Submitting 1st Semester Grades

Open Gradebook
Left click on drop down menu, select Semester 1 Totals

Change view to either Percentage or Letter
Submitting 1st Semester Grades

Enter Final Exam Grade type either the Percentage grade- if using View Percentage in the Final Exam column

OR

Type Letter grade if using View Letter Grade in the Final Exam column

Please note Semester Grade should be calculated as follows:
45% = GP1
45% = GP2
10% = Final Exam

Grades for ALL unlocked columns must be submitted.
Submitting 1st Semester Grades

To add comments, the view must be changed to LETTER GRADE.

To add comments, left click in GP2 comment column.

Comment codes must be entered as numbers (i.e 7, 9). Two comments per column. Max 3, print on report card.

DO NOT USE COMMAS BETWEEN COMMENTS

To access comment codes, go to View/Edit – Grade Card Comment Codes.

Left click on Done to close the window.
Submitting 1st Semester Grades

To submit, left click on Tools – Submit Final Grades

Grades have successfully submitted!

Repeat this process for EVERY course.