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## Submitting Grades

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### It's a little scary

This is all. Really.

Office personnel cannot tell if all teachers were done by the announced due date/time.

The only tool to create a trigger if there's a problem: office personnel will lock class grades at the end of the semester; teachers cannot update the posted grade after that time. On-time completion of grading is critical.

### Letter Grades (Grades 1–12)

Go to your Class Home | Grade Book | Grade Posting (or other favorite page)

The "Posted" grade determines the letter grade.

The letter grade will appear on report cards and HS transcripts.

Any comment will appear on report cards: please clear any and all comments.

If there are discrepancies, post your grades and check again.

You may also want to check these items:

- In the Assignments area: are all your **graded assignments** in the graded tab (not in the current tab)?
- Are **assignments marked missing/absent** marked the way you want them to be for the report card? (The report called "Missing Assignments" is a fast way to check what is marked that way.)

*Note: "transcript" in this area does not relate to BJA.*

Class Home | Grade Posting / Biology II: Honors test

Active | Non-Active | Print | Update | Delete

Semester 1 | Class Average: 68.1 / C | Posted On: 08/07/2018 11:36:17 AM | Email

#	Students	Incomplete	Actual	Transcript	Posted	Letter	Comments
<input type="checkbox"/>	Test Family, Son	<input type="checkbox"/>	68.10	68.10	68.10	C	ES HR comments here

## Attribute Grades (K3-6)

Go to your Class Home | Evaluations | Attribute Grading. (Home Room or Related Arts class section)

Select attribute. (Or student)

Enter desired grades.

- Batch fill option: add a grade and click the blue down arrow. Then change any that are not correct for a certain student.
- Warning: the system doesn't care what you put here—but parents (and school) do. You'll need to carefully double-check for yourself. 😊

Students	1	2	3	4
Cropsey, Lindsay	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Crosby, Elijah	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
deLeeuw, Camryn	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Narrative Evaluations (K3-6)

This is for elementary (K3-6) comments.

Use the Class Home for your homeroom class

Class Home | Evaluations | Narrative Evaluations

Click the link that's the student's name.

Choose appropriate quarter and write the comment. Comments will appear cumulatively—so by the end of the year comments from each quarter will be on the student's report card.

Update. The look will change—so you can see what you've typed and what has saved successfully.

#	Students	Quarter Q1 Narrative	Q1	Q2	Q3	Q4
1	Bruss, Afton		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	Chen, Lin (Lin)		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	Cicconi, Emanuele		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	Corbin, Gianna		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	Dugger, Wyatt (Wyatt)		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	Elbell, Benjamin (Ben)		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	Fisher, Cayden (Cayden)		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	Fuller, Thomas (Thomas)		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9	Hall, Devin		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10	Jones, Evelyn		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11	Kliwer, Saige		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12	Leuschel, Sophia		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13	Minka, Dominic		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14	Moyer, William		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15	Nolan, Jude (Maddox)		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>