

Semester 2 HS/MS Grade Submission Checklist

- Check each class to make sure Withdrawn students are hidden.*
- At the Teacher Home Page select the appropriate class.**
- Semester Exam grade entry:**
 - ***** IMPORTANT:** Select “**2EX**” from the Period dropdown menu and create a new **assignment**.
 - You may use an existing **assignment type** or create a new one called Exam or Semester Exam.
 - ***** IMPORTANT: The “due” date for the exam must be 6/4/08.*****
 - The “**assigned**” date can be any date.
- Check reporting period averages to confirm student is getting correct mark.
 - ****** It is recommended that grades be adjusted by adding or removing points from an assignment (see ProgressBook Training 7 – Report Card Entry)******
- Grade Submission:**
 - While at **Class Dashboard** for each class click on the “**Enter Report Cards**” link (middle column).
 - Select “**Show All Students**” (under Class name on left).
 - Select Report Card (top right) AWHS.
 - Check the box for the correct Reporting Period (4Qtr, 2Ex, 2Sem).
 - Click “=” (top right) to pull and calculate grades from the Gradebook.
 - Enter Comments (1-2 per student):
 - Text version of comments may be viewed by selecting “Comment 1” or “Comment 2”.
- Make sure you **SAVE** and follow this procedure for each class – this is what actually sends the calculated grades to DASL (you will NOT get a message confirming a successful Save).
- Use the checklist on the back of this sheet to confirm that you have submitted each of your classes.

