

## REPORT CARD POSTING – MARKS-BASED GRADING

HIGH SCHOOL  
SCHOOL DISTRICT U-46

Before you start following these instructions to post your grades, please make sure you have entered all of your assignments and confirmed the grade calculation options were properly set.

Posted		In Progress				Post Grade
ent	Grade	Rpt Crd Comments	Points	Possible	Percent	
			3.42	93.20	3.42 %	B
					3.06 %	B
					2.98 %	B
					2.33 %	C
			2.38	93.20	2.70 %	B
			3.48	93.20	3.39 %	B

From the Grade Book, select term of **Q2** and task of **Semester Coursework**. Click on the red link to **Post**.

### Post Grades

**Post In Progress Grade(s)**

In Progress/Proficiency Estimate from:  
 Term: Q2  
 Task: Semester Coursework

Post to:  
 Term:

Task:  


- Grading Tasks**
- HS Quarter

You will get the following pop up box. Select term of **Q1** and task of **HS Quarter** to post your grades.

Click **OK**

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It will then take you to the grading task that you just posted (**HS Quarter**) where you can confirm grades were posted correctly and also enter any comments you'd like to add.

You can modify any posted grades assigned by IC by simply clicking on the letter grade in that cell and manually changing it to a different grade. Note this will not change the **Posted Percent** value, so you should be prepared to defend this grading decision (particularly if you move a student's grade lower than IC calculation).

Posted		
Percent	Grade	Fill Rpt Crd Comments
1.86 %	C ▼	CC
3.53 %	A	CC
3.93 %	B	CC
3.40 %	C	CC
3.40 %	D	CC
	E	
	P	CC
	F	
	I	
	M	CC

Next, you can manually type in comments directly in the **Rpt Crd Comments** field or choose from canned comments.

Posted			
Percent	Grade	Fill Rpt Crd Comments	P
3.42 %	B	CC	
3.06 %	B	CC	
2.98 %	B	CC	
2.33 %	C	CC	
2.70 %	B	CC	
3.39 %	B	CC	

Click **CC** to choose from a list of canned comments or type in your individualized comments

### Canned Comments

Add report card comment(s) for Q1 / HS Progress

Report Card Comment - Preview

Selection Method

Enter Code(s):

Choose Comment(s):

- 01s: 01. Effort Grade / Calificacion De Esfuerzo - Satisfactory / Satisfactorio
- 11: 11. Academic Warning: In Danger of Failing / Aviso Académico: En Peligro De Fracasar
- 01u: 01. Effort Grade / Calificacion De Esfuerzo - Unsatisfactory / No Satisfactorio
- 03: 03. Working to Capacity / Trabajando A Capacidad
- 04: 04. Shows Improvement / Demuestra Mejoramiento
- 05: 05. Contributes/Participates in Class / Contribuye/Participa En Clase
- 06: 06. Demonstrates Responsibility and Cooperation / Demuestra Responsabilidad Y Cooperacion
- 07: 07. Attitude Problem / Problema De Actitud
- 08: 08. Behavior Problem / Problema De Conducta
- 09: 09. Assignments Missing / Faltan Tareas
- 10: 10. Poor Tests/Quiz Performance / Sale Mal En Los Exámenes/Pruebas Cortas
- 12: 12. Frequent Absence/Tardy / Ausencias/Tardanzas Frecuentes
- 13: 13. Please Contact Teacher / Por Favor Pongase En Contacto Con Masestro
- 14: 14. P.E. Not Dressed / No Se Viste Para Educacion Fisica

Click **Add Comments** to save your comments

Make sure you hit **Save** to record your posted grades. The **Save** button will turn red anytime there are unsaved changes.

**Save**