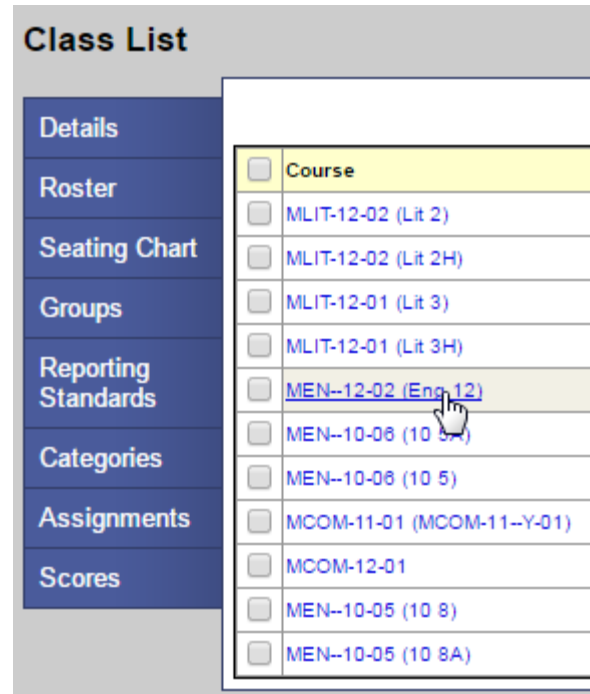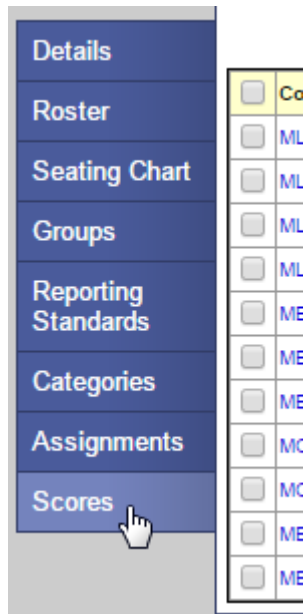# Posting
Final Grades

Posting the Last Term and Final Grades to the Office

1. **Opening up your Gradebook Scores Sheet for a specific course.**

   A. Click on the **Gradebook** Tab

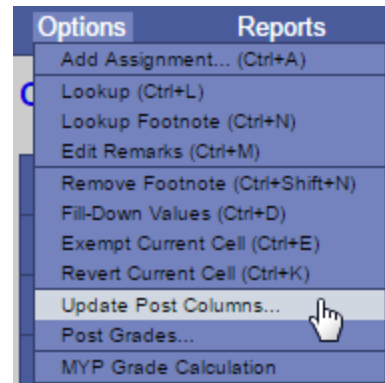   B. Select a **Course** from the Class List

   C. Click on the Scores side-tab

Class List

	Course
☐	MLIT-12-02 (Lit 2)
☐	MLIT-12-02 (Lit 2H)
☐	MLIT-12-01 (Lit 3)
☐	MLIT-12-01 (Lit 3H)
☐	MEN--12-02 (Eng 12)
☐	MEN--10-06 (10 5A)
☐	MEN--10-06 (10 5)
☐	MCOM-11-01 (MCOM-11--Y-01)
☐	MCOM-12-01
☐	MEN--10-05 (10 8)
☐	MEN--10-05 (10 8A)

Side-tabs: Details, Roster, Seating Chart, Groups, Reporting Standards, Categories, Assignments, Scores

2. **Posting your Gradebook Term Mark to the Term Post Column**

   A. Review your Term Average Marks (Tri) for accuracy

YOG	Missing	Tri 3
2016	0	62.0 C
2016	1	88.0 A
2016	1	82.0 B
2016	1	80.0 B
2016	1	77.0 B
2016	1	57.0 C-
2016	1	65.0 C
2016	4	86.0 A

B. In the Option Menu, select **Update Post Columns**

Options	Reports
Add Assignment... (Ctrl+A)	
Lookup (Ctrl+L)	
Lookup Footnote (Ctrl+N)	
Edit Remarks (Ctrl+M)	
Remove Footnote (Ctrl+Shift+N)	
Fill-Down Values (Ctrl+D)	
Exempt Current Cell (Ctrl+E)	
Revert Current Cell (Ctrl+K)	
Update Post Columns...	
Post Grades...	
MYP Grade Calculation	

C. In the Update Post Columns **Pop Up Window**, select the Term from the Grade Term Drop Down

Update Post Columns: Select Columns

Class	MEN--12-02 ENGLISH 12
Grade Term	▼
Grades to update	▼

Tri 1
Tri 2
Tri 3
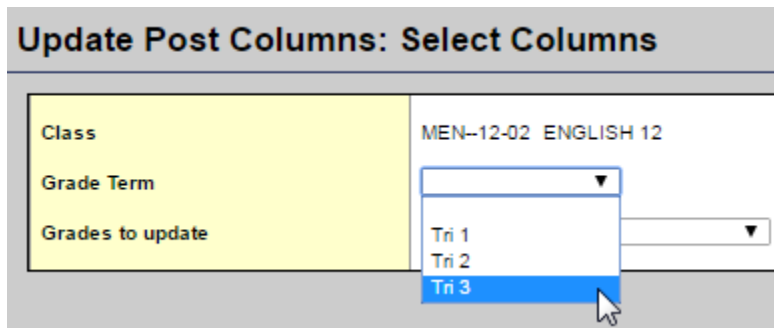
D. This will automatically select the Grades to Update Drop Down

Update Post Columns: Select Columns

Class	MEN--12-02 ENGLISH 12
Grade Term	Tri 3 ▼
Grades to update	Term grades for all students ▼

< Back   Next >
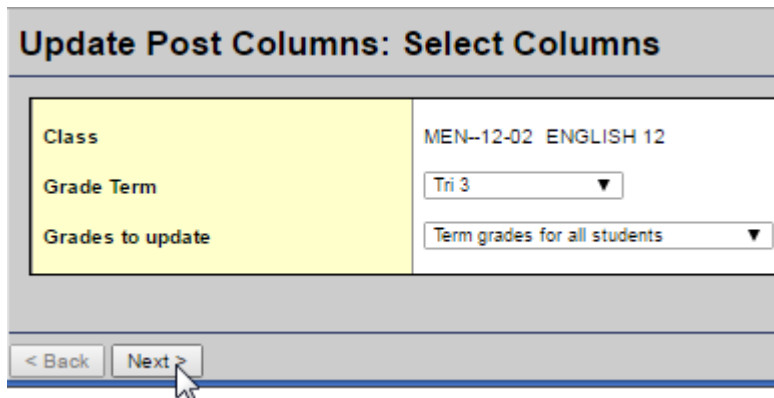
E. Click the Next button at the bottom of your Pop Up window.

F. For the last reporting Term, select the Term Average.
   In my example, Average: Tri 3. (Semester schools would see Q2 or Q4)

Update Post Columns: Choose Update Values　　　　　　　　　**Step 2 of 3**

| Tri 3 Grade | (Do Not Update) ▼ |
| Final Mark | District Calculation ▼ |

< Back Next >　　　　　　　　　　　　　　　　　　　　　　　Finish Cancel

Update Post Columns: Choose Update Values

Tri 3 Grade	(Do Not Update) ▼
Final Mark	(Do Not Update)
	Average:Tri 3
	Average:Cumulative
	Average:work Tri 3

G. Leave the **Final Mark** drop down as "District Calculation"
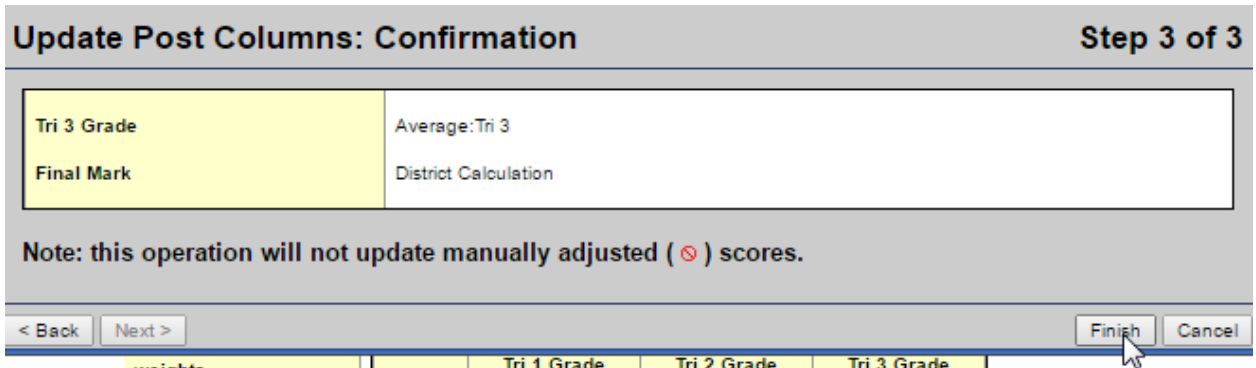   (This means it will follow the term weights outlined in Grade Calculation Weights)

| Grade calculation weights		Tri 1 Grade		Tri 2 Grade		Tri 3 Grade	
		Default	Actual	Default	Actual	Default	Actual
	Final Mark	33.0	33.0	33.0	33.0	34.0	34.0

Apply weights to other selected classes ☐

H. Click next at the bottom of the Pop Up Window

I. Step 3 is only a warning. Click Finish at the bottom.

J. Now back in your Scores (Gradebook Spreadsheet) in the Grade Columns Drop Down Menu select **Post Columns – Term**

Ensure the Term Drop Down reflects the last term you are posting. E.g. Tri 3
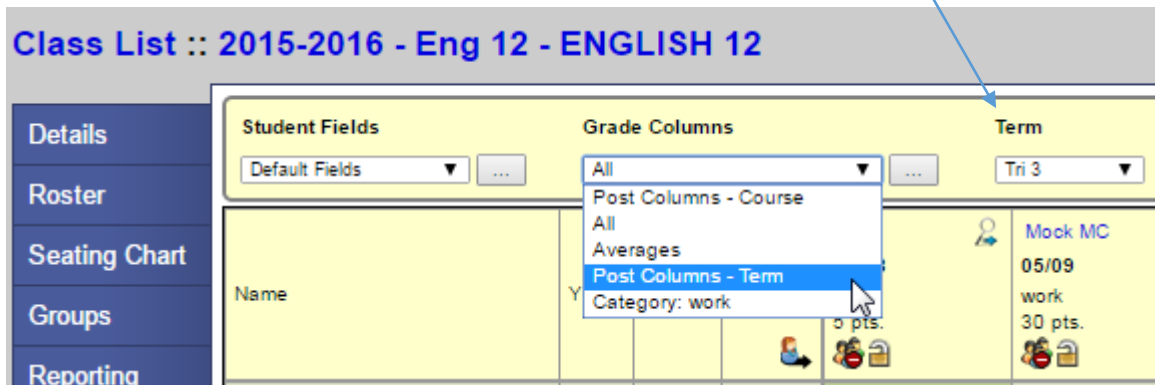
K. You have now completed Posting your Term Mark Grade to the Term Post Column and have also generated your Final.

L.   If you have changed any Assignment Marks in your Gradebook, repeat Steps 2A – 2I again.

NOTE: if you have changed your Grade Calculation Weights, please click on the **Update** button underneath the Final Column Title to recalculate the Final Grade.
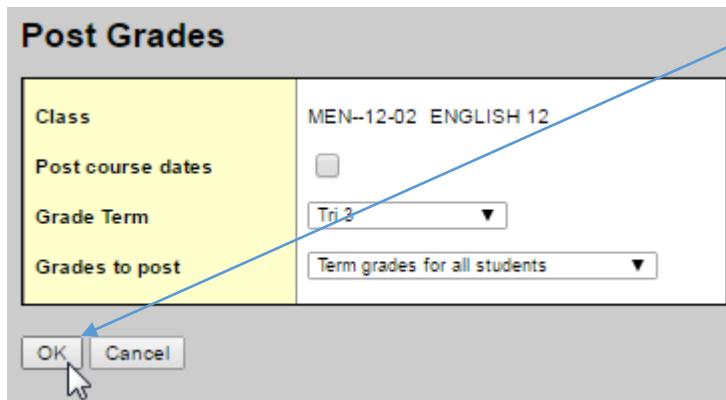

3. Continue Entering your Comments and Work Habits for the Last Term

IMPORTANT FINAL STEP

After Updating your Post Columns, Work Habits, and Comments, **Click on the Post Grade button** to send to the office.
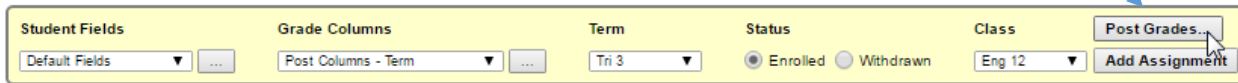
A Pop Up will confirm that you are posting your grades. CLICK OK

The pushpins at the top of your Posting columns will change from Green to Red once you've Posted your Grades for a class.

You're finished this class and can continue following the same steps for your next class.