 'Term 1 Mark', 'Term 1 Com', 'Term 2 Mark', 'Term 2 Com', and 'Final'. The 'Term 1 Mark' and 'Term 1 Com' columns are highlighted with a red box, and green push pins are visible in the 'Term 1 Mark' column.

• Keyboard Shortcuts

- o Ctrl + D - fills down
- o Ctrl + L - Lookup scores or work habits
- o Type **Enter** or **Tab** to move down or across cells (tab key set in preferences)

• Marks

- o Click in the **Grade** or **Final field** and enter grade or proficiency

• Comments

- o Click **paper icon** in the **Com** field to open a pop-up window
- o 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

- o When all marks and comments are entered click **Post Grades**
- o Push pins turn red indicating that marks have been posted to the office the first time posting
- o IF any change is made the course needs to be posted again.