Entering Final Marks for Intermediate Grades

1. Click the **Pages** top tab

2. Click the ▦ next to the course name you want to enter Trimester 3 and final marks.
3. Change term to ALL

MSS--06-002 - SOCIAL STUDIES 6 — **CHANGE TO ALL** — **Enter Final Mark Here**

Student Fields		Grade Columns		Term		Status	
Default Fields	...	Post Columns - Term	...	All		● Enrolled ○ Withd	

Name	YOG	Tri 2 Grade	Tri 2 Com 📌■	Tri 3 Grade	Tri 3 Com 📌▶	Tri 3 Com 📌▶	Final 📌▶
	2021	C+	📄	C+ !	📄		
	2021	C+	📄	C+ !	📄		
	2021	B	📄	B !	📄		
	2021	C+	📄	C+ !	📄		
	2021	B	📄	A !	📄		
	2021	A	📄	B !	📄		
	2021	A	📄	A !	📄		
	2021	B	📄	C+ !	📄		
	2021	C+	📄	B !	📄		
	2021	A	📄	B !	📄		
	2021	A	📄	A !	📄		
	2021	A	📄	A !	📄		
	2021	A	📄	A !	📄		
Average score		A (0.0)		A (0.0)			

4. For each student, enter their Trimester 3 grade in the *Tri 3 Grade Column*
5. For each student, enter their Trimester 3 comment in the *Tri 3 Com Column*
6. For each student, enter their Final Mark in the *Final Column*

7. When finished click **Post Grades...**

8. A pop-up will appear:

Post Grades

Class	MMU--07-002 MUSIC 7
Post course dates	☐
Grade Term	Tri 3 ▾
Grades to post	Term grades for all students ▾

OK   Cancel

9. Click [OK] to finish