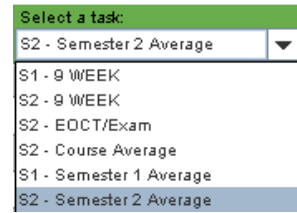


Posting Grades in IC Gradebook 3rd Quarter Progress Reports

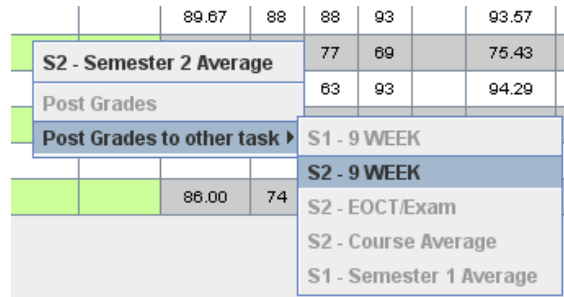
Post Your Grades

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

Under **Select a task**, navigate to **S2 – Semester 2 Average** (if it's not 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.



Right-click anywhere in the green columns of your gradebook and select **Post Grades to other task ▶ S2 – 9 WEEK**. (You will not see any change to your S2 – Semester 2 Average gradebook.)

Click Save.

Verify Your Grades

Under **Select a task**, navigate to **S2 – 9 WEEK**. You should only see a single green column.

This column should match the scores in the right-most yellow column from your S2 – Semester 2 Average column.

