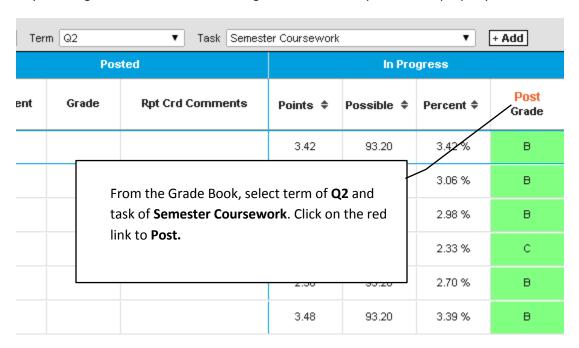
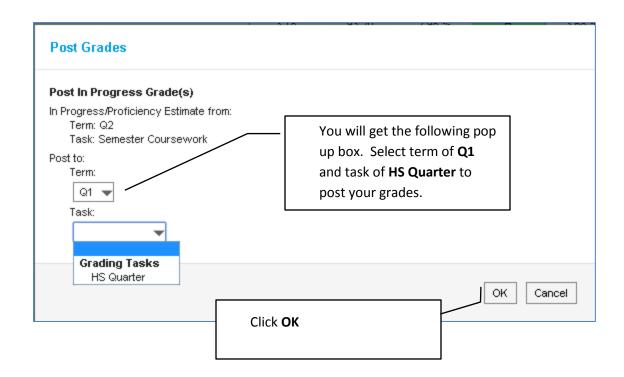


## REPORT CARD POSTING - MARKS-BASED GRADING

HIGH SCHOOL SCHOOL DISTRICT U-46

Before you start following these instructions to post your grades, please make sure you have entered all of your assignments and confirmed the grade calculation options were properly set.







## REPORT CARD POSTING - MARKS-BASED GRADING

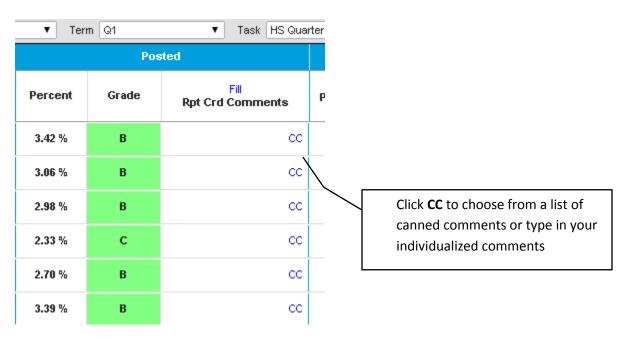
HIGH SCHOOL SCHOOL DISTRICT U-46

It will then take you to the grading task that you just posted (**HS Quarter**) where you can confirm grades were posted correctly and also enter any comments you'd like to add.

You can modify any posted grades assigned by IC by simply clicking on the letter grade in that cell and manually changing it to a different grade. Note this will not change the **Posted Percent** value, so you should be prepared to defend this grading decision (particularly if you move a student's grade lower than IC calculation).

Posted				
Percent	Grade	Fill Rpt Crd Comments		
1.86 %	c ▼	сс		
3.53 %	A B	СС		
3.93 %	C D	СС		
3.40 %	E P F	СС		
3.40 %	i M	СС		

Next, you can manually type in comments directly in the **Rpt Crd Comments** field or choose from canned comments.





## REPORT CARD POSTING - MARKS-BASED GRADING

HIGH SCHOOL SCHOOL DISTRICT U-46

## **Canned Comments**

Add report card comment(s) for Q1 / HS Progress

Report Card Comment - Preview		
Selection Method		
Enter Code(s): Add		
Choose Comment(s):		
01s: 01. Effort Grade / Calificacion De Esfuerzo - Satisfactory / Satisfactorio		
📗 11: 11. Academic Warning: In Danger of Failing / Aviso Académico: En Peligro De Fracasar		
🔲 01u: 01. Effort Grade / Calificacion De Esfuerzo - Unsatisfactory / No Satisfactorio		
03: 03. Working to Capacity / Trabajando A Capacidad		
04: 04: Shows Improvement / Demuestra Mejoramiento		
05: 05. Contributes/Participates in Class / Contribuye/Participa En Clase		
🔲 06: 06. Demonstrates Responsibility and Cooperation / Demuestra Responabilidad Y Cooperacion		
07: 07. Attitude Problem / Problema De Actitud		
08: 08. Behavior Problem / Problema De Conducta		
09: 09. Assignments Missing / Faltan Tareas		
10: 10. Poor Tests/Quiz Performance / Sale Mal En Los Examenes/Pruebas Cortas		Click <b>Add Comments</b> to save
12: 12. Frequent Absence/Tardy / Ausencias/Tardanzas Frecuentes		
13: 13. Please Contact Teacher / Por Favor Pongase En Contacto Con Masestro		your comments
14: 14. P.E. Not Dressed / No Se Viste Para Educacion Fisica	-	
Add Comments Cancel		

Make sure you hit **Save** to record your posted grades. The **Save** button will turn red anytime there are unsaved changes.

