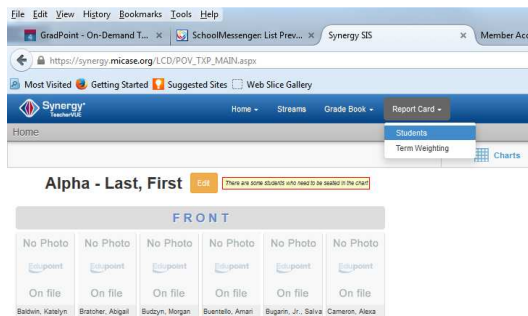
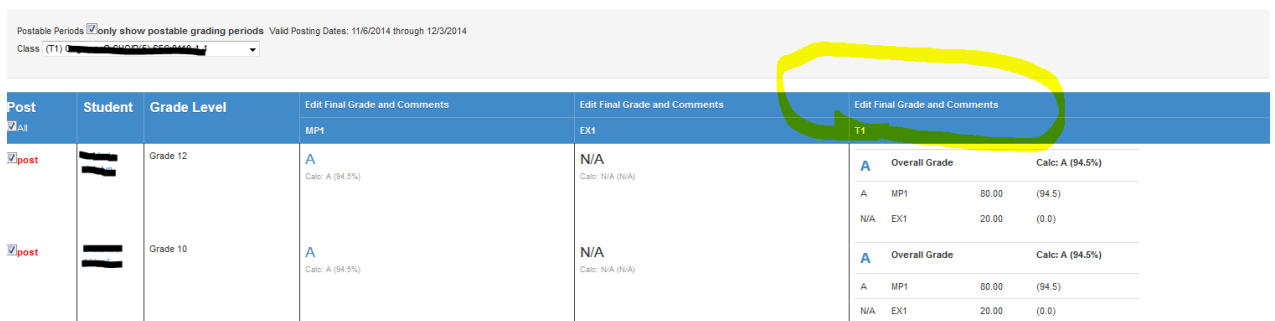


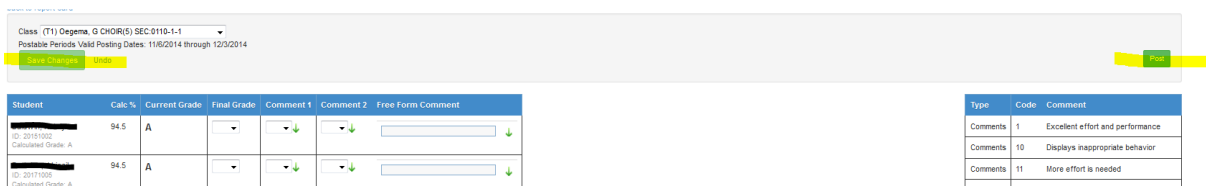
1. Grade and enter all scores.
2. In the menu bar at the top of your screen, click on "Report Card" then "students"



3. On the right most column click on "Edit Final Grade and Comments"



4. Enter grades and comments. You can leave a grade alone or you can override it if necessary. (For example, this is where credit/no credit students are marked). You have two comments from the list at the right and room to write a free form comment if you wish of up to 200 characters. Please proofread those carefully if you choose to write them. If you are ready for those grades to be transferred to the report cards click on "Post." Otherwise, click on save changes. Your grades are not complete until each class is posted. Please don't post until you are certain.



**\*\*Note to high school teachers:** You will want to review your marking period and exam grades as well but comments must be in the final grade section to be posted.