This video will show you how to submit your Elementary Report Card Grades

Report card grades and comments can only be submitted while the marking period is unlocked. Your Main Office will let you know when that is. During that time, you can make changes to grades and/or comments and resubmit them as often as you like. Once this period ends, grades are locked, and the information becomes read-only for those marking periods. Future marking periods remain unavailable until the grading period arrives.

Let’s start by clicking on the yellow Gradebook icon for one of your courses.

From the View drop-down list, select Submit descriptor report card grades. The screen will refresh with the default Marking Period and a list of students. To the right of the student name is a column for Completed grades. This represents the number of descriptors which have been graded for each student. A value of “0/32” indicates that no descriptors have been graded out of the 32 descriptors to be graded.

To select a student to be graded, click once on the blue wedge to the left of the student name. The screen will refresh with a descriptor area for the student.

Select the grade for each of the descriptors from the drop-down list.

You can type a free-text, narrative comment about the student or their performance in the free-text field at the bottom. Click once on the spell check  button, to spell check what you’ve written. Click once on the green plus button to the right of the text box to add the comment to the student’s record.

If you want to to edit your comment, use the mouse to copy and paste the text back into the free-text entry field. Make your changes, and add it again. You will need to delete the original comment. Each comment has its own Delete  button.

You can use the Submit grades  button to save your work and return to your list of students OR you could use the green arrow to save your work and go to the next student. Both buttons are located at the upper right and lower right corner of your screen.

Once grades have been submitted, a green confirmation message “Marking period grades have been submitted” will appear.