

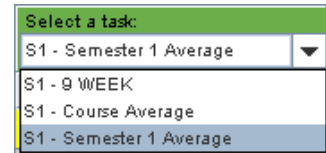
Posting Grades in IC Gradebook

First Semester Report Cards – Non-EOCT Semester Courses

Post Your Grades

Select the section for which you wish to post grades, and open the Gradebook.

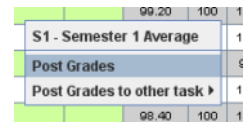
Under **Select a task**, navigate to **S1 – Semester 1 Average** (it should be there already).



In the gradebook, you will see the yellow columns which contain the running average of your students, the green columns which are currently empty, and the grey columns which contain your individual assignment grades. The green columns are the ones used by the county to print progress reports and report cards.

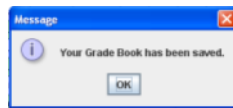
You are posting two sets of grades:

1 Right-click anywhere in the green columns of the **S1 – Semester 1 Average** spreadsheet and select **Post Grades**. (You will see the grades appear in the green columns.) Click **Save**.



2 Go to the **S1 – Course Average** spreadsheet. Right-click in the green columns and select **Post Grades**. Click **Save**.

Make sure your gradebook saves!



Verify Your Grades

On the **S1 – Semester 1 Average** spreadsheet, your yellow and green columns should match.

Under **Select a task**, navigate to **S1 – Course Average**. You will see calculations in the yellow columns – these should be equal to the grade in the green **S1 – Semester 1 Average**. All yellow and green columns should have grades in them.

| In Progress | | | | Posted | | |
|-------------|--------|-------|-----|--------|-----|--|
| Pts | Poss | % | Grd | % | Grd | |
| 493.00 | 500.00 | 98.60 | 99 | 98.60 | 99 | |
| 275.00 | 500.00 | 55.00 | 55 | 55.00 | 55 | |
| 404.00 | 500.00 | 80.80 | 81 | 80.80 | 81 | |
| 493.00 | 500.00 | 98.60 | 99 | 98.60 | 99 | |
| 490.00 | 500.00 | 98.00 | 98 | 98.00 | 98 | |
| 485.00 | 500.00 | 97.00 | 97 | 97.00 | 97 | |
| 456.00 | 500.00 | 91.20 | 91 | 91.20 | 91 | |
| 459.00 | 500.00 | 91.80 | 92 | 91.80 | 92 | |



| In Progress | | | | Posted | | % Grd | % Grd |
|-------------|-----|-------|-----|--------|-----|-------|-------|
| % | Grd | % | Grd | % | Grd | | |
| 73.04 | 73 | 73.04 | 73 | 73.04 | 73 | | |
| 77.00 | 77 | 77.00 | 77 | 77.00 | 77 | | |
| 91.08 | 91 | 91.08 | 91 | 91.08 | 91 | | |
| 77.96 | 78 | 77.96 | 78 | 77.96 | 78 | | |
| 77.96 | 78 | 77.96 | 78 | 77.96 | 78 | | |
| 68.80 | 69 | 68.80 | 69 | 68.80 | 69 | | |