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.

Pages	My Info Student Attendance	Gradeboo	ok Pl	anner	Assess	ment		Pages	My Info	Student At	tendan e	Gradebook	Panne		
	Teacher Classes			•	Class List :: 2022-2023 - MMA04-17 - MATHEMATICS 4 🍰										
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Page Directory	Classes Meeting	Attendance Posted		Grades	Posted	Email	I I	Details		Options▼ Reports▼ Help ▼					
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2. Make sure that you have "Term" selected in the Grade Columns dropdown.

Pages	My Info	Student	At nda	ince	Gradebook	Planner	Assessment	PD	Tools			Use the dropdown					
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Details	0	ption R	eports 🔻	Help	-								·				
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- 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	ЕХТ

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.

Class List ::	2016-2017 - XTC07-13	- TERM COMMENT 7	\$			M	•	۵
Details	Options	Help 🔻						
Roster	Grade Columns	Term Display	Status	Class				
Seating Chart	Post Columns - Term V	Tri 3 Tri 3 Grade Critical C	olor	XTC07. ▼	Post Columns Post Grades		7	

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