



Posting Grades (Term Marks)

In the *School View*,

Do this process for each term ending in the quarter (term) (e.g. for Q4 = S2, FY, and others)

1. **Grades TT, Grade** Input ST, Filter: *Schedule Term =?*
2. Click **Options, Post Grades**

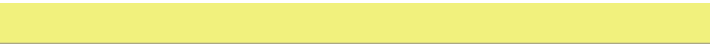
Post Grades

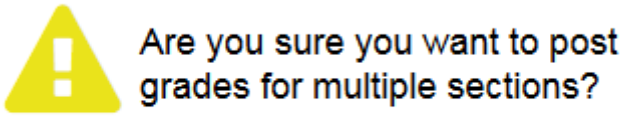
Post course dates	<input type="checkbox"/>
Grade Term	Q4 <input type="button" value="v"/> 1.
Grades to post	Term grades for all studen <input type="button" value="v"/>

Post For...

<input checked="" type="radio"/> Current selection: 330 2.
<input type="radio"/> All Classes

3. Click OK

3. 



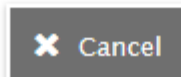
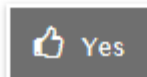
Click YES

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4.



Withdrawn students with grades may be present in the selected sections. Would you like to include them in this post?

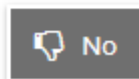
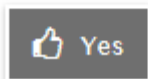
Click NO

Note: NEVER say "YES" to a course section that was previously combined.

5.



The withdrawn students may have previously entered grades. Would you like to override them?

Say NO!

6. Go back to step 1 and change the filter to the next term

Note: it is acceptable to say "YES" to step 4 and 5 in specific circumstances. For example, if there is a withdrawn student that requires a term mark. However, it is best practice to post grades within individual course section(s).