



Preparing Grade Input

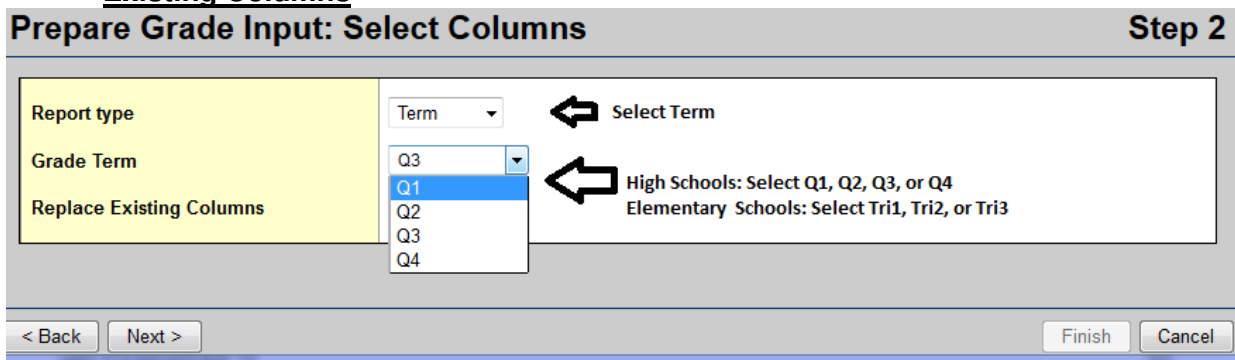
This process is repeated for the number of reporting periods at the school.

In the School View

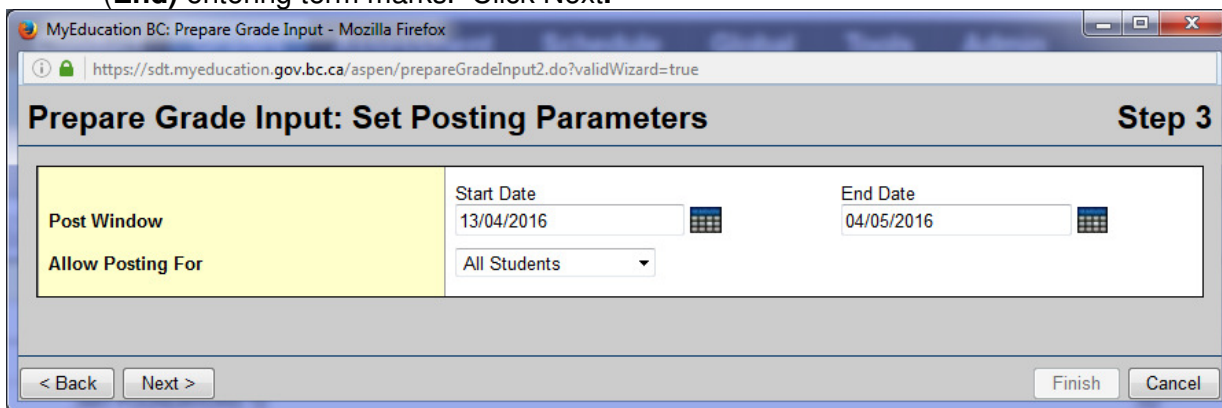
1. Click **Grades** top tab
2. Click **Grade Input** side tab
3. Select the courses that you want prepare grade input. This can be done: with a query, by selecting the course(s) and then clicking show selected, using a filter.
Note: This can include ALL courses for the year
4. Click **Options**, then **Prepare Grade Input**. Select Current Selection, then Next



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



6. 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 values can be changed at a later date if you choose



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

Prepare Grade Input: Confirmation		Step 4
Grade Term	Q3	
Sections to prepare	547	
Report type	Term	
Post Window	13/04/2016 - 04/05/2016	
Allow Posting For	All Students	

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

✓ Grade Preparation Results

Post columns created: 0
Post columns deleted: 0
Post columns skipped (already prepared): 816
Grade post records deleted: 0

OK