



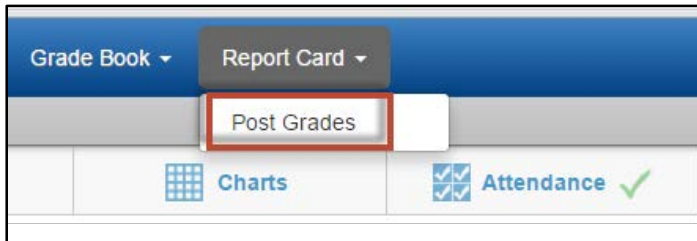
Posting final grades – Secondary

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*.



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

Back to Grade Book

Teacher edited grade Contains missing assignments affecting grade

Postable Periods only show postable grading periods Valid Posting Dates: 9/30/2015 through 11/19/2015

Class: (YR) TEMPLETON, M Chemistry(3) SEC:6600C

Post	Student	Grade Level	Edit Final Grade and Comments
<input checked="" type="checkbox"/> All			MP1
<input checked="" type="checkbox"/> post	BROWN, HELEN	Grade 11	F Calc: F (54%) 1 missing assignment(s) Last Posted: 10/2/2015 12:29 PM Last Post Results: Posted F [54]
<input checked="" type="checkbox"/> post	BROWN, MIKE	Grade 11	C Calc: C (75%) Last Posted: 10/2/2015 12:29 PM Last Post Results: Skipped
<input checked="" type="checkbox"/> post	COLLINS, LOUISE	Grade 11	A

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.

PHOENIX GB – POSTING GRADES (SECONDARY)



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.

Postable Periods **only show postable grading periods** **Valid Posting Dates** 10/30/2015 through 11/06/2015

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”.

Post <input checked="" type="checkbox"/> All <input type="checkbox"/> Dropped	Student	Grade Level	Edit Final Grade and Comments	Not Postable	Not Postable				Not Postable	Not Postable	Not Postable
			MP1	MP2	S1	FG1	MP3	MP4			
<input checked="" type="checkbox"/> post	BROWN, HELEN	Grade 11	F Calc: F (54%) 1 missing assignment(s) Last Posted: 10/2/2015 12:29 PM Last Post Results: Posted F [54]	N/A Calc: N/A (N/A) Last Posted: 10/2/2015 12:29 PM Last Post Results:	F Overall Grade Calc: F (54%) F MP1 50.00 (54) 1 missing assignment(s) N/A MP2 50.00 (0) Last Posted: 10/2/2015 12:29 PM Last Post Results:	N/A Calc: N/A (N/A) Last Posted: 10/2/2015 12:29 PM Last Post Results:	N/A Calc: N/A (N/A) Last Posted: 10/2/2015 12:29 PM Last Post Results:	N/A Calc: N/A (N/A) Last Posted: 10/2/2015 12:29 PM Last Post Results:	N/A Calc: N/A (N/A) Last Posted: 10/2/2015 12:29 PM Last Post Results:	N/A Calc: N/A (N/A) Last Posted: 10/2/2015 12:29 PM Last Post Results:	
<input checked="" type="checkbox"/> post	BROWN, MIKE	Grade 11	C Calc: C (75%) Last Posted: 10/2/2015 12:29 PM Last Post Results:	N/A Calc: N/A (N/A) Last Posted: 10/2/2015 12:29 PM Last Post Results:	C Overall Grade Calc: C (75%) C MP1 50.00 (75) N/A MP2 50.00 (0) Last Posted: 10/2/2015 12:29 PM Last Post Results:	N/A Calc: N/A (N/A) Last Posted: 10/2/2015 12:29 PM Last Post Results:	N/A Calc: N/A (N/A) Last Posted: 10/2/2015 12:29 PM Last Post Results:	N/A Calc: N/A (N/A) Last Posted: 10/2/2015 12:29 PM Last Post Results:	N/A Calc: N/A (N/A) Last Posted: 10/2/2015 12:29 PM Last Post Results:	N/A Calc: N/A (N/A) Last Posted: 10/2/2015 12:29 PM Last Post Results:	

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.

Class (YR) TEMPLETON, M Chemistry(3) SEC:6600C ▾

(YR) TEMPLETON, M Chemistry(1) SEC:660000-010

(YR) TEMPLETON, M AP Chemistry(2) SEC:665100-001

(YR) TEMPLETON, M Chemistry(3) SEC:660000-008

(YR) TEMPLETON, M Chemistry(7) SEC:660000-007

(YR) TEMPLETON, M AP Chemistry(8) SEC:665100-002

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.

Edit Final Grade and Comments

Post <input checked="" type="checkbox"/> All	Student	Grade Level	Edit Final Grade and Comments
			MP1
<input checked="" type="checkbox"/> post	BROWN, HELEN	Grade 11	F Calc: F (54%) 1 missing assignment(s) Last Posted: 10/2/2015 12:29 PM Last Post Results: Posted F [54]
<input checked="" type="checkbox"/> post	BROWN, MIKE	Grade 11	C Calc: C (75%)

PHOENIX GB – POSTING GRADES (SECONDARY)



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](#).

Use the drop down menu for *Final Grade* column to enter the override letter grades of “P, I, N”. Use the definition below as guide. You can only override the *Final Grade* with P, I, or N. Overriding with any other grade will cause a grade discrepancy.

Grade	Description
I	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.
P/N	<p>These grades are used for the Pass/Fail courses such as Basic Skills, SAT Prep, CBI, Functional Skills, and Independent Living.</p> <ul style="list-style-type: none"> 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. <p>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.</p>

PHOENIX GB – POSTING GRADES (SECONDARY)



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.

Class (YR) TEMPLETON, M Chemistry(3) SEC:6600C

Teacher Edited Grade

Postable Periods Valid Posting Dates: 9/30/2015 through 11/19/2015

Save Changes Undo

Student	Calc %	Current Grade	Final Grade	Comment 1	Comment 2
BROWN, HELEN ID: 726123 Calculated Grade: F	54	F			
BROWN, MIKE ID: 734492 Calculated Grade: C	75	I		01	04

back to report card

Class (YR) TEMPLETON, M Chemistry(3) SEC:6600C

Teacher Edited Grade

Postable Periods Valid Posting Dates: 9/30/2015 through 11/19/2015

Save Changes Undo

Student	Calc %	Current Grade	Final Grade	Comment 1	Comment 2
BROWN, HELEN ID: 726123 Calculated Grade: F	54	F			
BROWN, MIKE ID: 734492 Calculated Grade: C	75	I	Clear Manual Score	01	04
COLLINS, LOUISE ID: 859911 Calculated Grade: A	95	A			

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.

Synergy TeacherVUE

back to report card

Class (YR) TEMPLETON, M Chemistry(3) SEC:6600C

Postable Periods Valid Posting Dates: 9/30/2015 through 11/19/2015

Save Changes Undo 3 Unsaved Change(s) Post

Student	Calc %	Current Grade	Final Grade	Comment 1	Comment 2
BROWN, HELEN ID: 726123 Calculated Grade: F	54	F			
BROWN, MIKE ID: 734492 Calculated Grade: C	75	C			

Type	Code	Comment
Comments	01	See separate comment sheet.
Comments	02	A positive classroom leader.
Comments	03	A pleasure to have in class.
Comments	04	Positive attitude.

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.

Post

All Dropped

post

post

post