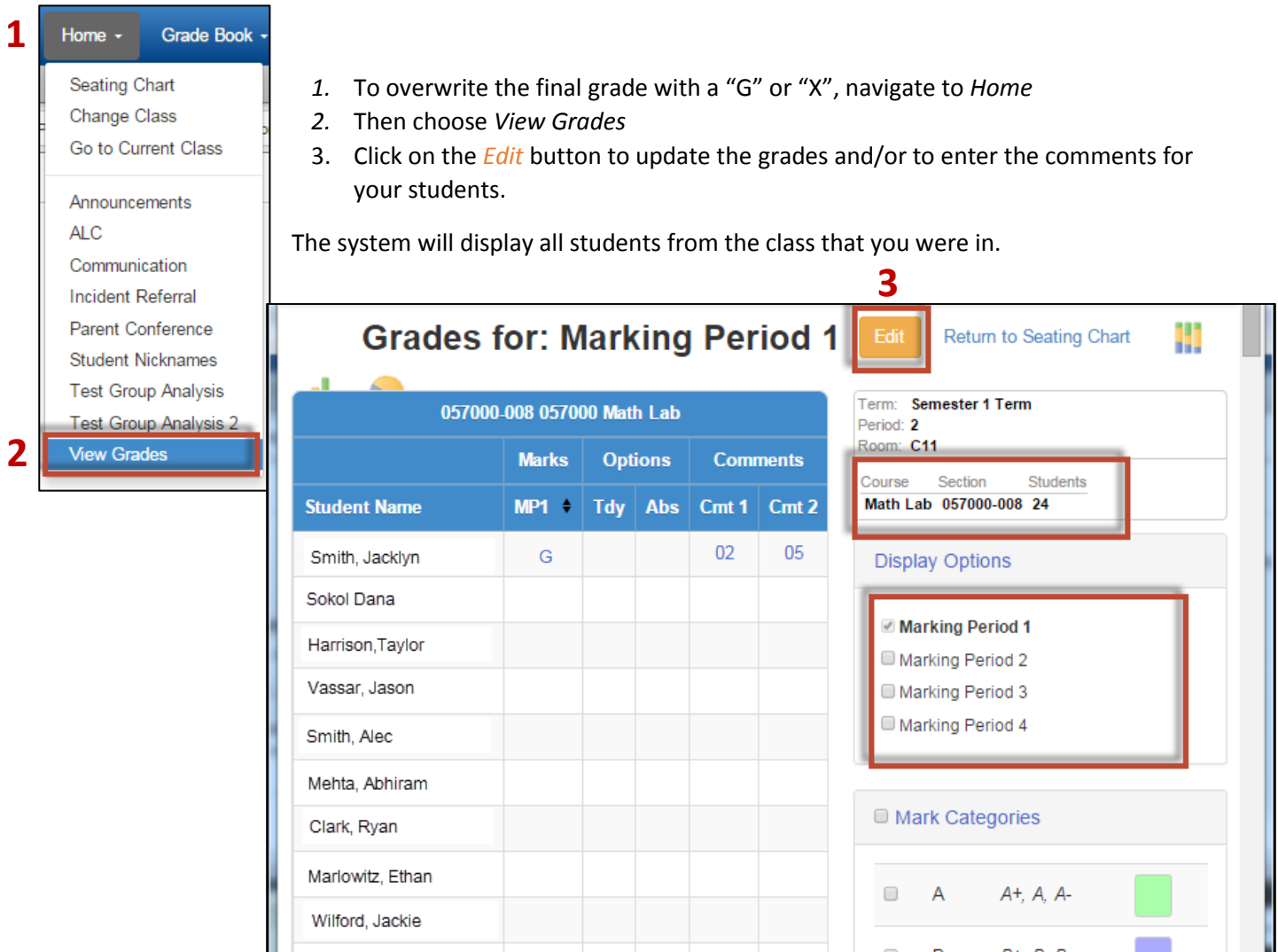


Posting Grades – Secondary (Addendum)

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 screenshot shows the Phoenix Grade Book interface. On the left, a navigation menu is open, with 'View Grades' highlighted. The main area displays 'Grades for: Marking Period 1' for '057000-008 057000 Math Lab'. A table lists students with their marks and comments. An 'Edit' button is visible, and a 'Display Options' panel on the right shows 'Marking Period 1' selected.

Student Name	Marks		Options		Comments	
	MP1	Tdy	Abs	Cmt 1	Cmt 2	
Smith, Jacklyn	G			02	05	
Sokol Dana						
Harrison, Taylor						
Vassar, Jason						
Smith, Alec						
Mehta, Abhiram						
Clark, Ryan						
Marlowitz, Ethan						
Wilford, Jackie						

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.

5

Updating Marking Period 1 Grades

057000-008 057000 Math Lab

Student Name	Marks	Options		Comments	
	MP1	Tdy	Abs	Cmt 1	Cmt 2
Smith, Jacklyn	G			02	05
Sokol Dana					
Vassar, Jason	G				
Smith, Alec					
Mehta, Abhiram					
Clark, Ryan					
Marlowitz, Ethan					
Wilford, Jackie					

Save Cancel Return

4

6

Home
Grade Book

Seating Chart

Change Class

Go to Current Class

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.