

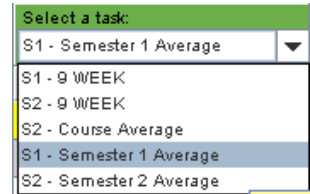
Posting Grades in IC Gradebook

First Semester Report Cards – Year-Long 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).

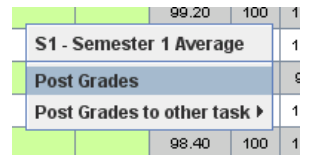


In the gradebook, you will see the yellow columns which contain the running average of your students, the green columns which are currently empty, and the grey columns which contain your individual assignment grades. The green columns are the ones used by the county to print progress reports and report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

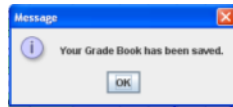
You are posting your grades only once:

- 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**.



Make sure your gradebook saves!



Verify Your Grades

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

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
466.00	500.00	91.20	91	91.20	91
459.00	500.00	91.80	92	91.80	92

