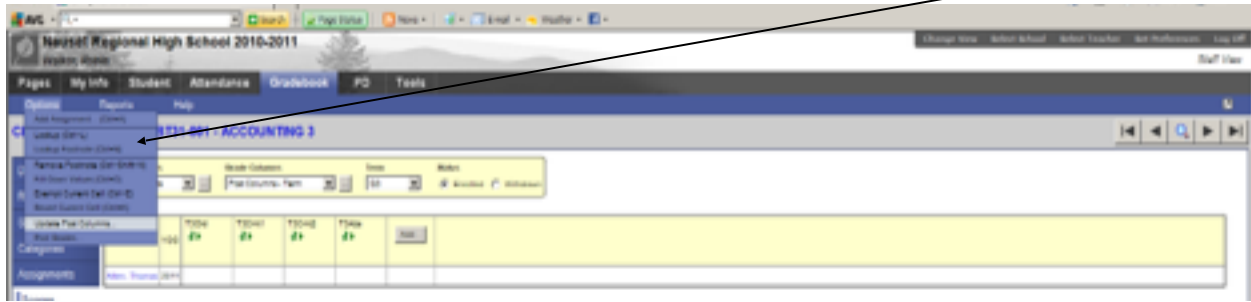
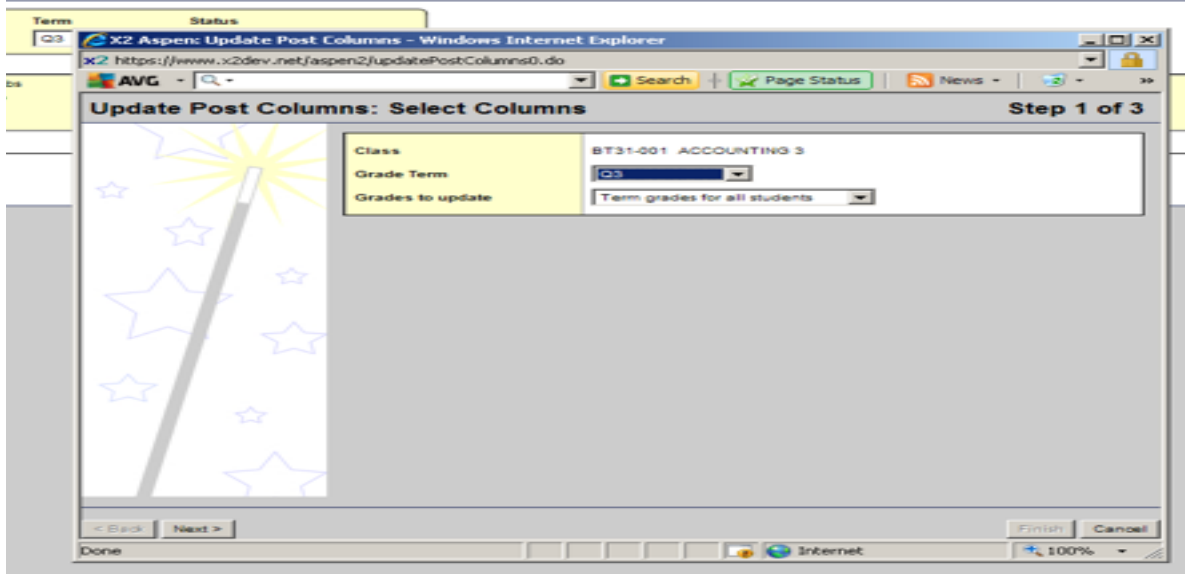




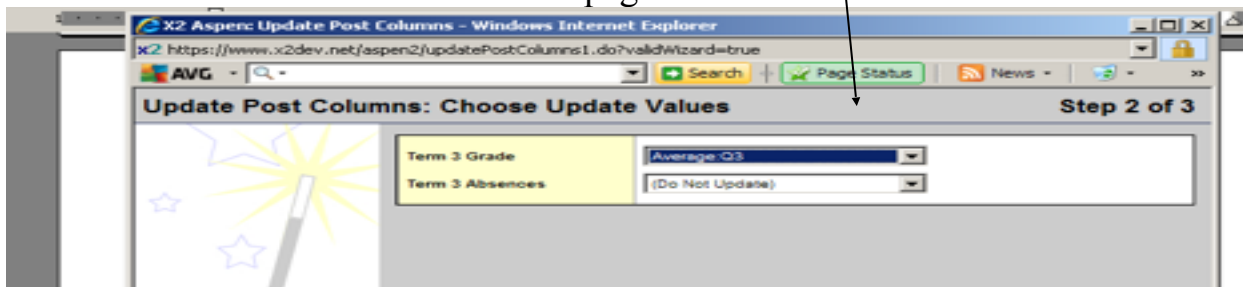
Now go up to the menu bar and click on the drop down under the word options.



Click on “UPDATE POST COLUMNS” and the following box will appear. Make sure that the Grade Term is current and that the Grades to update reads, “Term grades for all students.” Then click on NEXT at the bottom. When you do this, another screen will appear.



Make sure this screen reads term (current term) grade = Average Q(current quarter) and Term (current term). Absences should read “Do NOT UPDATE”, as it does not include rotating block. Then click NEXT at the bottom of the page.

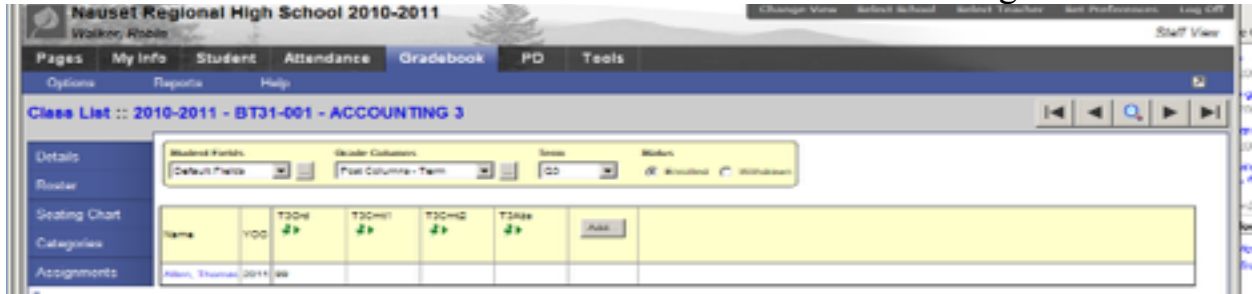


If this is a **quarter course**, it will ask you about final exam grades and if you want it to calculate the final average.

The next screen that appears is just a confirmation screen that this is what you want. It will have a note on it that says the operation will update manually with a circle with a line through it. This is what you want!!

Now click on FINISH in the lower right hand corner of your screen.

You should be back to a normal screen that looks like the following:



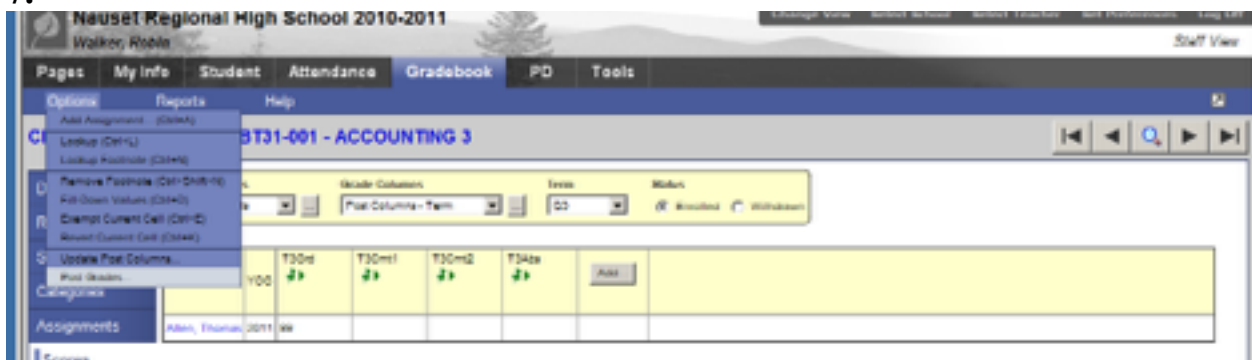
It will list your students in this class and the T(current term) grade should be there. If you want to adjust a students' grade you may do so here. However, if you go back to All under grade columns and change a grade it will not come forward unless you Update the Post columns again.

You can now put in your comments and absences. If you are POSITIVE you are not going to make any more changes then you can post your grades for this class. If you think you might, then just go on to the next class and post it later.

6. The last thing you have to do is post the data. Do this only if you are sure you are not going to make any changes to any student on the page.

To post go up to the word OPTIONS from the menu bar, click on options, and then click on post grades. It will ask you for what class, make sure it is the right class you want to post it for. MAKE SURE THE GRADE TERM IS correct.

7.



7. If your course is a one marking period course, please fill in the final exam and final average.

NOTE: At the beginning or end of the columns you will see a column marked with the current quarter.

The screenshot shows the 'Gradebook' interface for Nauset Regional High School 2015-2016. The page title is 'Nauset Regional High School 2015-2016' with a 'Staff View' link. The navigation menu includes 'Pages', 'My Info', 'Student', 'Attendance', 'Gradebook', 'Planner', 'Assessment', 'PD', and 'Tools'. Below the menu, there are 'Options', 'Reports', and 'Help' links. The main content area is titled 'Class List :: 2015-2016 - OUTPLACED HS-001 - STUDENTS OUTPLACED AT HS'. The interface includes filters for 'Student Profile', 'Grade Column', 'Term', 'Status', and 'Class'. The main table displays student names and their grades for various quarters. A smiley face icon is drawn below the table.

Name	Y00	Y01	Y02	Y03	Y04	Y05
Anderson, Lily						

This is the average in the grade book. If you change a grade or round up the current quarter, the average will still read what is in the grade book. Don't worry! This column means nothing. WORRY. It will change when all columns are posted.