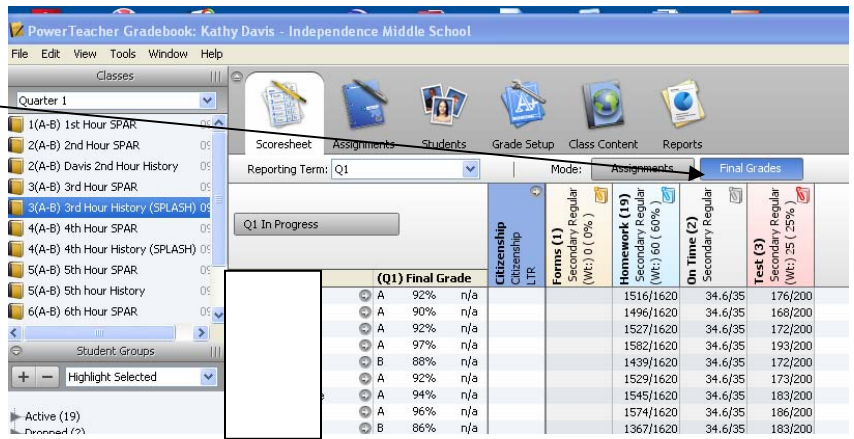


Grades 3 – 12th Finalizing Grades for Each Quarter

When you are finished recording grades for the quarter, click the Final Grades button.



You may have a situation with specialty classes, such as PE or Music or with the Reading Level at the Elementary level where you have to override the grade that is showing in the Final Grades column.

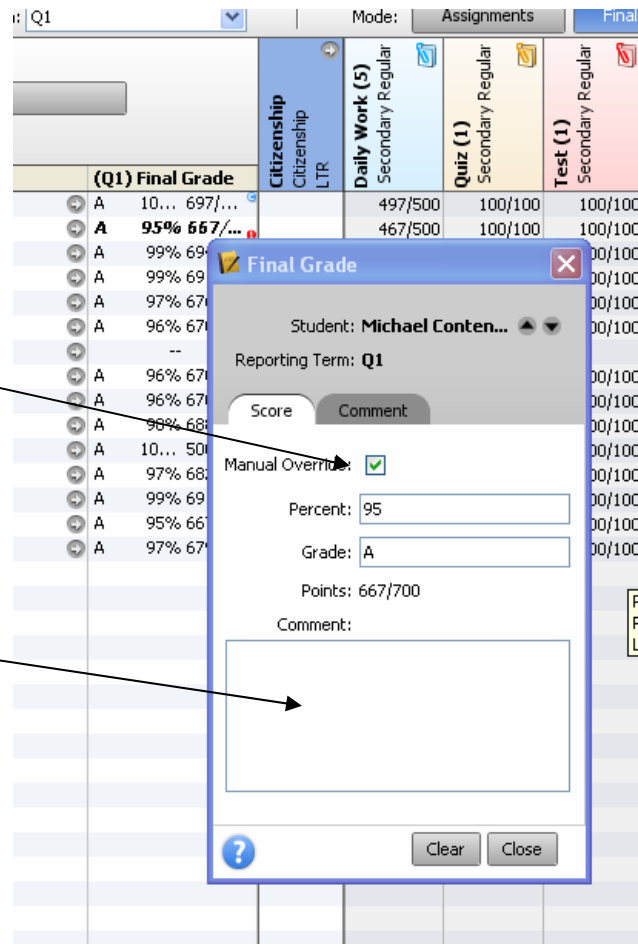
If so, right click in the Final Grade column. Choose the Score Inspector.

On the Score tab, click Manual Override.

Change the Percent or Grade to what the student should be getting. The changes will be reflected in Parent Portal.

You may want to add a comment explaining the change for the parents to see.

Click Close.



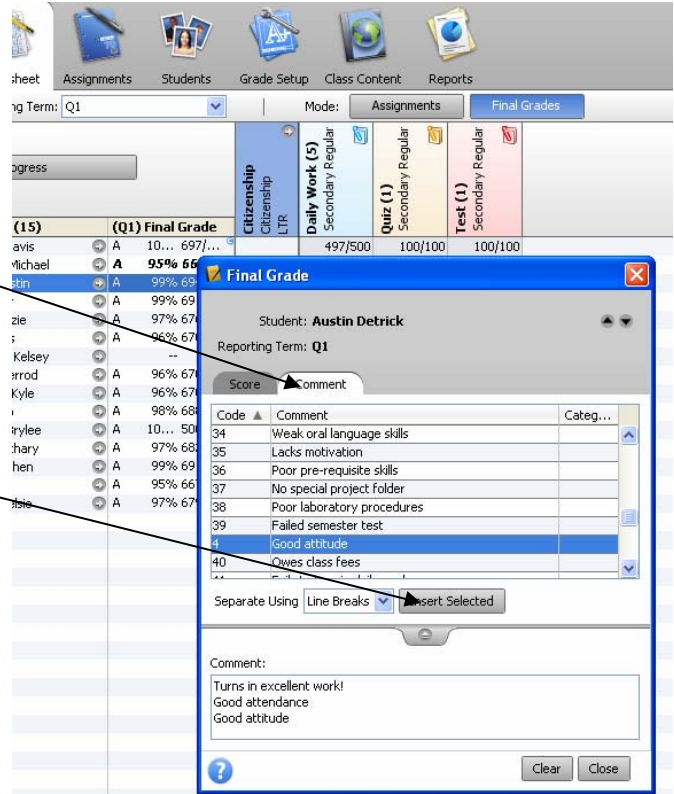
To add a comment, right click in the Final Grades column. Choose to Show the Score Inspector.

Click on the Comments tab.

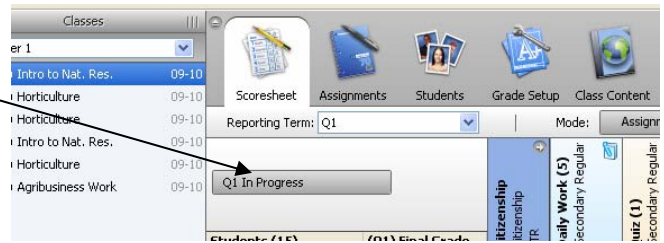
Choose the comments from the list on the top. Hold down the control button to select more than one comment.

Click Insert Selected.

Click Close.



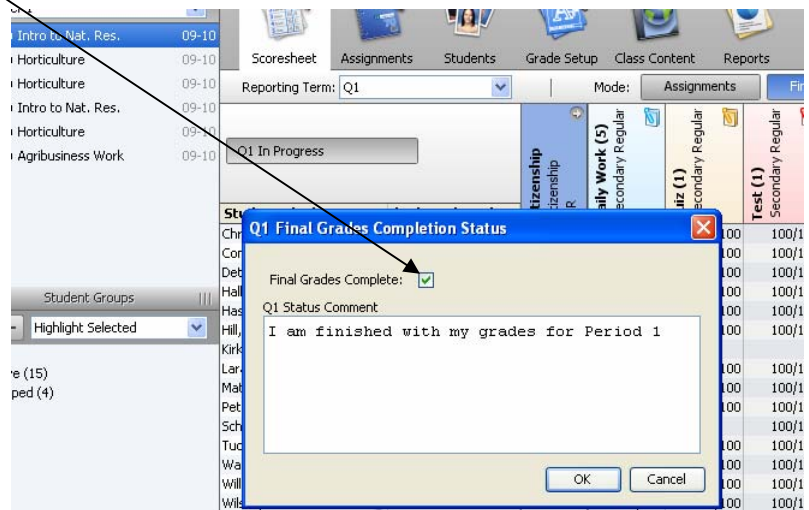
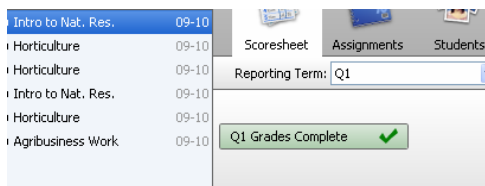
When you are finished with each class, click The Q1 In Progress button.



Click the Final Grades Complete checkbox.

You type a comment if you like. The comment will be read by the office staff.

Click OK. The button will turn green.



Proceed to the next period or class until all of your subjects are final.

Your report cards will be printed from the office, unless told otherwise by your building office staff.