

Before you start following these instructions to post your grades, please make sure you have entered all of your assignments.

For report cards, we are recommending (but not requiring) that you do post scores for students against each standard that you’ve assessed so far this school year. This will provide very useful information to parents in the IC portal on how their student is progressing.

In your grade book select the current term (Q1) and a standard that you’ve assessed. Here you will see all of the scored assignments that were aligned to that particular standard. You can manually assign a score of 0-4 by clicking in the “Posted Grade” column and choosing the appropriate score.

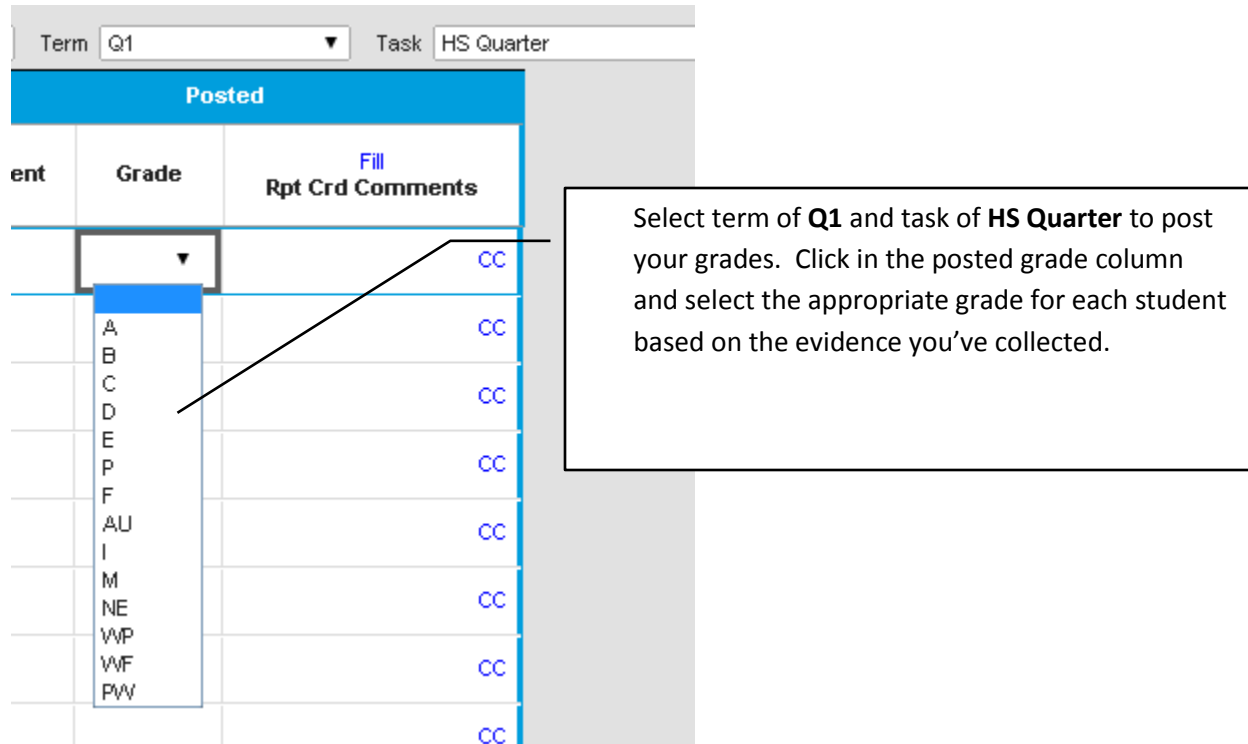
Posted			p 265 Seq: 1.00 Due: 09/11 Summative As	HWts Seq: 1.00 Due: 09/11 Summative As	8 Tst Seq: 1.00 Due: 09/29 Summative As
Percent	Grade	Fill Rpt Crd Comments			
	3	CC	0	4	3
	▼	CC	0	1	1
	4	CC	0	2	0
	3	CC	0	2	4
	2	CC	2	2	4
	1	CC	0	3	3
	0	CC	0	4	4

Tableau is also a very useful resource to assist with posting grades per standard – as it will provide you a consolidated view across standards and categories. Please see below for an example Tableau view that could be used to help in posting grades.

				MSALG-1: Analyze and solve linear e..	MSALG-4: Create equations that..	MSALG-6: Solve equations and..	MSALG-7: Represent and solve equatio..
8MAGE29Y-2	Summative Assessments	9/11/20..	homework test lesson ..		1		
			take home test p 265 al..		4		
		9/29/20..	test on 8th grade chart..	2	2	2	2

You do not need to post any scores (including N/A) to standards that you have not assessed – just leave them blank.

Next, you will post the letter grade that will appear in the IC portal for **HS Quarter**, as well as on the printed report cards that will be mailed home to students. Again, the Tableau view may be useful for assigning these letter grades since calculation is turned off in IC and you will be assigning these grades manually.



Term: Q1 Task: HS Quarter

ent	Grade	Fill	Rpt Crd Comments
	▼		CC
	A		CC
	B		CC
	C		CC
	D		CC
	E		CC
	F		CC
	AU		CC
	I		CC
	M		CC
	NE		CC
	WP		CC
	WF		CC
	PW		CC

Select term of **Q1** and task of **HS Quarter** to post your grades. Click in the posted grade column and select the appropriate grade for each student based on the evidence you've collected.

Click **Save** before exiting the page (button will turn red following any changes).



In this same screen, you can enter comments you'd like to include as part of the progress report grade. You can either type individualized comments directly into the **Rpt Crd Comments** field or choose one of the canned comments.

