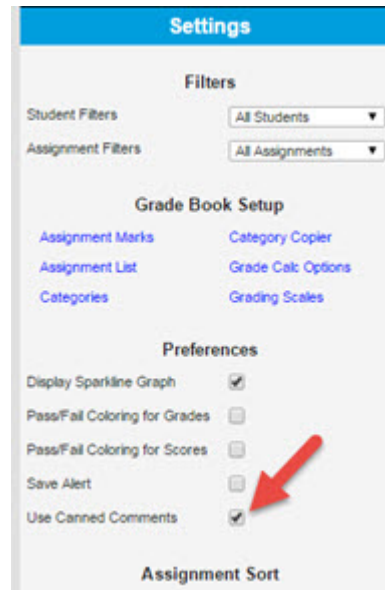# Directions for Posting Marking Period Grades and Adding Comments

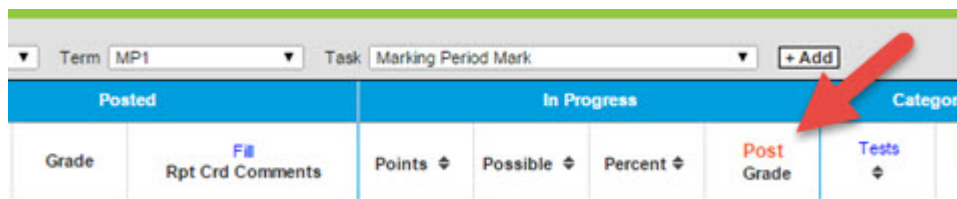**1. Open Settings:**
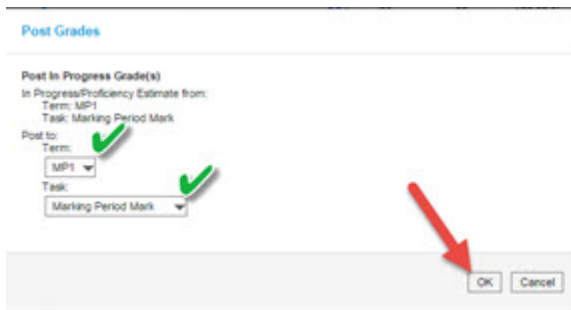

2. Click box next to Use Canned Comments
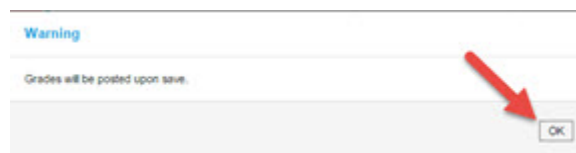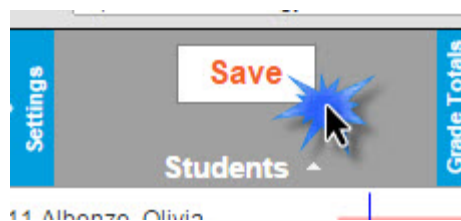
3. Click Post

4. Check that the term and task are correct and click OK

5. Click OK

6. Save!

There are two ways to add comments:

A. Fill – you can add multiple comments to multiple students.

B. CC – you can add multiple comments to individual students

Fill:

A. Click Fill

1. Click box next to Comment

2. Select All or Pick Students

3. Either enter comment code and click Add or Click on individual comments

4. Select Fill

B. Click CC:

Don't forget to SAVE

1. Enter comment code and click Add or click on box next to comment.

2. Click Add Comments
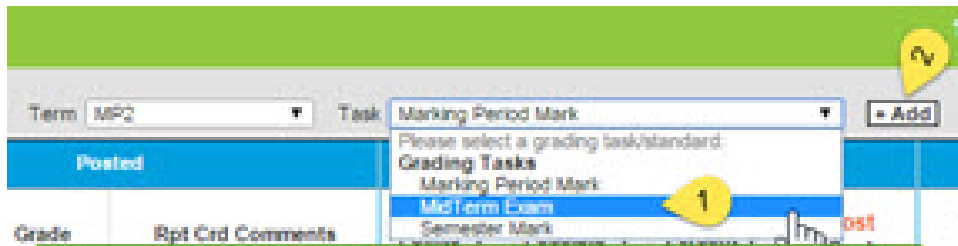
Marking Period 2 – You need to post 3 things:

1. **Marking Period Grade – Follow directions above**
2. **Midterm Grade- Add assignment, enter grades and post**
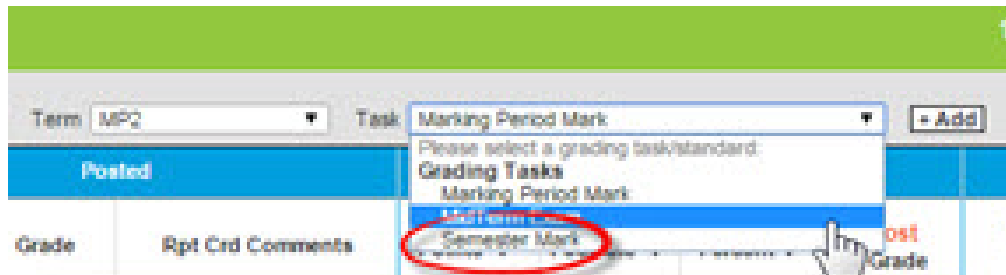3. **Semester Grade- Post after all other grades have been posted.**

Midterm:

1. In Term MP2, use pulldown menu to select Midterm Exam.
2. Select +Add
3. Create an assignment for your midterm and enter grades.
4. Post Grades as described above.

Semester grades:

1. In Term MP2, use pulldown menu to select Semester Mark.

2. Post Grades as described above.