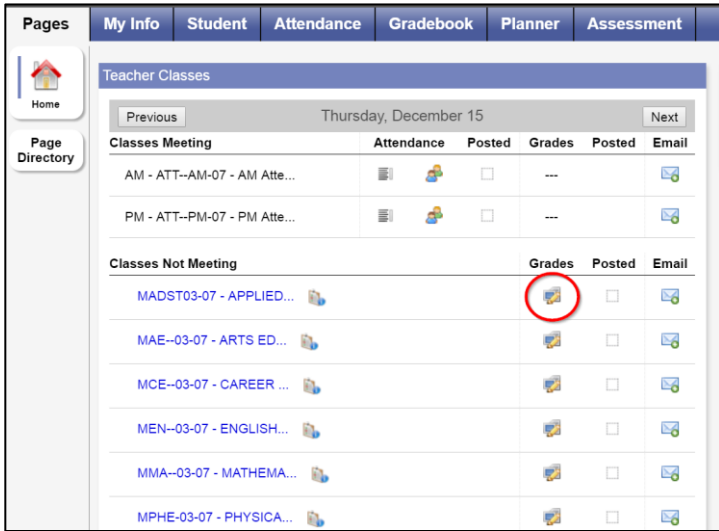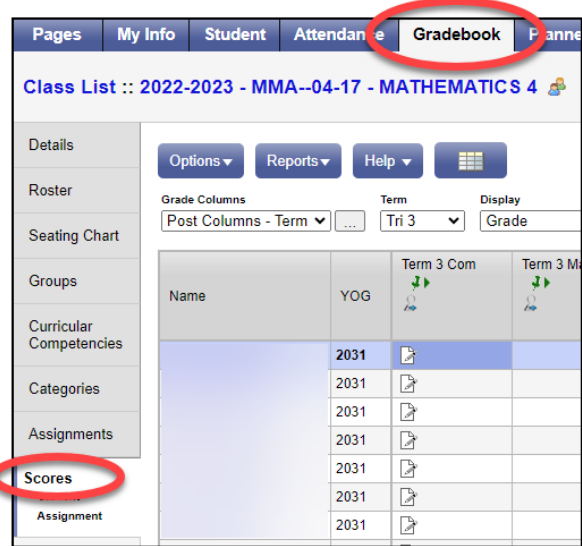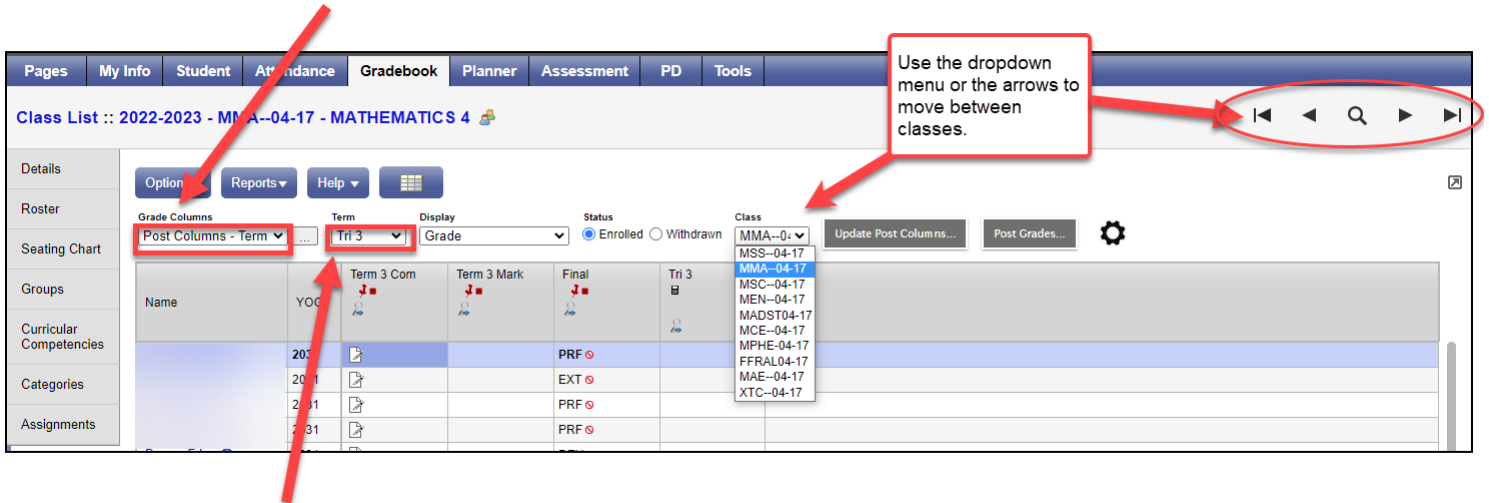# Final Report Card Grade Entry (no Comments)

1. On the **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. Make sure that you have **"Term"** selected in the **Grade Columns** dropdown.

3. Under **TERM** select the term you would like to work with or **ALL**.

4. In **Final** column, click on the cell that you would like to enter a grade for and enter your **Proficiency Scale** abbreviation. Ignore the 🚫 symbol that shows up.
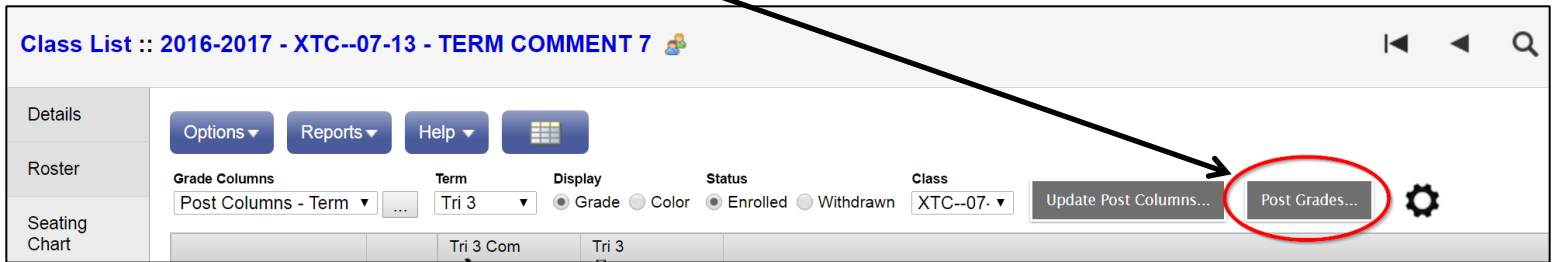
Proficiency Scale Abbreviations:

Level	Emerging	Developing	Proficient	Extending
MyEd Abbreviation	**EMG**	**DEV**	**PRF**	**EXT**

Note: You can press Ctrl + D to put the same abbreviation in cells in that column-then go back and change them as needed.
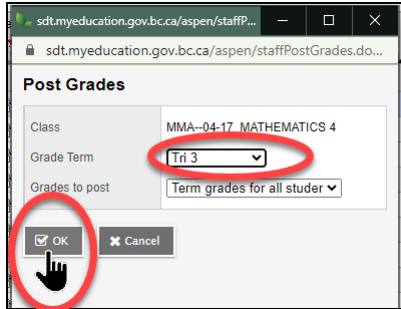
Posting Grades

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**