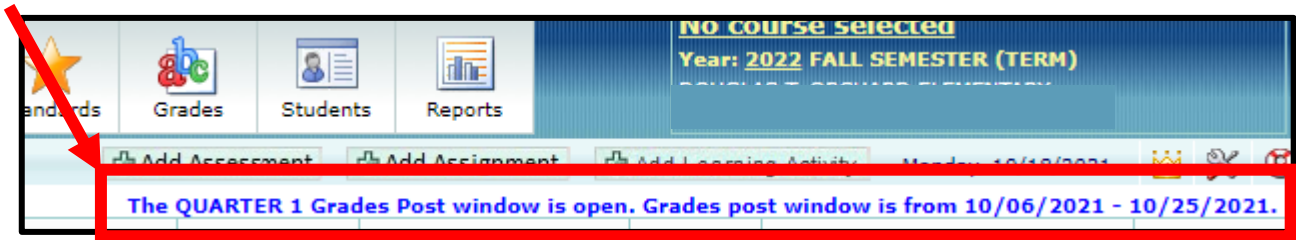


# Posting Grades (1<sup>st</sup> - 6<sup>th</sup> grade):

1. Make sure you see the message “The QUARTER \_\_\_ grades post window is open.” If you don’t see this message, the posting window isn’t open.

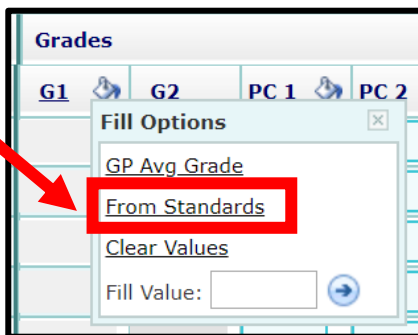


2. From the “class list” screen, click on the ABC icon to post grades for each subject.

Title	Attendance	Seat Count	GP1 Avg	Add/Drop	Action
HOME ROOM 5	10/18/2021	24 Active, 1 Inactive			[ABC icon]
English Language Arts		24 Active, 1 Inactive	.67		[ABC icon]
Mathematics		24 Active, 1 Inactive	2.82		[ABC icon]
Science		24 Active, 1 Inactive			[ABC icon]
Social Studies		24 Active, 1 Inactive			[ABC icon]

3. Click on the bucket next to the G1 / G2 (depending on the term)

- PBL: Click on “from standards”



4. Grades will fill for the students. At this point, review them to make sure they reflect what they should. For PBL grades, the grade will print to the tenth (2.7, 3.6, etc.). Press save!

5. Return to the class list screen and repeat for each subject. You will know you are finished when you have a checkmark on top of each ABC icon.

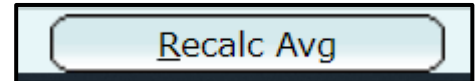


If there’s no checkmark, your grades have not been posted.

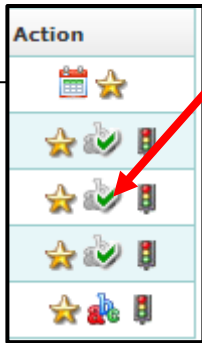
# Making Changes After Posting

\*\*If you need to make changes **after** posting grades, you still can!! After you change the necessary scores on the “standard score” screen, **remember to press “re-calc” at the bottom of the page and verify that the student’s score has updated, then follow the steps below to re-post for that subject.**

Remember: The “recalc” button is your friend!

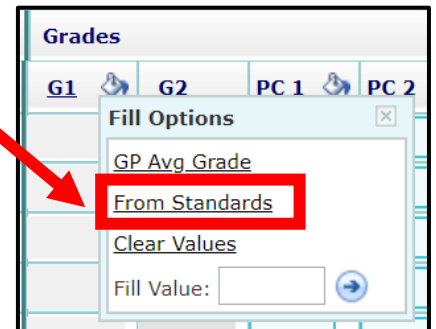
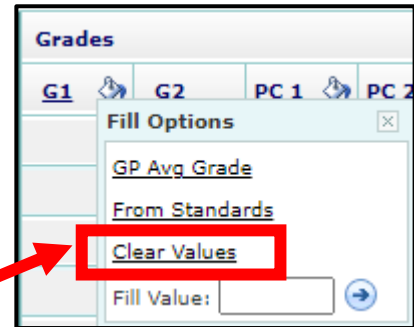


Go back to the grade posting screen by clicking on the ABC icon (it will have a checkmark but that’s okay)

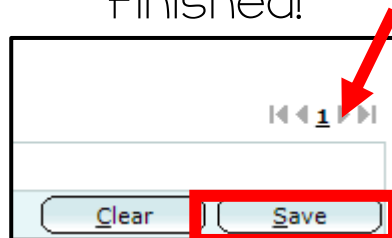


On the grades screen:

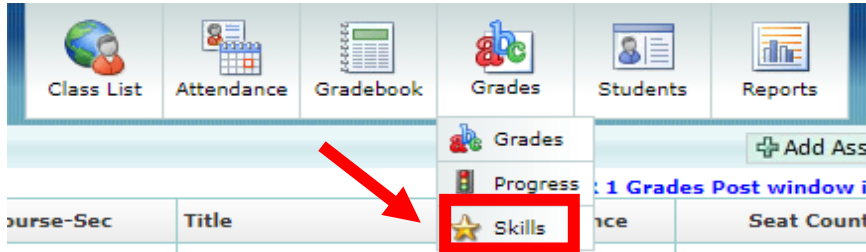
- First you need to clear the current scores by choosing “clear values”
- Then you will choose “from standards” to fill the grades again.



Remember to save when finished!

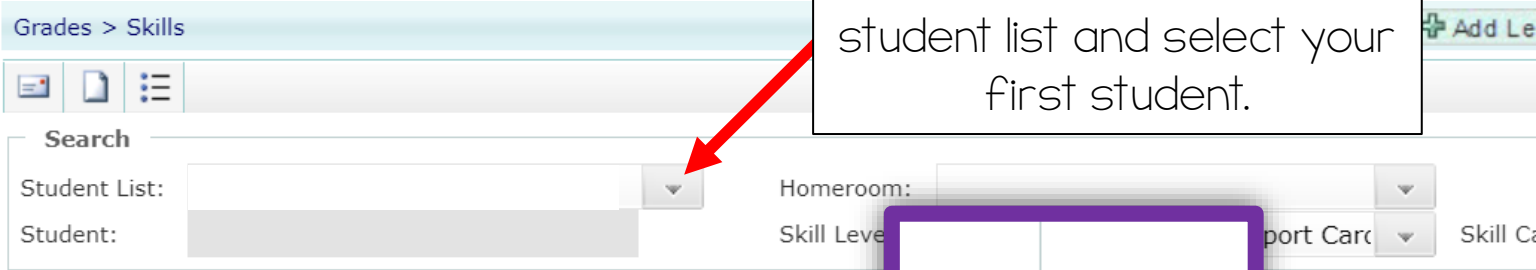


# Posting Skills (Graduate of Granite):



Click on the grades tile, then choose "skills" from the drop-down menu

Click on the arrow for the student list and select your first student.



Details

Student Info: LEP: Special Ed:

Notes

GP1 Notes

Elementary GG R

Type comments here but keep it brief (2-3 sentences) or it will get cut off on the report card.

**Legend**

- \* - N/A
- 1 - Below Proficient
- 2 - Approaching Proficient
- 3 - Proficient
- 4 - Above Proficient
- N - No Participation
- X - Completed
- Y - Participated

Enter scores here. Click on "legend" to see score equivalents.

**Music / PE = Y/N**

Don't put anything in "overall grades" for participation

Directions continue on next page →

Participation	1st
Overall Grades	
Skill Level	
Participates in Music/Fine Arts	
Participates in Physical Education	
Hard Work & Resilience	1st
Overall Grades	
Skill Level	
Actively participates in the classroom	
Shows enthusiasm and positive outlook for learning	
Perseveres through increasingly difficult challenges	
Communicati	1st
Overall Grades	
Skill Level	
Seeks help and	
Understands ho	
Works cooperatively in a group or team setting, contributes to own learning and learning of others	

# Posting Skills (Graduate of Granite):

NEW THIS YEAR (22-23): Graduate of Granite: Skills are divided into categories. Follow the steps below to complete the skills. [Click here for more info.](#)

## Hard Work & Resilience

Overall Grades

Skill Level

Actively participates in the classroom

Shows enthusiasm and positive outlook for learning

Perseveres through increasingly difficult challenges

## Communication

Overall Grades

Skill Level

Seeks help and asks questions when needed

Understands how comments and actions impact others and/or the classroom as a whole

Works cooperatively in a group or team setting; contributes to own learning and learning of others

## Respect

Overall Grades

Skill Level

Demonstrates sensitivity and understanding

Avoids inappropriate language

Respects self, others & property; follows rules

## Responsibility

Overall Grades

Skill Level

Comes to class prepared and uses time and resources

Follows school & classroom rules regarding use of electronics

Demonstrates accountability for actions and considers the implications of choices

## Dependability

Overall Grades

Skill Level

Session active for 79:57

Previous

Next

Clear

Save

At the top of each category in the "overall grades", the teacher will put an overall grade (1-4) for each specific Graduate of Granite characteristic (skip participation and interventions)

Mark the indicators below each characteristic with an "X" to inform parents that the indicator is an area for growth under that specific Graduate of Granite characteristic. It is recommended that no more than ONE indicator is marked with an "X" for each characteristic.

Press SAVE before pressing NEXT!  
You need to do this for each student.

1st

3

X

1st

2

X

1st

2

X

1st

1st

# Interventions (1-3 only):

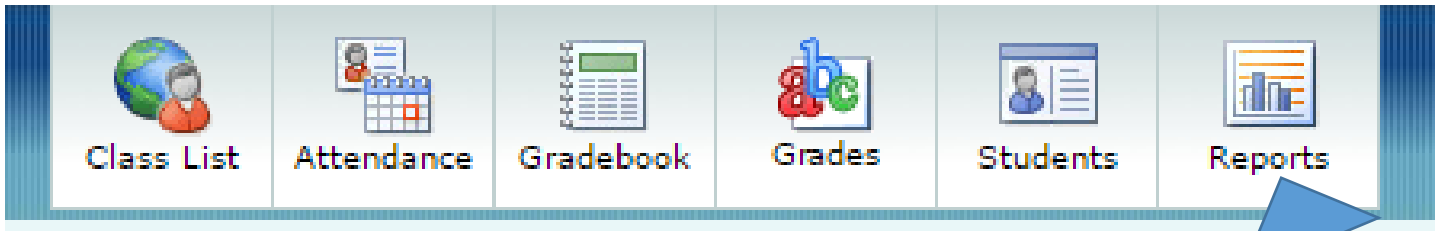
Interventions (Grades 1-3)		1st
Overall Grades		
Skill Level		
This student received interventions in reading this quarter		Y
This student received interventions in mathematics this quarter		N

Skip the "overall grades" on interventions.  
Mark Y for yes, and N for no. This should be done each term.

## Intervention info:

According to the Early Learning Initiative from USBE, we are required to provide and report interventions for students below/well below benchmark on the Acadience Reading and Math assessments in grades 1-3. Teachers should indicate which students are currently receiving intervention in Gradebook by indicating a "Y" for yes or an "N" for no. This should be marked for each student in grades 1-3 regardless of their Acadience Reading and Math benchmarks.

# How to check Gradebook Posting Status:



Login to Gradebook and choose "Reports"

From the Reports menu, choose "GSD Teacher Posting Status (Elem)", then click "Preview" at the bottom of the screen

You will know your grades are done when each concept is showing green/posted and skills are green, 7/7. Grades 1-3 also check interventions - it should be green with YES (yes = posted, not "yes, they are receiving interventions")

Report Name
<a href="#">Assignment Scores</a>
<a href="#">Class Absence Rosters</a>
<a href="#">Class Assignments</a>
<a href="#">Class Rosters</a>
<a href="#">Gradebook Change Log</a>
<a href="#">GSD All Students School Activity-Excel</a>
<a href="#">GSD Assignments by Section</a>
<a href="#">GSD Assignments by Student</a>
<a href="#">GSD Kinder Assessment Result-Excel</a>
<a href="#">GSD Seating Chart</a>
<a href="#">GSD Student Category Scores</a>
<a href="#">GSD Teacher Posting Status (Elem)</a>
<a href="#">GSD Teacher Posting Status (Sec)</a>
<a href="#">GSD Teacher Worksheet</a>
<a href="#">Student Assignments</a>
<a href="#">Student Information Report</a>

If you are not giving a grade for a subject this term, a red "not posted" grade is fine, and will print as \* on the report card.

Concept	Concept Teacher	Grade	Skills	Interventions
ELA	In this example you can see that social studies grades have not yet been posted but everything else is complete.	Posted	7/7	Yes
MATH		Posted	7/7	Yes
SCIENCE		Posted	7/7	Yes
SOCIAL		Not Posted	7/7	Yes
ELA		Posted	7/7	Yes
MATH		Posted	7/7	Yes
SCIENCE		Posted	7/7	Yes
SOCIAL		Not Posted	7/7	Yes
ELA		Posted	7/7	Yes
MATH		Posted	7/7	Yes
SCIENCE		Posted	7/7	Yes
SOCIAL		Not Posted	7/7	Yes