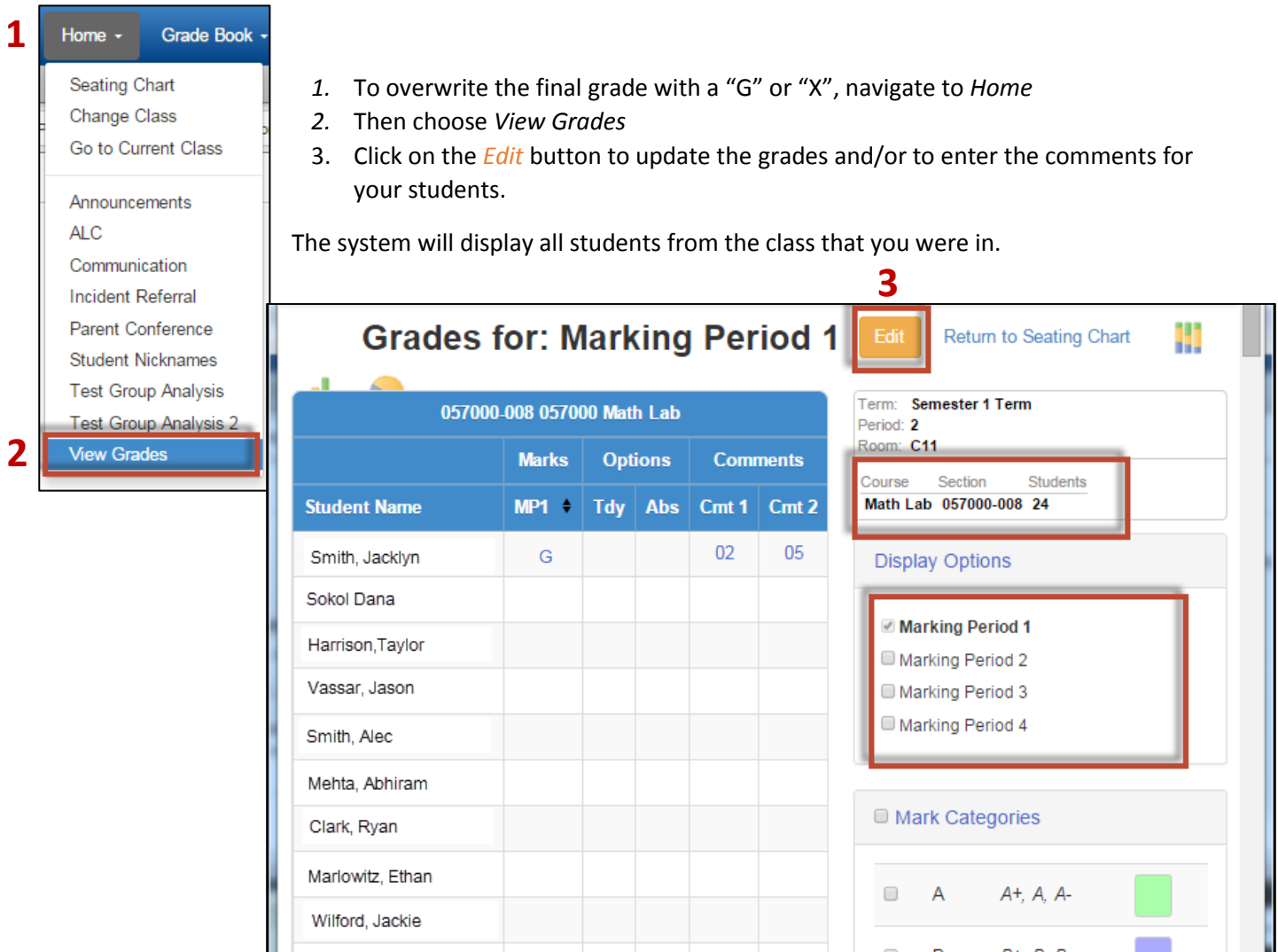## Posting Grades – Secondary (Addendum)

When secondary teachers are posting grades where no assignments are in the grade book ("N/A" shows as the calculated grade), using the regular "post" button under Report card, gives an alert message and does not allow teachers to post grades. Two instances where this would happen are posting a "G" and "X".

1. To overwrite the final grade with a "G" or "X", navigate to *Home*
2. Then choose *View Grades*
3. Click on the *Edit* button to update the grades and/or to enter the comments for your students.

The system will display all students from the class that you were in.

The system will display the class you are entering the grades for and the marking period for which it is being posted. Absences and Tardies will be calculated and displayed. Use the drop-down menus in the Marks, Comment 1 and Comment 2 fields to select Final Grades and codes for report card comments. A key for the comment codes appears to the right. Use the Free Form field to add comments no in the canned comments.

4. Use the dropdown menu in the Marks column to select either an "X" or "G" from the list of available grade options. Please do not use this column to mark any other grades besides an "X" or "G".
5. Once the grades and/or comments are entered, use the *Save* button to "Post" grades and comments. Note: You do not need to Post this class and/or student in the Report Card menu.
6. Select another class using *Home* → *Change Class* option.

NOTE: If the grades have been posted using the *Post Grade* menu option under *Report card* menu, the marks column in this view will have a value. If the grades are changed in this screen, this will be the grade posted for the student.