



Preparing Grade Input

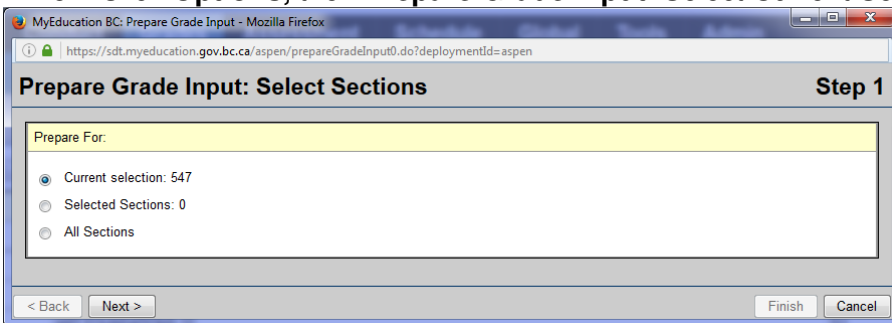
This process is repeated for the number of reporting periods at the school.

In the School View

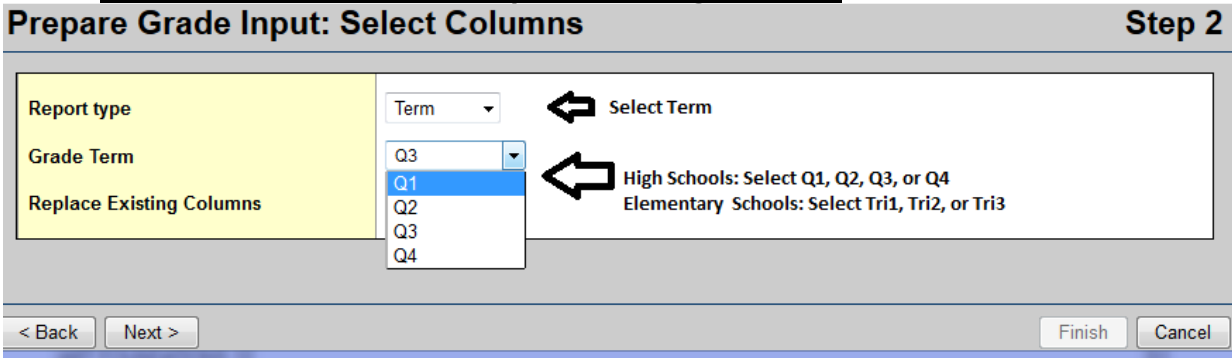
1. Click **Grades** top tab
2. Click **Grade Input** side tab
3. Write down the Schedule Terms that are “active” in the Quarter (ie. For Q2 the schedule terms may be: 9W2, S1, FY, etc)

Repeat steps 4 to 9 for each Schedule Term

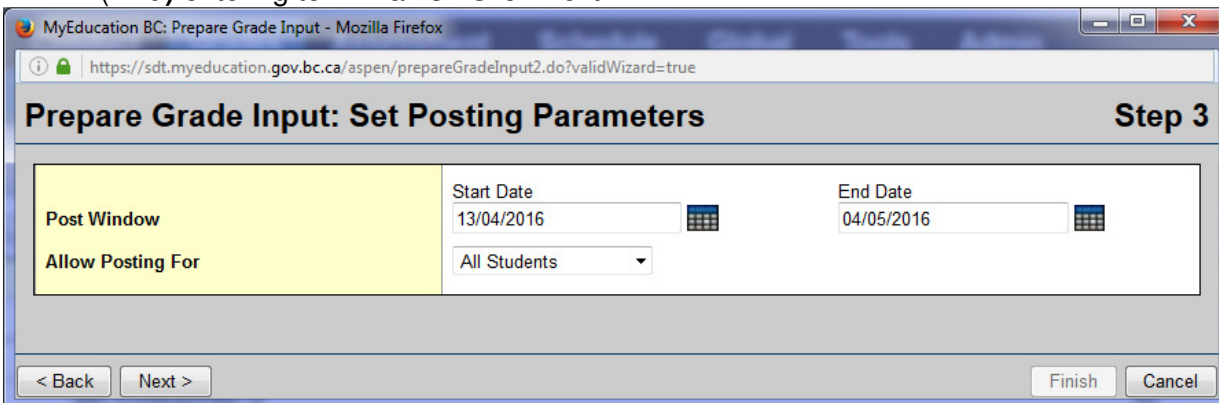
4. Use the filter: Schedule Term=?
5. Click **Options**, then **Prepare Grade Input**. Select Current Selection, then Next



6. Select Report Type: Term and then Grade Term, then click Next.
DO NOT CHECK THE BOX Replace Existing Columns



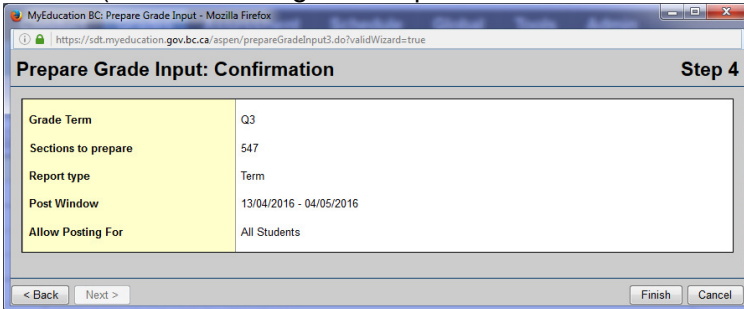
7. Set the posting window. These are the dates that teachers can **Start** entering term marks and Finish **(End)** entering term marks. Click Next.



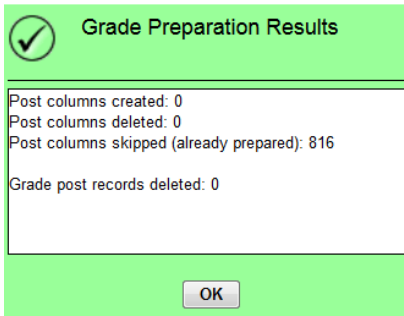
Note: These dates can be changed at a later date if you choose

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8. Review the information.
(Click **Back** to go to the previous screen. Click **Finish** to have the software do its work).



9. When the software is finished you will get a green confirmation pop up



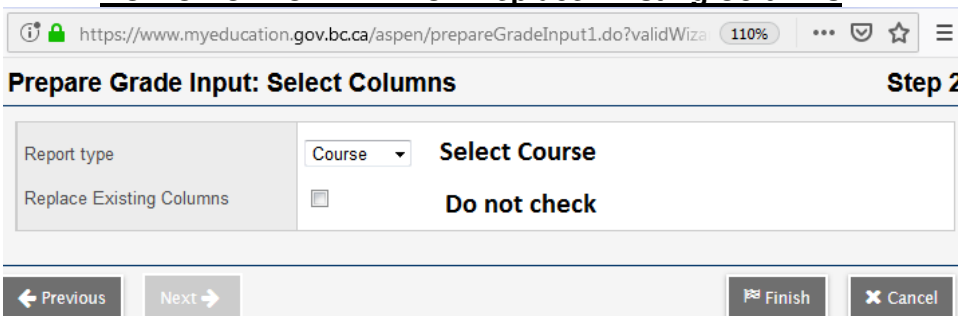
10. Write down the Schedule Terms that are ENDING in the Quarter
Repeat steps 11 to 14 for each Schedule Term

11. Use the filter: Schedule Term=?

12. Click **Options**, then **Prepare Grade Input**. Select Current Selection, then Next



13. Select Report Type: Course then click Next.
DO NOT CHECK THE BOX Replace Existing Columns



14. Click Finish