

How to Post to Progress Reports

Change the task to 3 - Progress Report in this example.

Student Names would be here.

Student	Pts	Poss	%	Grd	%	Grd
					83.33	83
					84.20	84
					100.00	100
					92.80	93
					97.00	97
					96.00	96
					96.00	96
					98.00	98
					97.00	97
					97.00	97
					91.00	91
					98.00	98
					96.00	96
					100.00	100

10. You can make adjustments to the grade by using the drop down arrow in the Grd column and changing the % grade. You will have to double click on the % score to be able to change it. When you change a grade, make sure that you save the gradebook.

To change the % grade, it has to be highlighted. You can double click on it to highlight it.

SAVE after making changes to grades.

Student	Pts	Poss	%	Grd	%	Grd
02 Calderon, George C					81.00	81
02 Cowart, Martina R					99.00	95
02 Davenport, Asia M					100.00	
02 Evenson, Kyle D					92.80	100
02 Gaines, Lauren E					97.00	99
02 Haas, Seth A					96.00	97
02 Jones, Stephen A					96.00	96
02 Karakos, Kaylee M					98.00	95
02 Kozlowski, Brandon A					97.00	94
02 Mccally, Taylor T					97.00	97

Once all the progress reports have been posted, you can view a student's progress report in the Grades tab for the student. Just change the report card format to Progress Report.

After the grading window is closed, you will not be able to change the progress report or report card grade. The front office will make any changes after the window has closed.

These grades are not real. They are for training and instruction purposes only!!!