

### Prepare Grade Input

Office staff can open a window of time for teachers to enter grades.

1. Log on to the School view.
2. Click **Grades > Grade Input**.
3. Select the checkboxes next to the classes you want to prepare grade input for:

Course	Description
<input type="checkbox"/> 00009-001	Homeroom
<input checked="" type="checkbox"/> 00009-002	Homeroom
<input checked="" type="checkbox"/> 00009-003	Homeroom
<input type="checkbox"/> 00009-004	Homeroom
<input checked="" type="checkbox"/> 00009-005	Homeroom
<input checked="" type="checkbox"/> 00009-006	Homeroom

4. Go to **Options > Show Selected**.
5. Go to **Options > Prepare Grade Input**.
6. Follow the wizard instructions to open a window of time for staff to post term grades.

### Enter Grades

Office staff can enter grades in the School view on the **Grades** tab.

1. Log on to the School view.
2. Click **Grades > Grade Input**.
3. Select the class you want to enter grades for.
4. Click in the box you want to enter a value in:

Name	YOB	T1 Grd
Aguiar, Helia Jacklyn	2011	

5. Enter a value, or press **CTRL-L** to select a value from the list.

*Tip: Press **CTRL-D** to enter the same value for all students.*

6. Tab off the box to save.
7. When you're done entering grades for one class, go to **Options > Post Grades**.

### Calculate Credits

When an office staff member posts final grades in the School view, the system does not automatically calculate credits. To do so, you must use the **Calculate Credits** option.

*Note: Credits are calculated when posting from the Staff view.*

1. Log on to the School view.
2. Click **Grades > Transcripts**:

Name	Year	Grade	SchoolCourse > Description	Final	Credit	Q1Com1	Q1Com2	Q1Com3	Q1Com4
Aaronson, Grace	2011	11	French 4	90.667	1.0				
Abramson, Patrick	2011	10	College English 10	55	0.0				
Adams, Abigail	2011	12	College English 12		1.0				
Adams, Abigail	2011	12	Psychology	90	1.0				
Adams, Tyler	2011	11	English 9 H	78	1.0				
Adams, Tyler	2011	11	SAT Prep Eng	76.8	0.25	03	13		

3. Go to **Options > Calculate Credits**.
4. Select if you want to calculate credits for the current selection or for all transcript records.

**WARNING:** This operation clears any existing credit values and replaces them with the value from the course if the final grade earns credit as defined in the grade scale.

### Calculate Averages

When an office staff member posts final grades in the School view, the system does not automatically calculate averages.

1. Log on to the School view.
2. Click **Grades > Transcripts**.
3. Go to **Options > Calculate Averages**:

4. Select the column to calculate. The transcript definition associated with that column appears in the **Transcript Definition** field.
5. At the **Grade Term** field, select the term you want to calculate averages for. For example, to calculate final grades, you might select **T4**. The system calculates final grades only for courses that meet T4. It does not recalculate grades for courses that ended at the end of first semester.
6. Select if you want to calculate averages for the current selection or all transcript records.
7. Click **OK**.

### Define Per-Student Adjustments

Your school might define value adjustments for the system to consider when calculating GPAs for transfer students or other students with special circumstances.

1. Select the GPA you created, and click **Adjustments** on the **GPA** side-tab.
2. Go to **Options > Add**.
3. Select the student, and define the adjustment information.
4. Click **Save**.

### Print Report Cards

1. Log on to the School view.
2. Do one of the following:
  - Click **Student > Transcript** to print a report card for one student.
  - Click **Grades > Transcripts** to print report cards for several students.
3. Go to **Reports > Report Cards**.
4. Enter the report parameters.

### Print Transcripts

1. Log on to the District or School view.
2. Do one of the following:
  - To print a transcript for one student, go to **Student > Transcript**.
  - To print transcripts for several students, go to **Grades > Transcripts**.
3. Go to **Reports > Official School Transcript**.
4. Enter the report parameters.

### Run the Grade Point Averages Report

1. Log on to the School view.
2. Click **Grades > GPA**.
3. Go to **Reports > Grade Point Averages**.
4. Enter the report parameters in the dialog box.

*Note: Follett recommends running the report one time without selecting the **Update Student Fields** checkbox. Make sure you are happy with the results, as the updates are permanent. If you are satisfied, run the report again with this checkbox selected.*

5. Click **Run**.