



Click on the **Gradebook** top tab > select a *course* > click the **Scores** side tab.

Pages My	Info Student Attendance G	radebook Planner PD Tools	and the second	
Options	Reports Help			🍸 🏢 💷 🏨 🚔 🏻
Class List				
Details		1 of !	5 selected 🥖	Current Classes
Roster	Course	Description	Cissrm Schedule	Term Weighting
Cooling Chort	HRKG-003	Kindergarten - Homeroom	111 01(M-F)	FY Categories only
Seaung Chan	MTHKGMATH-003	Kindergarten Mathematics	111 05(M-F)	FY Categories only
Groups	SCIKGSCI-003	Kindergarten Science	111 08(M-F)	FY Categories only
Reporting	SOCKGSS-003	Kindergarten Social Studies	111 09(M-F)	FY Categories only
Standards	LARKGLG-003	Kindergarten Language Arts	111 10(M-F)	FY Categories only
Categories				
Assignments				
Scores				

The following screen appears. In the **Grade Columns** section, change this value in the pull down from Post Columns – Term to **Post Columns – Progress**.

Pages	My Info	Student	Atte	endance	Gradeboo	k P	lanner	PD	Tools			and the second se			
Options	i	leports H	lelp												2
Class Lis	t :: 201	4-2015 - MTH	IKGM	IATH-003	3 - Kinderga	arten N	lathema	itics						I <u>Q</u>	
Details		Student Fields		Grade	Columns		Term		Status		Class				
Roster		Default Fields	▼	Post C	olumns - Term	-	MP1	•	C Enrolle	ed C Withdrawn	MTHKGM -	Post Grades			
Seating Ch	art	Name	YOG	Add											
Groups		Bergin, Thomas	0										 		-
Reporting Standards		Cooper, Verleyah	2027												
Categories		Duvern'e, Kristelle 🕇	2027												1
Acciences	4-	Moolure, Aleace	2027												
Assignmen	us	Miller, La'mya	2027												
Scores Student		Prince, Markeif	2027												
Assignme	ent	Schribner, Zion	2027												
		Watkins, Deaysia	2027												
		White, Saa'id	2027												
		Wyche, Kaleb 📻	2027												
		Average score													

The following screen appears which shows a green IN1, I1Com, I1Com2, I1Com3, and I1Com4 (for comments selection) in a column when the grading window is OPEN. You may now begin entering your grades.

Classes :: 0906-1	1 - ENGLISH GRAE	DE 9						
Grade Terms	Student Fields		Grade Columns Post Columns - Prog	gress 💌	Term MP1 ▼	Status	Withdrawn	
Credit Adjustments	Name	YOG	11 , 4	I1Com1	11Com2 4	11Com3 4	11Com4 4	
Grade Input Input Grid	Battle, Deja 🛃	2018						×
Student Assignment	Bennett, Rhamiq Boswell, Sean	2018						
Reporting Standards Grade Posts	Branch, Floyd	2018						
Grade Post Controls	Brown, Zakira Clark, Trajaunya	2018	:					
GPA	Clarke, Lamon 🛃	2018						
	Dandridge, Angela	2018						
	Dixon, Jatavia 💄	2018						
	Dobson, Ockele 🔀	2018						
	Average score							



Teacher Interim Grade Input



Pages	My Inf	o Student	Attend	ance G	radebook	Plan	ner "	PD	Tools								
Options		Reports H	lelp														⊠
Class List	t :: 201	4-2015 - MTH	KGMAT	'H-003 - K	(inderga	rten Mati	nemati	cs							Q	►	
Details		Student Fields		Grade Colum	ากร		Term		Status		Class						
Roster		Default Fields		Post Column	ns - Progress	▼	MP1	-	Enrolled	Withdrawn	MTHKGM/	Post Grades					
Seating Cha	art	Name	Yog #1	,	Add												
Groups		Bergin, Thomas	0										 		 		
Reporting Standards		Cooper, Verleyah	2027														
Categories		Duvern'e, Kristelle 🌱	2027														
Assignment	te	Modure, Aleace	2027														
		Miller, La'mya	2027														
Scores Student		Prince, Markeif	2027														
Assignme	ent	Schribner, Zion	2027														
		Watkins, Deaysia	2027														
		White, Saa'id	2027														
		Wyche, Kaleb 📴	2027														
		Average score															

You <u>MUST</u> use <u>CAPITAL</u> letters when entering the grades (E, S, N, U). You will get an error message if you do not.

Pages	My Info	Student	Attendance	Gradebook	Planner	PD	Tools		and the second se	
Options	F	eports	Help	-						
Class Lis	t :: 201	4-2015 - MTI	HKGMATH-00	3 - Kindergart	ten Mathem	atics				
Details Roster		Student Fields Default Fields	Grade	Columns Columns - Progress	Term		Status	Class	Post Grades	The value you entered is not a valid code in "Interim Grade Scale",
Seating Ch	art	Name	YOG ¥	Add						
Reporting Standards		Bergin, Thomas Cooper, Verleyah	0 e 2027							
Categories	-	Duvern'e, Kristelle *	2027							
Assignmen	ts	Miller, La'mya	2027							
Scores Student	ent .	Prince, Markeif Schribner, Zion	2027							
		Watkins, Deaysia	2027							
		White, Saa'id Wyche, Kaleb 📻	2027							
		Average score								

For *Comment* selection, press **Ctrl+L**, to look up a Comment (pop up window appears). Select the comment and press OK. Only four (4) comments can be selected for each student (I1Com, I1Com2, I1Com3, and I1Com4).

Classes :: 0906-1	1 - ENGLISH GRAD	DE 9		Reference PickList - Windows Internet Explorer	
Grade Terms	Student Fields	Grade Columns Post Columns - Progress	Term MP1	1:101 22 records 2	
Credit Adjustments	Name	YOG 4 4	I1Cor J	C 01 PERFORMANCE IS OUTSTANDING C 02 PERFORMS EXTRA CLASSWORK	
Finde Input	Battle, Deja 🛃	2018		C 03 WORKS INDEPENDENTLY C 04 COMMENDED FOR EFFORT INTEREST CLASS PARTICIPATION	<u>*</u>
Student	Bennett, Rhamiq Boswell, Sean	2018	_	C 05 NEEDS TO PARTICIPATE IN CLASS	
Reporting Standards Grade Posts	Branch, Floyd	2018		C 06 PERFORMS AT GRADE LEVEL C 07 HAS SKILLS BUT PERFORMS BELOW GRADE LEVEL	
Grade Post Controls	Brown, Zakira Clark, Trajaunya	2018		C 08 DOES NOT DEMONSTRATE NECESSARY SKILLS TO MEET OB.	
GPA	Clarke, Lamon	2018		C 10 ABSENCE AND ON TARDINESS ADVERSELY AFFECTS WORK	
	Dandridge, Angela	2018			
	Dobson, Ockele 🔀	2018		OK Cancel	
	Average score				
				,	





Once you are finished entering grades and comments, click the **Post Grades** button and the pop up window will appear > click OK.

Pages	My Inf	o Student	Atte	ndance	Gradebool	Pla	nner	PD	Tool	5						
Options		Reports H	elp							'						⊠
Class Lis	t :: 201	4-2015 - MTH	KGM	ATH-003 -	Kinderga	ten Ma	athema	atics				4	/		< Q	
	_	Student Fields	_	Grade Co	lumns		— 🏉 Р	ost Grades -	Window	s Internet Explorer	_ 🗆 🗙					
Details		Default Fields		Dest Cali	December 2		Pos	t Grade	s			lost Grados				
Roster		Delaut Fields		Post Colt	umins - Progress							Ust Grades		 		_
Seating Ch	art			IN1	Add		Clas	15		MTHKGMATH-003 Kinde	ergarten Mathematics					
occurry on	ant	Name	YOG	<i></i>			Grad	de Term		MP1 💌						
Groups		Bergin Thomas	0	3			Grad	des to post		Progress grades for all st	udents 👻			 		
Reporting		Cooper Verleyah	2027													
Standards		Cooper, veneyan	2027	S				Cancel								
Categories		Duvernie, Kristelle	2027	N			_									_
Assignmen	ts	Mcclure, Aleace	2027	U												
Scores		Miller, La'mya	2027	s			_									_
Student		Prince, Markeif	2027	s												
Assignm	ent	Schribner, Zion	2027	E												
		Watkins, Deaysia	2027	N												
		White, Saa'id	2027	U												
		Wyche, Kaleb 📄	2027	E								3				
		Average score														

Once you click OK on the previous pop up, you are taken back to the grade input screen. *Take notice that the IN1 has turned red to <u>reflect that grades have been posted</u>. You will <u>still</u> have the ability to make changes and additions if needed after you have Posted Grades, as long as the IN1 and I1Com, I1Com2, I1Com3, and I1Com4 are green or red.*

Pages	My Info	Student	Att	endance	Gradeboo	k Pla	nner	PD	Tools						
Options		eports I													
Class Lis	t :: 2014	4-2015 - MT⊦	IKGI	IATH-003	- Kinderga	rten Ma	athema	itics							
Details		Student Fields		Grade Co	lumns		Term		Status		Class				
Roster		Default Fields	.	Post Col	umns - Progress	▼	MP1	•	C Enrol	ed C Withdrawn	MTHKGM/	Post Grades	l		
Seating Cha	art ,	lame.	YOG	iN1 ∳ 7 ■	Add										
Groups	_			-	1										 _
Reporting Standards		Bergin, Thomas Cooper, Verleysh	0 2027	s											
Categories	0	Duvern'e, Kristelle 1	2027	N											
Assignment	Its	focture, Aleace	2027	U											
Scores	,	diller, La'mya	2027	s											 _
Student		Prince, Markeif	2027	s											
Assignme	ent	Vatkins, Deavsia	2027	E											
		Vhite, Saa'id	2027	U											
	N	Vyche, Kaleb 📻	2027	E											
	/	lverage score													

For assistance, please contact the SIS Service Desk at 780-7880 option 3 or sis@richmond.k12.va.us.