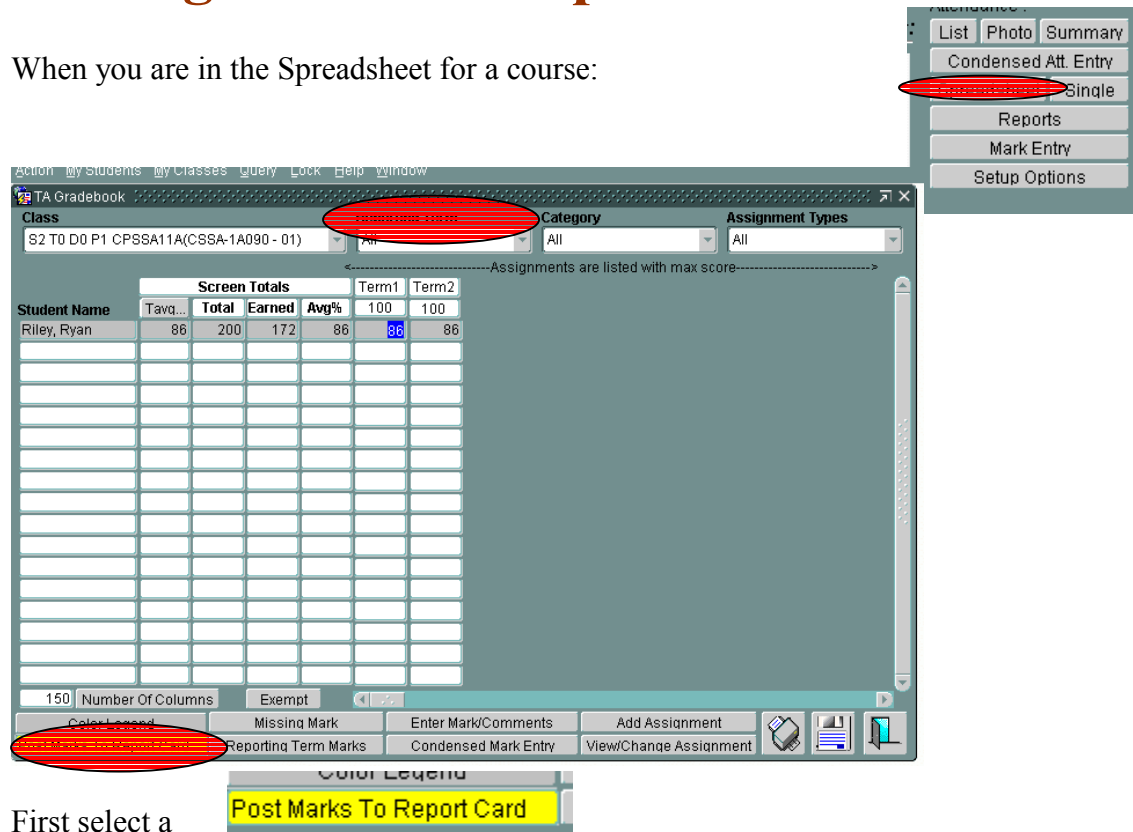


Posting Marks to Report Cards

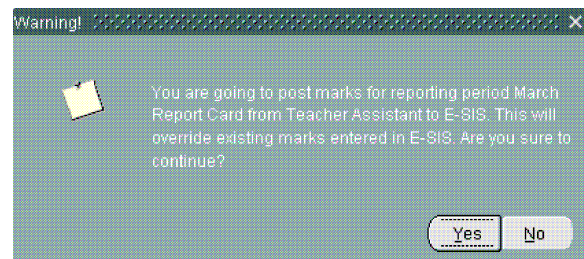
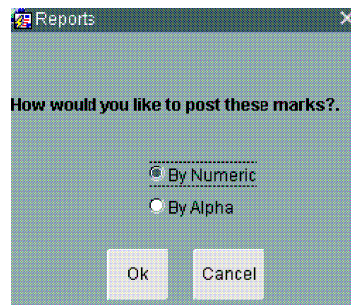
When you are in the Spreadsheet for a course:



First select a **Reporting**

Term and then click this button to post marks to the End of Term. You have the choice of posting Alpha (letter grade) or Numeric (%) grade. Conversion from one to the other will be based on the Mark Scale in use. You may post more than once. Each posting overwrites the previous.

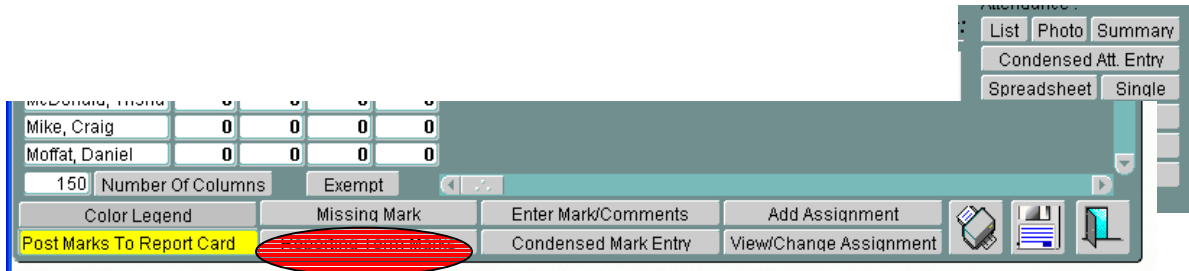
Click **Yes** to continue.



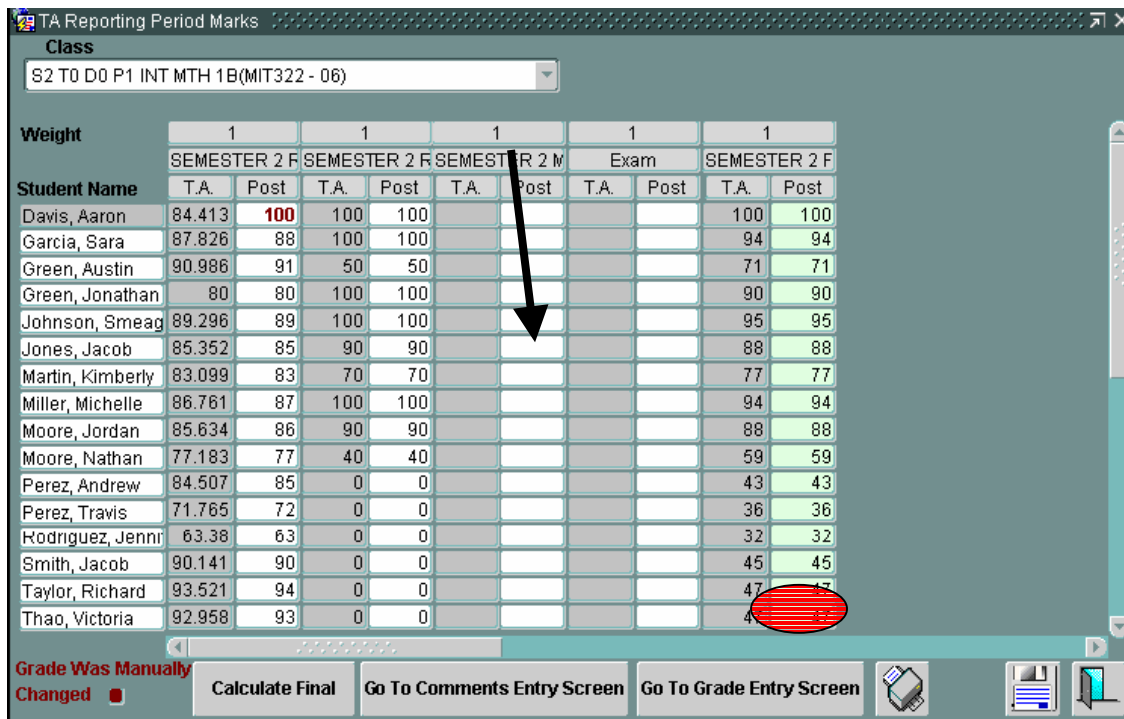
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Reporting Term Grades

Path: **Spreadsheet > Reporting Term Grades button**



The actual (raw) mark in **TA** and the **Posted** mark for all of the Reporting Terms are displayed. There may be a difference if rounding is enabled in Preferences or if the Posted mark was changed. The (raw) TA mark cannot be changed here. The Final Grade is calculated based on the weighted average (see Preps setup) of the displayed marks.



Some Items of Interest:

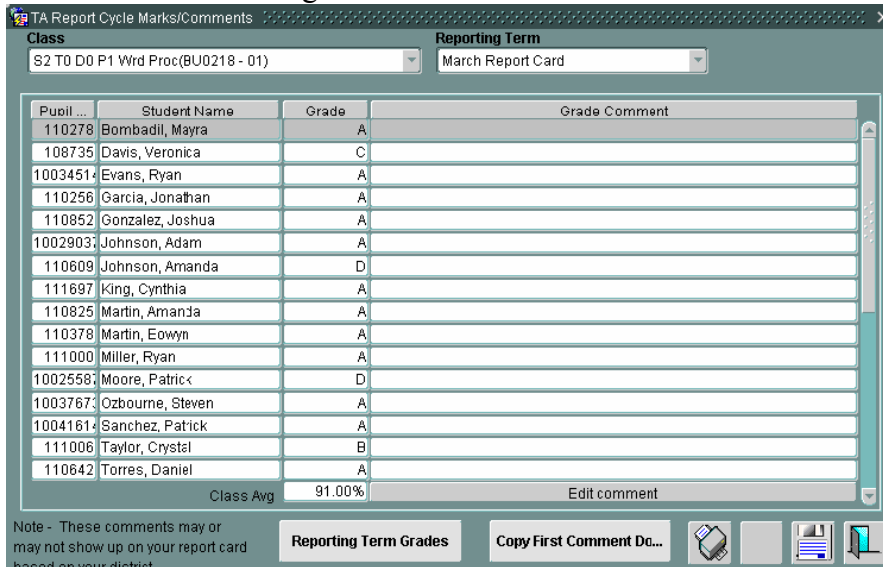
The **Calculate Final** button generates the Final Grade. All grades in the Post column may be updated. They will be color coded to show that they were manually changed. When you click on the **Calculate Final Grade** button and the system finds a "Posted Mark/Grade" that was manually updated, the following message displays: *"You have chosen to recalculate the Final Grade. Do you wish to override the existing posted grades/marks for all students?"*

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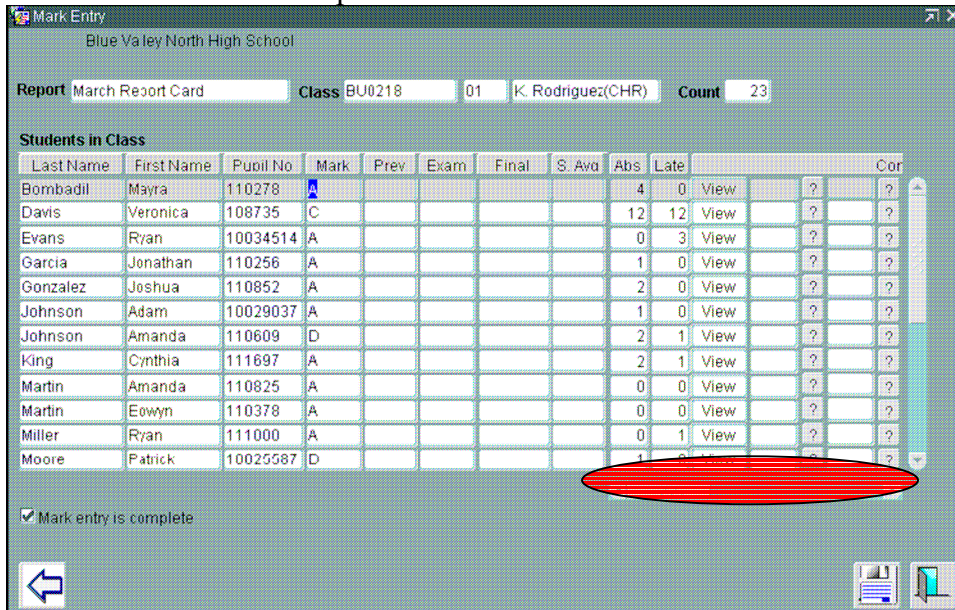
If you choose NO, the marks are recalculated but any “Posted Mark/Grade” for students for whom you have manually changed the mark is not posted.

If you choose YES, the marks are recalculated all the “Posted Mark/Grades” are updated as normal.

Use the **Go To Comments Entry Screen** button to access where comments may be entered. I do not recommend entering comments here.



The **Go To Mark Entry Screen** button takes you to where both marks and comments may be entered. This is the recommended place to enter work habits and comments – School and/or personalized.



Move the scroll bar to the right to find the work habits column – see next picture

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Pupil No	Mark	Alpha	Int Avg	Exam	Final	Work Habit	Perf Std	Prev	Abs
18466	90	A	90				View		0
18545	77	B	80				View		0
18434	80	B	0				View		0
78380	70	C+					View		0
18554	90	A					View		0
18546	0	I					View		0
18311	75	B					View		0
18544	0	I					View		0
18555	95	A	0				View		0
18506	95	A	0				View		0
18329							View		0
18507	83	B					View		0

Move the scroll bar further right to enter comments

School Comments **Press ?** and select from the list

Personal Comment: Press **'view'**

It should be noted that the Spell Check does not work. If you are concerned about spelling, write the text in a WP, spell check there, then cut and paste to this screen.

Date	View*	?	?	?
0	View*	?	?	?
0	View*	?	?	?
0	View*	?	?	?
0	View*	?	?	?
0	View*	?	?	?
0	View*	?	?	?
0	View*	?	?	?
0	View*	?	?	?
0	View*	?	?	?
0	View*	?	?	?
0	View*	?	?	?
0	View*	?	?	?
0	View*	?	?	?
0	View*	?	?	?
0	View*	?	?	?
0	View*	?	?	?
0	View*	?	?	?
0	View*	?	?	?
0	View*	?	?	?
0	View*	?	?	?
0	View*	?	?	?

The following text will appear on the report card for Samantha Ahuja

DO NOT WRITE IN THIS SECTION< THIS IS WHERE THE SCHOOL CODED COMMENT WILL BE DISPLAYED IF YOU PICKED ONE>>> WRITE IN THE SECTION BELOW

Additional Comments

THIS IS THE SECTION FOR YOU TO WRITE YOUR PERSONALIZED COMMENT>

Spell Check OK