Enter Term Grades

To enter term grades for students:
1. Log on to the Staff view.
2. Click the Gradebook tab, and select the check-box next to the section you want to grade.
3. Click the Scores side-tab.
4. Be sure the Grade Columns and Term drop-downs have the appropriate selection:

   ![Gradebook screenshot]

   **Note**: The columns for the class appear with a green pushpin, indicating that these columns are open for grade input and that you have not posted them yet.

5. Input all grades in the post columns as appropriate:
   - Press the arrow keys on your keyboard to move around the columns and rows. Use your mouse to click directly in a cell.
   - Press the arrow keys, ENTER, or TAB to move across rows or down columns, as you defined when you set your gradebook preferences.
   - To select a grade or comment, press CTRL+L, or go to Options > Lookup.
   - To enter the same value for all students, enter a grade for the first student, then press CTRL+D, or go to Options > Fill-Down Values. Then, you can change the grade for the few students who did not receive that grade.
   - Once a value has been entered into a cell, that value is automatically saved once you move off the cell.
   - To enter feedback for a score, click the Feedback icon next to the score you enter.
   - If the Feedback icon appears, the column is a text comment column. Click this icon for a student. The Edit Text Comment dialog box appears. Enter the comment, or click to select a comment from the comment bank if attached, and click OK. The icon appears with blue lines to indicate you have entered comments for the student.

Post Term Grades to the Office

To post term grades to student transcripts:
1. Log on to the Staff view.
2. Click the Gradebook tab, and select the check-box next to the section you want to post.
3. Click the Scores side-tab.
4. Verify that you have entered all of the information in the Post Columns (grades and comments).
5. Go to Options > Post Grades. The Post Grades pop-up appears:

   ![Post Grades pop-up]

6. Enter the information, and click OK. The system posts the grades to transcripts. The columns for that class now appear with a red pushpin, indicating that you have already posted these columns. If you need to change a grade after you have posted, you might be able to repost grades yourself, or you might need to contact the office for assistance.
Enter Daily Attendance

1. Log on to the Staff view.
2. Click the Attendance tab, Daily side-tab. The Daily Attendance page displays the students in the homeroom or classroom that your school uses for daily attendance:

   ![Daily Attendance Page]

3. In the Code column, click the appropriate code for students not present.
4. Click Post. The system confirms you want to post. Click OK. The system sends the records you enter to the school’s office.

   **Note:** If your school takes second daily attendance, you must select whether you are entering AM or PM daily attendance via a drop-down at the top of the page before posting.

Enter Class Attendance

1. Log on to the Staff view.
2. Click the Attendance tab, Class side-tab:

   ![Class Attendance Page]

3. Select the checkbox next to the section you want to enter attendance for.
5. In the Code column, click the appropriate code for students who are not present.
6. Click Post. You can edit these values at any time or any date (depending on your school preference).

   **Note:** If your school or class uses positive attendance, click the appropriate code for students who are not absent. This type of attendance is sometimes used for classes that require students to be present at a certain number of sessions.