

# Posting Grades from the Gradebook

## if you are ARE using the IC grade book

Open up the gradebook

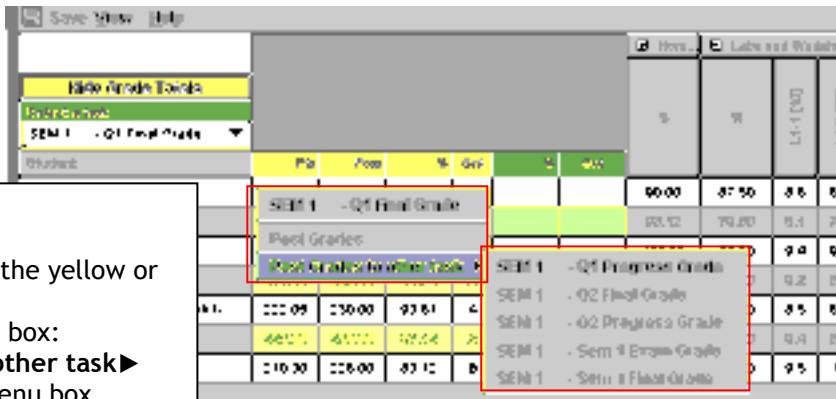
Right click anywhere in the yellow or green grade total area.

This will display a menu box:

Choose **post grades to other task** ▶

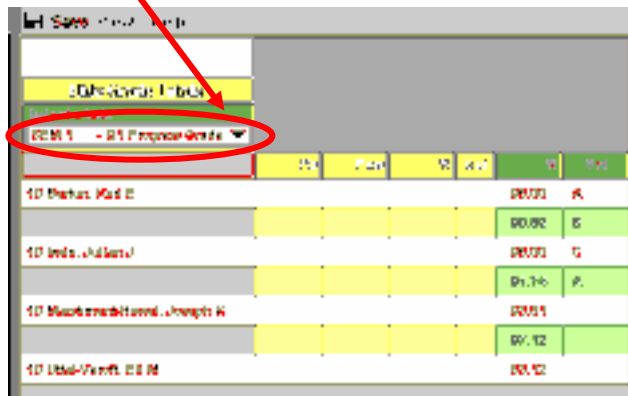
You will get a second menu box

Choose: **SEM 1 -Q1 Progress Grade**



**IMPORTANT!!!** - You will not see a change here because this view shows the **quarter** grade. Change the view to **Q1 Progress Grade** and you will see the posted grades.

## REMEMBER TO SAVE!



You can override the calculated grade.

Click in the box containing the letter grade and choose a different grade from the drop down menu.

**Troubleshooting:**

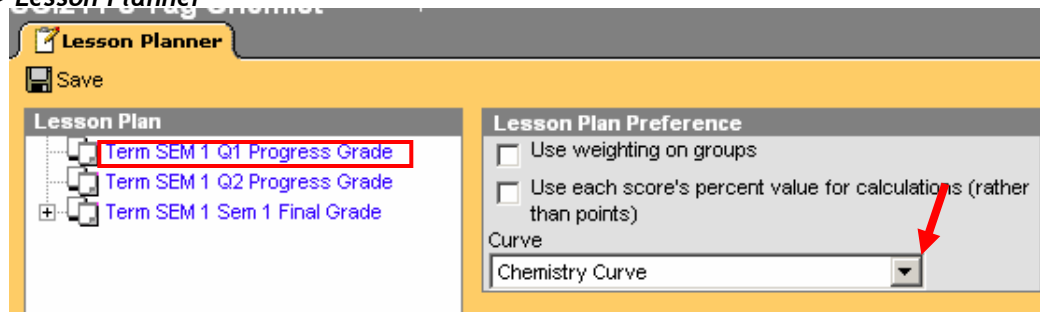
If the percent grade appears without a letter grade then you forgot to apply a curve to the Progress Grade.

Do this in the lesson planner as shown below.

### Applying the Curve to the Progress Grade

Navigation Pane >> Instruction >> Lesson Planner

- select Lesson Planner
- Select Q1 Progress Grade
- Apply the curve.
- SAVE



- The district will make the grading task available for about a week prior to the due date.
- You may post grades anytime during the week.
- If you want to change a grade after posting but before the deadline you can do this using the **Grading by Student** option or the **Grading by Student** option.

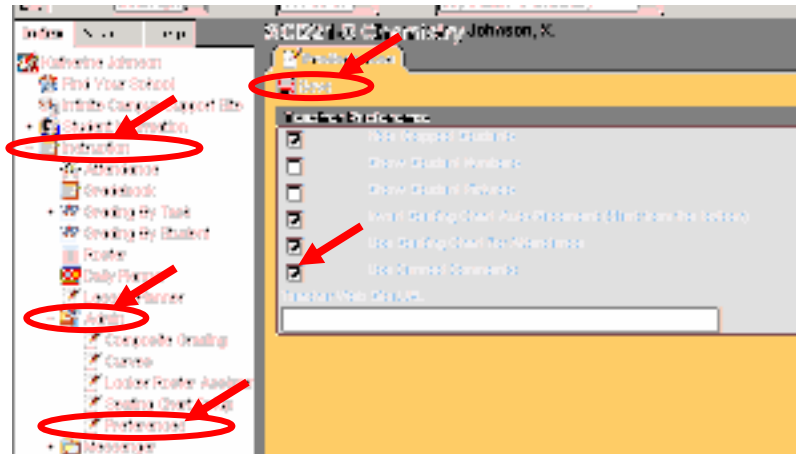
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## ◆ Adding Comments:

in order for comments to be available, you must have selected use canned comments

Navigation pane >> instruction >> admin >> preferences

- Select “use canned comments
- Remember to **SAVE**
- Do this for **EACH** class

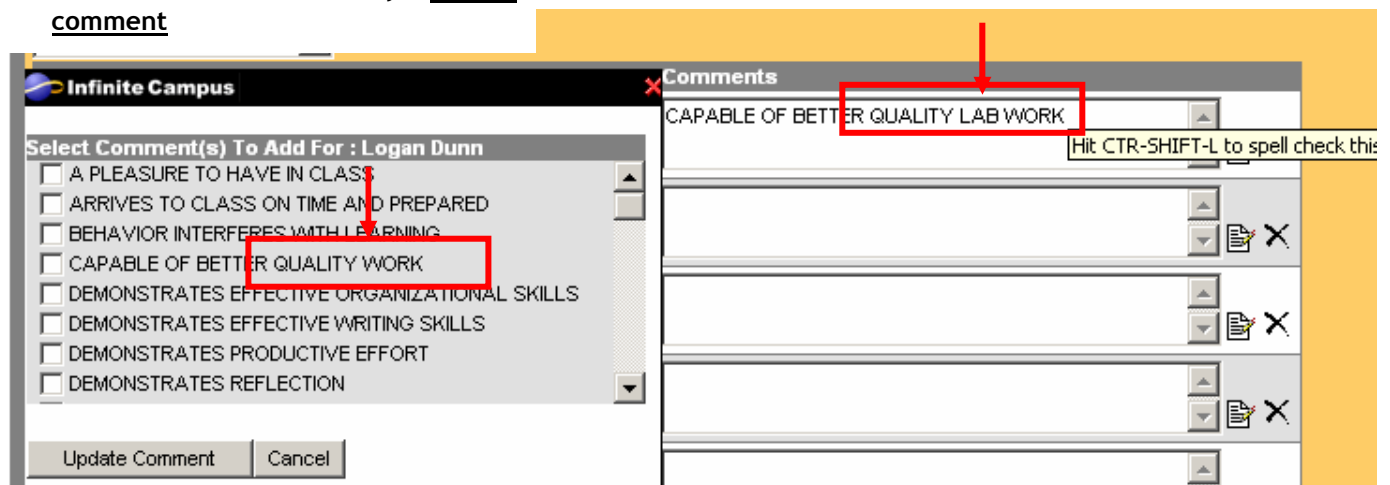
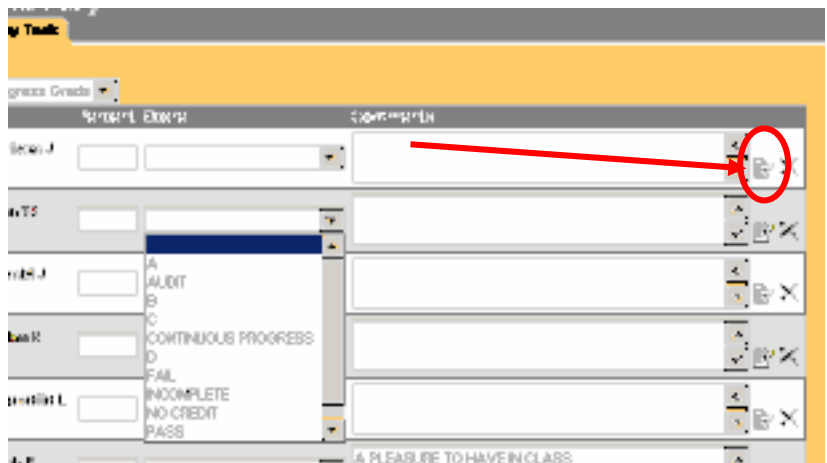


## ◆ Adding Comments:

go to **Grading by Task**

When you click on the icon that looks like a paper and pencil, it will bring up a list of district comments - as shown below.

- Use your mouse to check as many comments as you want
- The comments are editable (in the example below note the addition of the word “lab” in the comment field)
- You may cut and paste an edited comment from one student to another.
- You may also save your own comments in a WORD document and cut and paste them to IC.
- There is a spell check feature for edits - (Control + shift key + L)
- Click the button that says update comment



**\*\*Remember to SAVE the grades and comments**

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