



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**

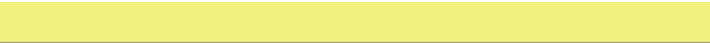
Post Grades

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...

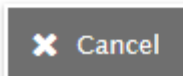
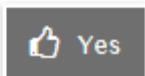
<input checked="" type="radio"/> Current selection: 330 2.
<input type="radio"/> All Classes

3. Click OK

3. 



Are you sure you want to post grades for multiple sections?



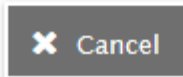
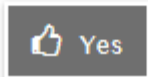
Click YES

Posting Grades (Term Marks)

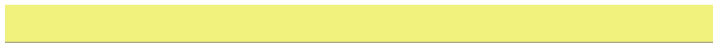
4.



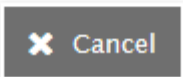
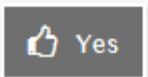
Withdrawn students with grades may be present in the selected sections. Would you like to include them in this post? **Click YES**



5.



The withdrawn students may have previously entered grades.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



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