**Posting final grades – Secondary**

At the end of each marking period, you will need to post your marking period / semester and /or final grades. Posted grades and comments will print on Report Cards generated from the Student Information System.

Note that posting student grades is only available during a specific window defined by the district. Valid posting dates for each marking period are visible at the top of the Students screen. If you are outside of the allowed posting window, the green "Post" button is not visible.

**Post Grades:**

When you are ready to post your grades, navigate to Report Card → Post Grades.

![Post Grades screenshot](image)

A list of your students and their grades for the course will be displayed.

**Posting Window:** By default, only those marking periods for which you can currently post the grades are displayed. If you want to see all marking periods, uncheck the box next to “only show postable grading periods.” Note that the semester grade boxes (S1 and S2), as well as the final grade box (FG), show the marking period grades that factor into the calculation for that box.
During 2nd and 4th marking period, you will be able to post Semester and Final Grades along with marking period grades. The **Valid Posting Dates** displays dates of the posting window where you can post your grades.

Unselecting the check box “Only show postable grading periods” will allow you to see all marking periods and grades. Notice that other than the current marking period, other marking periods are listed as “Not Postable”.

Class Selection:

You can select your classes by using the class selection drop down. Select the class for which you are ready to review and post grades.

**Edit Final Grades and Comments:**

*Edit Final Grades and Comments* allows you to review the grade and comments, and override the final grade that is posted on the report card.
Use the drop down menu for Final Grade column which will list letter grades for you to override. You can only override the Final Grade with P, I, or N. Overriding with any other grade will cause a grade discrepancy.

Use the drop-down menus in the Comment 1 and Comment 2 fields to select codes for report card comments. A key for the comment codes appears to the right or to the bottom of the screen.

New “Free Form Comment” field has been added. This will allow teachers to enter 500 characters long narrative comments for each of their students. Once you start entering the comments, Phoenix will display the number of characters remaining. If entered, these comments, will be printed as a separate page along with the report cards. School administrators responsible for running the report card reports can find directions for this on page 38 of the Grading Guide in VISION under Phoenix SIS Channel.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Grade of “I” means “Incomplete”. An Incomplete grade can be used as an interim placeholder in cases where a student has been unable to complete assigned course work because of legitimately excused absences or illness. The earned grade should be entered into the record prior to the end of the next grading period. Thus, an Incomplete grade issued for a quarter should have the earned grade posted before the end of the subsequent quarter. An Incomplete grade issued as a final grade should have the earned grade posted prior to the start of the next school year. A credit is not be awarded for an Incomplete grade, nor will it be used for GPA Calculations.</td>
</tr>
</tbody>
</table>
| P/N   | These grades are used for the Pass/Fail courses such as Basic Skills, SAT Prep, CBI, Functional Skills, and Independent Living.  
- Grade of “P” means “Passed”: Credit IS awarded however it is not weighted and the class is not used for GPA Calculations.  
- Grade of “N” means “Not Passed”: This is different than a grade of “F” because it is not counted towards GPA. Credit is not awarded and the class is not used for GPA Calculations. **Do not enter an F when you should enter an N.**  
A student may also receive a grade of ‘P’ or ‘N’ for a course that is NOT designated as a Pass/Fail course as long as their IEP indicates that this is ok. |
Click the *Save Changes* button to keep the changes you just made, or use the *Undo* link to discard the changes since your last save.

When you override the grade, the cell turns *yellow* to indicate that the marking period grade has been edited.

If you would like the system to recalculate the original grade, select *Clear Manual Score* from the drop down under the *Final Grade* column.

Click “*Back to Report Card*” to go to the *Post Grades* Screen.

When your final grades and comments for the marking period are the way you want them, click the *Post* button on top the screen to send your grades and comments to the report card.

Using the *Post* button will allow you to post grades for all students for the selected class. If you wish to post grades for only some students, uncheck the “*All*” button on top of the POST column and check the boxes to select the students and post their grades.

After saving your changes and/or posting your grades, select a different class to edit by selecting the Class drop-down menu.