

### Enter Term Grades

#### To enter term grades for students:

1. Log on to the Staff view.
2. Click the **Gradebook** tab, and select the checkbox next to the section you want to grade.
3. Click the **Scores** side-tab.
4. Be sure the **Grade Columns** and **Term** dropdowns have the appropriate selection:

| Student Fields  |      | View     |                | Grade Columns       |       | Term            |
|-----------------|------|----------|----------------|---------------------|-------|-----------------|
| Nickname        | ...  | ...      | ...            | Post Columns - Term | ...   | Q1              |
| Name            | YOG  | Nickname | Recommendation | Comment             | Qtr 1 | Qtr 1 comment 1 |
| Andrade, Cindy  | 2015 | Cind     |                | 89                  | 89    | 89              |
| Avjian, Audrie  | 2015 | Audr     |                | 87                  | 87    | 87              |
| Beck, Alexis    | 2015 | Alex     |                | 96                  | 96    | 96              |
| Bridges, Truman | 2016 | Trum     |                | 93                  | 93    | 93              |
| Brower, Tyler   | 2016 | Tyle     |                | 76                  | 76    | 76              |
| Debold, Nicola  | 2015 | Nico     |                | 89                  | 89    | 89              |

**Note:** The columns for the class appear with a green pushpin, indicating that these columns are open for grade input and that you have not posted them yet.

5. Input all grades in the post columns as appropriate:

- Press the arrow keys on your keyboard to move around the columns and rows. Use your mouse to click directly in a cell.
- Press the arrow keys, **ENTER**, or **TAB** to move across rows or down columns, as you defined when you set your gradebook preferences.
- To select a grade or comment, press **CTRL+L**, or go to **Options > Lookup**.
- To enter the same value for all students, enter a grade for the first student, then press **CTRL+D**, or go to **Options > Fill-Down Values**. Then, you can change the grade for the few students who did not receive that grade.
- Once a value has been entered into a cell, that value is automatically saved once you move off the cell.
- To enter feedback for a score, click the **Feedback** icon  next to the score you enter.
- If  appears, the column is a text comment column. Click this icon for a student. The Edit Text Comment dialog box appears. Enter the comment, or click  to select a comment from the comment bank if attached, and click **OK**.

The icon appears with blue lines  to indicate you have entered comments for the student.

### Post Term Grades to the Office

#### To post term grades to student transcripts:

1. Log on to the Staff view.
2. Click the **Gradebook** tab, and select the checkbox next to the section you want to post.
3. Click the **Scores** side-tab.
4. Verify that you have entered all of the information in the Post Columns (grades and comments).
5. Go to **Options > Post Grades**. The Post Grades pop-up appears:

**Post Grades**

|                |                                |
|----------------|--------------------------------|
| Class          | 99999-001 Technology Standards |
| Grade Term     | T3                             |
| Grades to post | Term grades for all students   |

OK Cancel

6. Enter the information, and click **OK**. The system posts the grades to transcripts. The columns for that class now appear with a red pushpin, indicating that you have already posted these columns. If you need to change a grade after you have posted grades, contact the office.

## Enter Daily Attendance

1. Log on to the Staff view.
2. Click the **Attendance** tab, **Daily** side-tab. The Daily Attendance page displays the students in the homeroom or classroom that your school uses for daily attendance:

| Local identifier | Name                 | Year of graduation | Attendance | Code    |
|------------------|----------------------|--------------------|------------|---------|
| 224740           | Adams, Tyler         | 2012               | Present    | A I D P |
| 285980           | Balcerik, Gabrielle  | 2012               | A*         | A I D P |
| 220765           | Binney, Noah         | 2012               | Present    | A I D P |
| 273479           | Buche, Michael       | 2012               | Present    | A I D P |
| 208742           | Colangelo, George    | 2012               | Present    | A I D P |
| 234200           | Costello, Sydney     | 2012               | Present    | A I D P |
| 246761           | Coughlan, Brooke     | 2012               | Present    | A I D P |
| 237593           | Cradwell, Dayna      | 2012               | Present    | A I D P |
| 257308           | Creutz, James        | 2012               | Present    | A I D P |
| 239072           | D'Alessandro, Sophie | 2012               | A*         | A I D P |
| 209717           | Dawood, Ellen        | 2012               | Present    | A I D P |
| 205025           | Ferrini, Laura       | 2012               | Present    | A T D P |

3. In the **Code** column, click the appropriate code for students not present.
4. Click **Post**. The system confirms you want to post. Click **OK**. The system sends the records you enter to the school's office.

**Note:** If your school takes second daily attendance, you must select whether you are entering AM or PM daily attendance via a drop-down at the top of the page before posting.

## Enter Class Attendance

1. Log on to the Staff view.
2. Click the **Attendance** tab, **Class** side-tab:

| Course    | Description           | Classrm | Schedule      | Term |
|-----------|-----------------------|---------|---------------|------|
| 00010-002 | Homeroom              | H102    | E(2,5)        | FY   |
| 03103-006 | Conceptual Physics    | H102    | D(2,3-5,6)    | FY   |
| 03104-001 | Conceptual Physics    | H102    | E(1,3-4,6)    | FY   |
| 03104-002 | Conceptual Physics    | H102    | C(1,3-4,6)    | FY   |
| 03415-001 | AP Physics C          | H102    | C(2,5) D(1,4) | FY   |
| 03623-001 | Intro. to Engineering | H102    | B(1-2,4-5)    | FY   |
| 03624-001 | Intro. to Engineering | H102    | B(1-2,4-5)    | FY   |

3. Select the checkbox next to the section you want to enter attendance for.
4. On the **Class** side-tab, click **Input**. The input page appears.
5. In the **Code** column, click the appropriate code for students who are not present: 
6. Click **Post**. You can edit these values at any time or any date (depending on your school preference).

**Note:** If your school or class uses positive attendance, click the appropriate code for students who are not absent. This type of attendance is sometimes used for classes that require students to be present at a certain number of sessions.