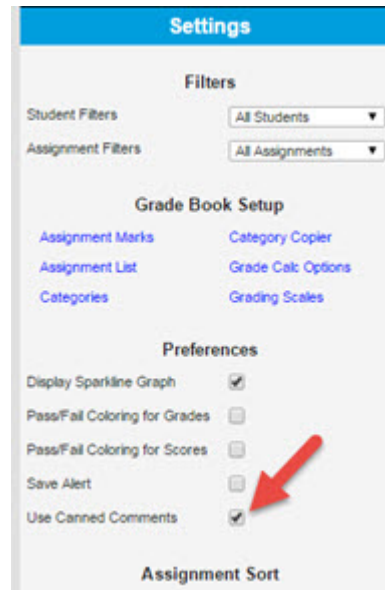


## Directions for Posting Marking Period Grades and Adding Comments

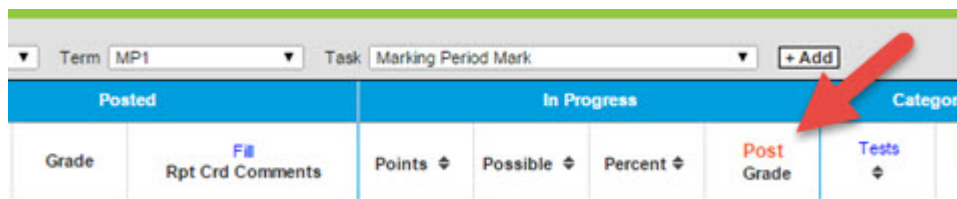
1. Open Settings:



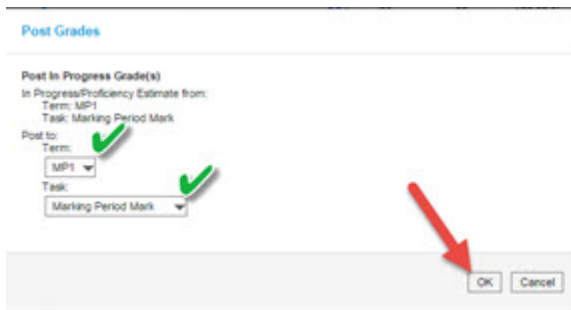
2. Click box next to Use Canned Comments



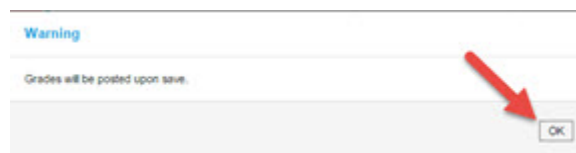
3. Click **Post**



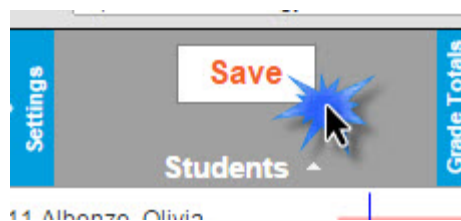
4. Check that the term and task are correct and click OK



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

Posted				
Percent	Grade	Rpt Crd	Comments	Points
100.00 %	A+		CC	20
100.00 %	A+		CC	20
100.00 %	A+		CC	20

**Fill: Comment**  
Applies the same value to multiple students

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

Fill Cancel

B. Click CC:

Posted		In Progress		
Percent	Grade	Possible	Percent	Point Grade

**Canned Comments**  
Add report card comment(s) for Alberta, Okla  
MP1 / Marking Period Mark

Report Card Comment - Preview

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

2. Click Add Comments

Add Comments Cancel

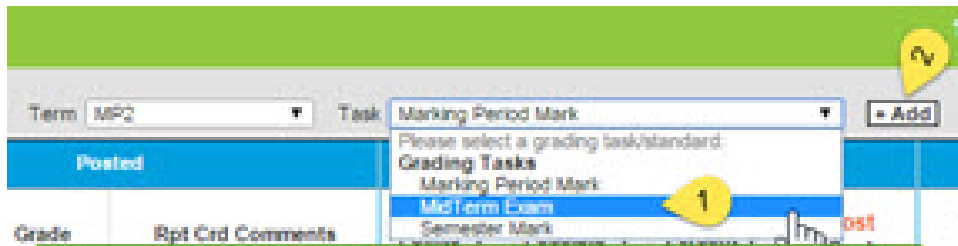
Don't forget to **SAVE**



## 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.

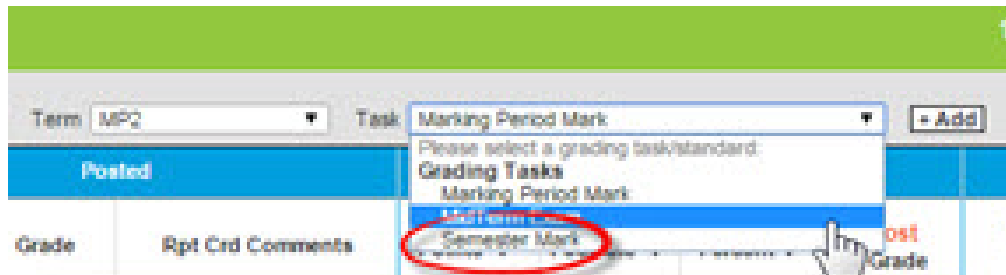
### Midterm:



The screenshot shows a software interface with a 'Term' dropdown set to 'MP2' and a 'Task' dropdown set to 'Marking Period Mark'. A dropdown menu is open, showing options: 'Grading Tasks', 'Marking Period Mark', 'Midterm Exam', and 'Semester Mark'. A yellow callout bubble with the number '1' points to the 'Midterm Exam' option. Below the screenshot is a text box with instructions:

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:



The screenshot shows the same software interface as above, but with the 'Task' dropdown set to 'Semester Mark'. A red circle highlights the 'Semester Mark' option in the dropdown menu. Below the screenshot is a text box with instructions:

1. In Term MP2, use pulldown menu to select Semester Mark.
2. Post Grades as described above.