

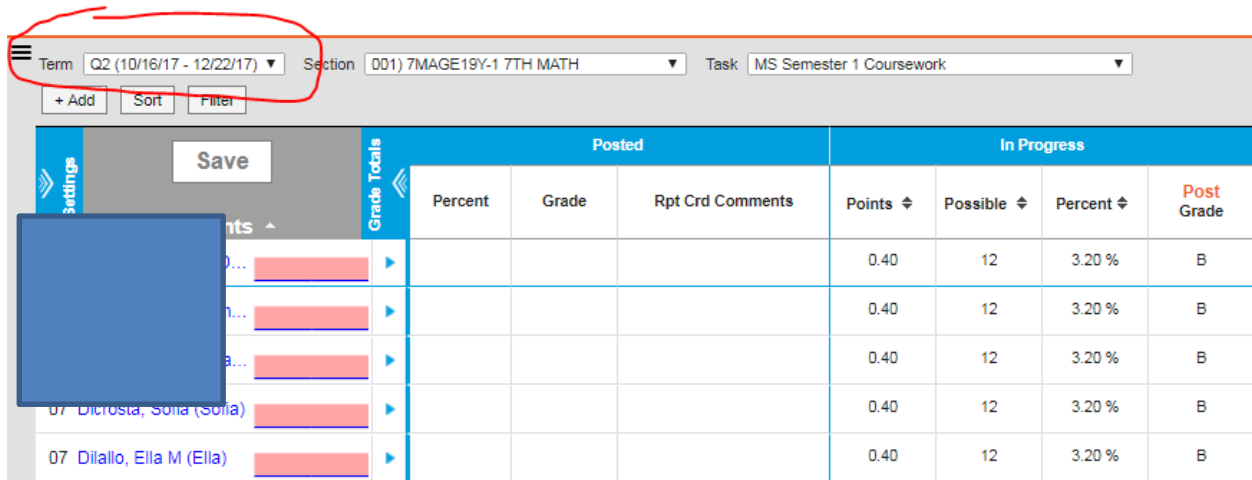
GRADE BOOK POSTING – TRADITIONAL GRADING (“MARKS”) MIDDLE SCHOOL

Starting in the 2017-2018 school year, middle schools will be moving to semester grades for the year-long academic courses (Math, ELA, Science, Social Studies), as well as the semester-long courses of Speech, Debate. 9-week rotational classes and PE, Health will not move to semesters and will continue reporting quarter grades as we’ve done in years past.

These instructions will walk you through the changes this will require in grade posting. Please refer to the grade book set-up instructions if you have questions about categories, grade calculation options or other settings that need to be established up front.

When it comes time to post your quarter grades, you are essentially posting a “progress report” for your 1st quarter grade from the **MS Semester 1 Coursework** task where you’ve been collecting and scoring all of your assignments.

Make sure you are in the correct term, section, and task and click the red “**Post**” button. One important note is that your Semester 1 Coursework assignments will all appear under the term of Q2 as it’s the last quarter within the term (yes, I know this is confusing).



The screenshot shows the grade book interface with the following filters: Term: Q2 (10/16/17 - 12/22/17), Section: 001) 7MAGE19Y-1 7TH MATH, Task: MS Semester 1 Coursework. The table below shows the current data:

Settings	Save	Grade Totals	Posted			In Progress			
			Percent	Grade	Rpt Crd Comments	Points	Possible	Percent	Post Grade
						0.40	12	3.20 %	B
						0.40	12	3.20 %	B
						0.40	12	3.20 %	B
						0.40	12	3.20 %	B
						0.40	12	3.20 %	B

Here you will choose to post the grades from **MS Semester 1 Coursework** to the term of **Q1** and task of **MS Quarter**.

Post Grades

Post In Progress Grade(s)

In Progress/Proficiency Estimate from:

Term: Q2

Task: MS Semester 1 Coursework

Post to:

Term:

Q1 ▼

Task:

MS Quarter ▼

You will be prompted to hit “save” to complete the posting process.

Warning

Grades will be posted upon save.

OK

IC will then take you to the Q1 -> MS Quarter task to confirm the grades you’ve just posted. Make sure everything looks correct here, then hit Save to complete the process. You will need to repeat these steps for each of your sections.



GRADE BOOK POSTING – TRADITIONAL GRADING (“MARKS”) MIDDLE SCHOOL

Term: Q1 (08/16/17 - 10/13/17) Section: 001) 7MAGE19Y-1 7TH MATH Task: MS Quarter

+ Add Sort Filter

Settings	Save	Grade Totals	Posted		
			Percent	Grade	Fill Rpt Crd Comments
Students			3.20 %	B	CC
			3.20 %	B	CC
			3.20 %	B	CC
			3.20 %	B	CC
			3.20 %	B	CC
			3.20 %	B	CC
			3.20 %	B	CC

At the end of 2nd quarter, you will follow the same process for posting out of **MS Semester 1 Coursework**, but will instead post to the term of **Q2** and task of task of **MS Semester**.

Post Grades

Post In Progress Grade(s)

In Progress/Proficiency Estimate from:

Term: Q2

Task: MS Semester 1 Coursework

Post to:

Term:

Q2

Task:

MS Semester