This is a twice yearly process. The idea of posting course dates allows for correct data extraction and grade analysis for the district. Course dates are also used in the TRAX processes so they need to be correct.
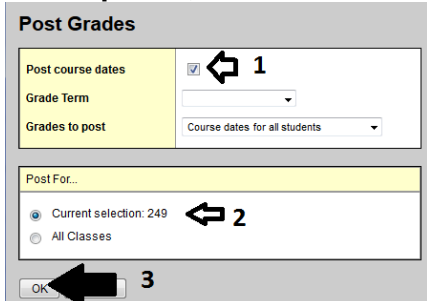*In the school view:*
  1. Click the **Grades** Top Tab
  2. Click **Grade Input** Side Tab

Steps 3 to 10 are repeated for each type of term that ends in the ½ of year that you are posting course dates for (Ex. June: S2, FY, 9W3, 9W4, 6W4, etc)
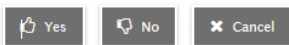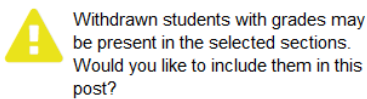
  3. Use the filter **Schedule Term = ?**
  4. In the dialogue box type in the term that ended in this ½ of the year.
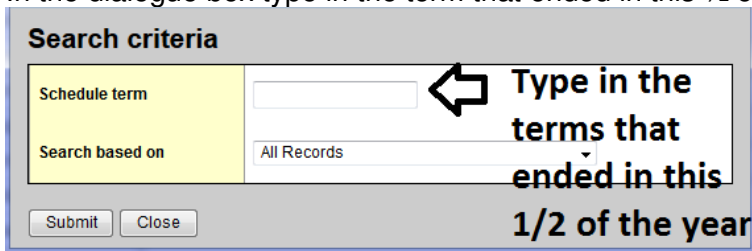
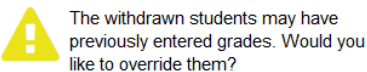 5. Click **Options,** then **Post Grades**

  6. You will be asked: "Are you sure you want to post grades for multiple sections?" **Click OK**
  7. You may get a warning message:

Say yes

  8. You may get a second warning message:

Say yes

  9. You will get a green pop up telling you your results
  10. *Go back to step 3 and repeat this process*