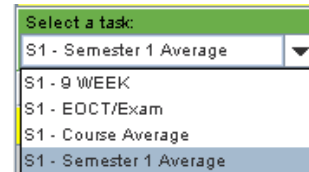


Posting Grades in IC Gradebook

First Semester Report Cards – EOCT Semester Courses

Post Your Grades

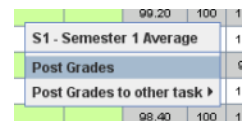
Select the section for which you wish to post grades, and open the Gradebook.



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 three sets of grades:

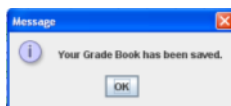


1 Right-click anywhere in the green columns of your gradebook and select **Post Grades**. (You will see the grades appear in the green columns.) Click **Save**.

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

3 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**. All yellow and green columns should have grades in them. The short green columns should equal the yellow columns – these yellow columns (“CA”) should be equal to 20% of the grade in the **S1 – EOCT/Exam** column (“EX”) plus 80% of the grade in the green **S1 – Semester 1 Average** column (“SA”). So...

$$CA = (0.2 \times EX) + (0.8 \times SA)$$

In Progress				Posted				S1 - EOCT/Exam		S1 - Semester 1	
%	Ord	%	Ord	%	Ord	%	Ord	%	Ord		
73.04	73	73.04	73	100.00	100	66.30	66				
77.00	77	77.00	77	90.00	90	73.75	74				
91.08	91	91.08	91	90.00	90	91.35	91				
77.06	78	77.06	78	90.00	90	74.95	75				

CA EX SA