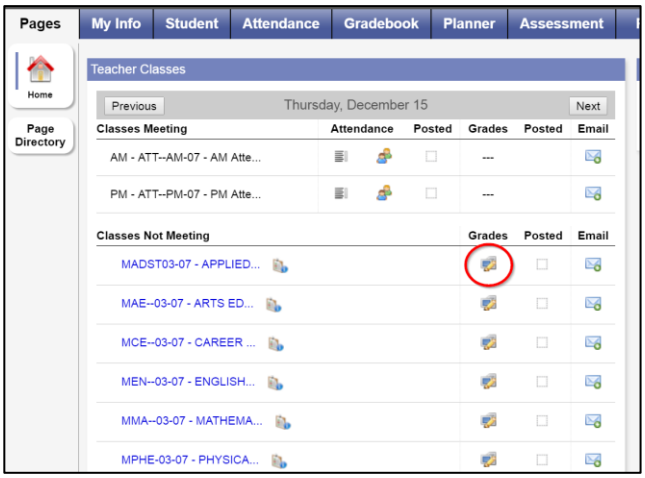
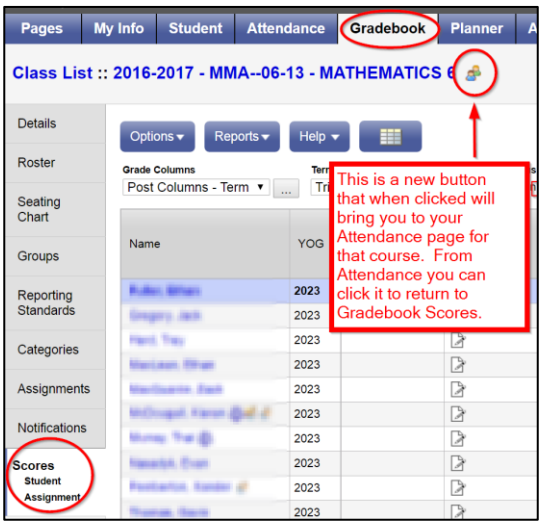
Final Report Card Grade Entry (no Comments)

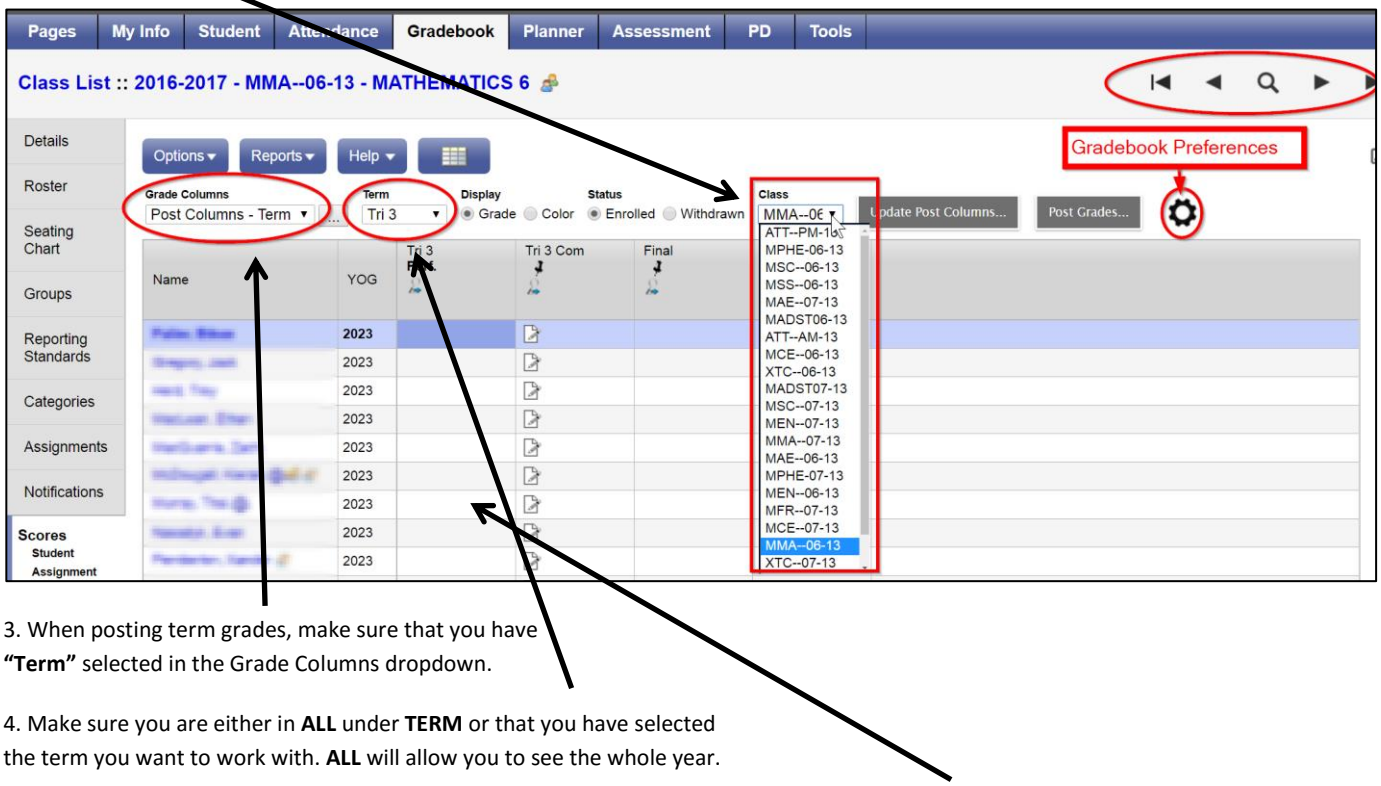
1. On **Pages** top tab click on the **Grades** icon beside the course or click on the **Gradebook** top tab, select your course and click the **Scores** side tab.



OR



2. Use the dropdown menu to switch between your courses.



3. When posting term grades, make sure that you have **"Term"** selected in the Grade Columns dropdown.

4. Make sure you are either in **ALL** under **TERM** or that you have selected the term you want to work with. **ALL** will allow you to see the whole year.

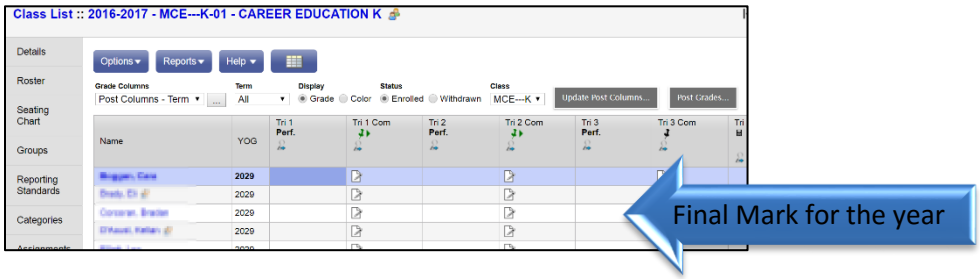
5. In the Tri # Perf column for the current term, click on the cell that you would like to enter a grade for and enter your performance mark.

NOTE: 1 is the LOWEST achievement and 4 is the HIGHEST and that Kindergarten does not use "Not Meeting".
Kindergarten: 1= Approaching, 2 = Meeting, 3 = Exceeding | **Primary and Intermediate:** 1 = Not Meeting, 2 = Approaching, 3 = Meeting, 4 = Exceeding
Intermediate teachers will be posting numerical grades for terms 1-3 with an overall letter grade in June as required by the Ministry of Education.

Students away for extended period of time when a mark is not possible receive an empty box where the mark should go. An explanation should be placed in the comment box as to why this student does not receive a mark.

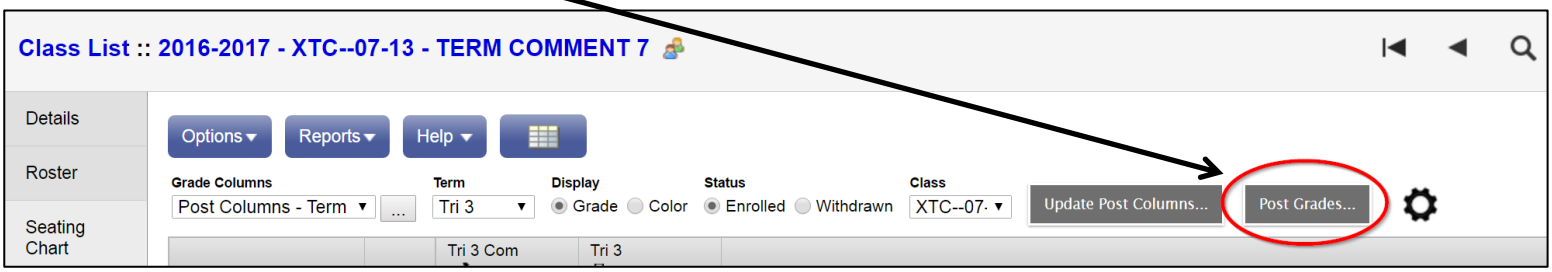
Primary Teachers Note

For the **FINAL** reporting period – TERM 3 as per instructions from the ministry of education report card working group, Primary teachers enter the final mark for the year under Term 3. There is no final mark column. PR cards will pull from the most recent term that has marks in it.

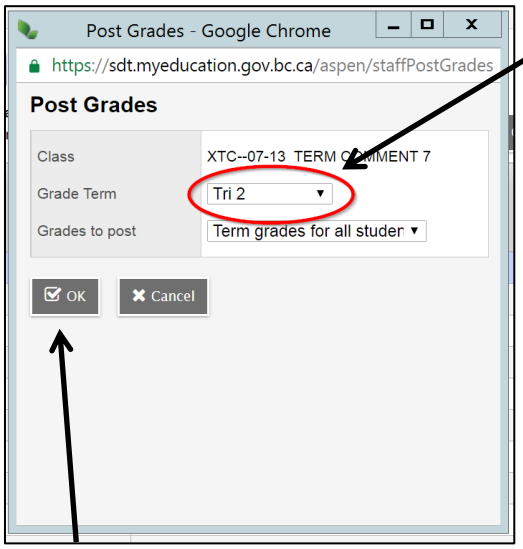


Posting Grades

1. Click on **Post Grades** when you are ready to send this information to the report card. You can post again later if you have made changes. You do not have to post grades to save your data. It just allows the data to appear on the report card. Sometimes there is a lag during this process. No information is lost.



2. After you click the Post Grades button. You will need to pick the term that you would like to post grades for:



3. Click OK