



Teacher Interim Grade Input



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

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Class List

1 of 5 selected

Current Classes

Course	Description	Classrm	Schedule	Term	Weighting
<input type="checkbox"/> HRKG-003	Kindergarten - Homeroom	111	01(M-F)	FY	Categories only
<input checked="" type="checkbox"/> MTHKGMATH-003	Kindergarten Mathematics	111	05(M-F)	FY	Categories only
<input type="checkbox"/> SCKGSCI-003	Kindergarten Science	111	08(M-F)	FY	Categories only
<input type="checkbox"/> SOCKGSS-003	Kindergarten Social Studies	111	09(M-F)	FY	Categories only
<input type="checkbox"/> LARKGLG-003	Kindergarten Language Arts	111	10(M-F)	FY	Categories only

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

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Class List :: 2014-2015 - MTHKGMATH-003 - Kindergarten Mathematics

Student Fields | **Grade Columns** | Term | Status | Class

Default Fields | **Post Columns - Term** | MP1 | Enrolled | Withdrawn | MTHKGM | Post Grades...

Name	VOG	Add
Bergin, Thomas	0	
Cooper, Verleyah	2027	
Duvern's, Kristelle	2027	
Modure, Aleaee	2027	
Miller, La'mya	2027	
Prince, Markif	2027	
Schribner, Zion	2027	
Watkins, Deaysia	2027	
White, Sa'iid	2027	
Wyche, Kaleb	2027	
Average score		

The following screen appears which shows a **green IN1, I1Com1, I1Com2, I1Com3, and I1Com4** (for comments selection) in a column when the grading window is OPEN. You may now begin entering your grades.

Classes :: 0906-11 - ENGLISH GRADE 9

Grade Terms | Transcripts | Credit Adjustments | **Grade Input** | Grade Post Controls | GPA

Student Fields | **Grade Columns** | Term | Status

Default Fields | **Post Columns - Progress** | MP1 | Enrolled | Withdrawn

Name	VOG	I1	I1Com1	I1Com2	I1Com3	I1Com4
Battle, Deja	2018					
Bennett, Rhamiq	2018					
Boswell, Sean	2018					
Branch, Floyd	2018					
Brown, Zakira	2018					
Clark, Trajaunya	2018					
Clarke, Lamon	2018					
Dandridge, Angela	2018					
Dixon, Jatavia	2018					
Dobson, Okele	2018					
Average score						



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Class List :: 2014-2015 - MTHKGMATH-003 - Kindergarten Mathematics

Student Fields Grade Columns Term Status Class

Default Fields Post Columns - Progress MP1 Enrolled Withdrawn MTHKGMJ Post Grades...

Name	YOG	IN1	Add
Bergin, Thomas	0		
Cooper, Verleyah	2027		
Duvern, Kristelle	2027		
Moolure, Aleaee	2027		
Miller, La'mya	2027		
Prince, Markeif	2027		
Schribner, Zion	2027		
Watkins, Deaysia	2027		
White, Sa'id	2027		
Wyche, Kaleb	2027		
Average score			

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

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Class List :: 2014-2015 - MTHKGMATH-003 - Kindergarten Mathematics

Student Fields Grade Columns Term Status Class

Default Fields Post Columns - Progress MP1 Enrolled Withdrawn MTHKGMJ Post Grades...

The value you entered is not a valid code in "Interim Grade Scale".

Name	YOG	IN1	Add
Bergin, Thomas	0		
Cooper, Verleyah	2027		
Duvern, Kristelle	2027		
Moolure, Aleaee	2027		
Miller, La'mya	2027		
Prince, Markeif	2027		
Schribner, Zion	2027		
Watkins, Deaysia	2027		
White, Sa'id	2027		
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 :: 0906-11 - ENGLISH GRADE 9

Grade Terms Transcripts Credit Adjustments Grade Input Student Assignment Reporting Standards Grade Posts GPA

Student Fields Grade Columns Term

Default Fields Post Columns - Progress MP1

Name	YOG	I1	I1Com1	I1Com2
Battle, Deja	2018			
Bennett, Rhamiq	2018			
Boswell, Sean	2018			
Branch, Floyd	2018			
Brown, Zakira	2018			
Clark, Trajaunya	2018			
Clarke, Lamor	2018			
Dandridge, Angela	2018			
Dixon, Jatevia	2018			
Dobson, Okele	2018			
Average score				

Reference PickList - Windows Internet Explorer

1: j01 22 records

Code	Description
01	PERFORMANCE IS OUTSTANDING
02	PERFORMS EXTRA CLASSWORK
03	WORKS INDEPENDENTLY
04	COMMENDED FOR EFFORT INTEREST CLASS PARTICIPATION
05	NEEDS TO PARTICIPATE IN CLASS
06	PERFORMS AT GRADE LEVEL
07	HAS SKILLS BUT PERFORMS BELOW GRADE LEVEL
08	DOES NOT DEMONSTRATE NECESSARY SKILLS TO MEET OBJ.
09	COMMENDED FOR REGULAR AND PUNCTUAL ATTENDANCE
10	ABSENCE AND OR TARDINESS ADVERSELY AFFECTS WORK



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

The screenshot shows the 'Gradebook' interface for '2014-2015 - MTHKGMATH-003 - Kindergarten Mathematics'. A 'Post Grades' pop-up window is open, displaying the class name 'MTHKGMATH-003 Kindergarten Mathematics', the grade term 'MP1', and a 'Grades to post' dropdown set to 'Progress grades for all students'. The main window shows a list of students with their names, YOG, and IN1 status. The IN1 status is currently green with a double-headed arrow icon.

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 **reflect that grades have been posted**.* You will still 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**.

The screenshot shows the same gradebook interface after the 'Post Grades' window has been closed. The 'IN1' status for the first student, 'Bergin, Thomas', is now red with a double-headed arrow icon, indicating that grades have been posted. The 'Post Grades...' button is still visible in the top right corner.

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