



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

Student Fields: Default Fields | Grade Columns: Post Columns - Term | Term: All | Status: Enrolled Withd

Name	YOG	Tri 2 Grade	Tri 2 Com	Tri 3 Grade	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)		

Annotations: Arrows point to 'Term: All', 'Tri 3 Grade' column, and 'Final' column. Text 'Enter Final Mark Here' is on the right. A box highlights the 'Name' column.

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...**



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8. A pop-up will appear:

A dialog box titled "Post Grades" with a yellow background. It contains four rows of fields: "Class" with the value "MMU--07-002 MUSIC 7", "Post course dates" with an unchecked checkbox, "Grade Term" with a dropdown menu showing "Tri 3", and "Grades to post" with a dropdown menu showing "Term grades for all students". At the bottom are "OK" and "Cancel" buttons.

Class	MMU--07-002 MUSIC 7
Post course dates	<input type="checkbox"/>
Grade Term	Tri 3
Grades to post	Term grades for all students

9. Click  to finish