

### Enter Term Grades

#### To enter term grades for students:

1. Log on to the Staff view.
2. Click the **Gradebook** tab, and select the check-box next to the section you want to grade.
3. Click the **Scores** side-tab.
4. Be sure the **Grade Columns** and **Term** drop-downs have the appropriate selection:

Student Fields		Grade Columns		Term
Default Fields		Post Columns - Progress		2
Name	YOG	2ndQInt	2ndQIntCor	Add...
Biswas, Charlee	2012	98		
Clerkin, Xavier	2012	79		
Gagnon, Christopher	2011	81		

**Note:** The columns for the class appear with a **green pushpin**, indicating that these columns are open for grade input and that you have not posted them yet.

5. Input all grades in the post columns as appropriate:

- Press the arrow keys on your keyboard to move around the columns and rows. Use your mouse to click directly in a cell.
- Press the arrow keys, **ENTER**, or **TAB** to move across rows or down columns, as you defined when you set your gradebook preferences.
- To select a grade or comment, press **CTRL+L**, or go to **Options > Lookup**.
- To enter the same value for all students, enter a grade for the first student, then press **CTRL+D**, or go to **Options > Fill-Down Values**. Then, you can change the grade for the few students who did not receive that grade.
- Once a value has been entered into a cell, that value is automatically saved once you move off the cell.
- To enter feedback for a score, click the **Feedback** icon next to the score you enter.
- If appears, the column is a text comment column. Click this icon for a student. The Edit Text Comment dialog box appears. Enter the comment, or click to select a comment from the comment bank if attached, and click **OK**.

The icon appears with blue lines to indicate you have entered comments for the student.

### Post Term Grades to the Office

#### To post term grades to student transcripts:

1. Log on to the Staff view.
2. Click the **Gradebook** tab, and select the check-box next to the section you want to post.
3. Click the **Scores** side-tab.
4. Verify that you have entered all of the information in the Post Columns (grades and comments).
5. Go to **Options > Post Grades**. The Post Grades dialog box appears:

#### Post Grades

Class	99999-001 Technology Standards
Grade Term	T3
Grades to post	Term grades for all students

6. Enter the information, and click **OK**. The system posts the grades to transcripts. The columns for that class now appear with a **red pushpin**, indicating that you have already posted these columns. If you need to change a grade after you have posted grades, contact the office.

### Enter Daily Attendance

1. Log on to the Staff view.
2. Click the **Attendance** tab, **Daily** side-tab. The Daily Attendance page displays the students in the homeroom or classroom that your school uses for daily attendance:


Local Identifier	Name	Year of graduation	Attendance	Code
224740	Adams, Tyler	2012	Present	
285980	Balcarek, Gabrielle	2012	A*	
220785	Binney, Noah	2012	Present	
273479	Budhe, Michael	2012	Present	
208742	Colangelo, George	2012	Present	
234200	Costello, Sydney	2012	Present	
246781	Coughlan, Brooke	2012	Present	
237593	Cradinell, Dayna	2012	Present	
257306	Creutz, James	2012	Present	
239072	D'Alessandro, Sophie	2012	A*	
209717	Dawood, Ellen	2012	Present	
208026	Ferrini, Laura	2012	Present	

3. In the **Code** column, click the appropriate code for students not present.
4. Click **Post**. The system confirms you want to post. Click **OK**. The system sends the records you enter to the school's office.

### Enter Class Attendance

1. Log on to the Staff view.
2. Click the **Attendance** tab, **Class** side-tab:

Course	Description	Classrm	Schedule	Term	
<input type="checkbox"/>	00010-002	Homeroom	H102	E(2,5)	FY
<input type="checkbox"/>	03103-006	Conceptual Physics	H102	D(2-3,5-6)	FY
<input type="checkbox"/>	03104-001	Conceptual Physics	H102	E(1,3-4,6)	FY
<input type="checkbox"/>	03104-002	Conceptual Physics	H102	C(1,3-4,6)	FY
<input type="checkbox"/>	03415-001	AP Physics C	H102	C(2,5) D(1,4)	FY
<input type="checkbox"/>	03623-001	Intro. to Engineering	H102	B(1-2,4-5)	FY
<input type="checkbox"/>	03624-001	Intro. to Engineering	H102	B(1-2,4-5)	FY

3. Select the checkbox next to the section you want to enter attendance for.
4. On the **Class** side-tab, click **Input**. The input page appears.
5. In the **Code** column, click the appropriate code for students who are not present: 
6. Click **Post**. You can edit these values at any time or any date (depending on your school preference).