

To post grades:

After you have entered cycle grades data for the course, review your input carefully, and save all changes. Once the data has been accepted by office personnel, you cannot change any data. If you discover an error after grades have been posted, you must contact your grade clerk to correct any errors.

After grades have been posted and the cycle has closed, you can make changes to the grades and view the working cycle average (e.g., for a student who missed the last few days of a cycle due to illness and has an I for Incomplete); however, you cannot post any changes. Instead, print your changes and submit your printout to the grade clerk.

1. Before marking grades as **Ready to Post**, it is very important to check for grades that need to be overridden. For example, a grade of 103 needs to be changed to 100 because RSCCC will not accept a grade over 100. Also, all grades 49 and below must be changed to at least a 50 because RSCCC will not accept anything lower.

The screenshot shows the 'Cycle Grades' interface for Semester 1, Section: 05 CHOR MUS 7 (7733-01). The table displays student information, including ID, Name, Average (Auto Grade), Override, Citizenship, Report Card Comments, Semester Average, and Final Grade. A legend on the right lists codes A through I with their descriptions. Arrows point to the 'Average' column for student 011368 (40), student 008057 (103), and the 'Citizenship' column for student 011263 (S).

ID	Name	Average (Auto Grade)	Override	Citizenship	Report Card Comments	Semester Average	Final Grade
011368	ARD, NOLA R	40	50	E	EFG	50	
010338	ATKARI, ALLYSON G	90		S	A	90	
008057	BARTLESON, CAMERON E	103	100	N	ABD	100	
011263	BERRY, CORBIN S	97		S	A	97	
011265	BOWMAN, DENISE R	100		S	A	100	
009355	FISCHER, NOLAN A	94		S	A	94	
010156	FORBES, JUSTIN M	90		S	A	90	
011489	FRAZIER, DENAE J	100		S	A	100	

2. If your district auto-assigns an S for Citizenship grades, you can overwrite them if you wish as shown below.

If teachers want to enter comment codes, a list of optional codes can be found by clicking on the **Show Comment Legend** tab as shown. There can be up to 5 comment codes added with no spaces or commas.

This screenshot is similar to the first one but includes arrows pointing to the 'Show Comment Legend' tab on the right side of the table and the 'Citizenship' column for student 008057 (N). The legend lists codes A through I with their descriptions.

ID	Name	Average (Auto Grade)	Override	Citizenship	Report Card Comments	Semester Average	Final Grade
011368	ARD, NOLA R	40	50	E	EFG	50	
010338	ATKARI, ALLYSON G	90		S	A	90	
008057	BARTLESON, CAMERON E	103	100	N	ABD	100	
011263	BERRY, CORBIN S	97		S	A	97	
011265	BOWMAN, DENISE R	100		S	A	100	
009355	FISCHER, NOLAN A	94		S	A	94	
010156	FORBES, JUSTIN M	90		S	A	90	
011489	FRAZIER, DENAE J	100		S	A	100	

3. When you are satisfied with your input for the cycle grades, notify the system that you are ready to post. To do this click **Mark grades as Ready to Post**. This link is only displayed for current cycles that are open for posting. Your campus determines when the cycle is open and closed for posting.

Gradebook District: LAKE VIEW SCHOOL Campus: LAKE VIEW MIDDLE SCHOOL
 Home Attendance Grades Reports Settings Admin 154 - COMBS, LINDA | logout
 Gradebook > Assignment Grades Cycle Grades IPR Comments Print IPR Print IPR by Average
 Semester: 1 Course Section: 05 CHOR MUS 7 (7733-01) Retrieve Data Print

Cycle Grades
 Semester: 1 Section: 05 CHOR MUS 7 (7733-01)
 PIN: Save Calculate Semester Averages [Mark grades as Ready to Post](#)
 Show Withdrawn Students

ID	Name	Current Cycle: 1				Semester Average	Final Grade
		Average (Auto Grade)	Override	Citizenship	Report Card Comments		
011368	ARD, NOLA R	97	<input type="checkbox"/>	S	A	97	
010338	ATKARI, ALLYSON G	90	<input type="checkbox"/>	S	A	90	
008057	BARTLESON, CAMERON E	100	<input type="checkbox"/>	S	A	100	
011263	BERRY, CORBIN S	97	<input type="checkbox"/>	S	A	97	
011265	BOWMAN, DENISE R	100	<input type="checkbox"/>	S	A	100	
009355	FISCHER, NOLAN A	94	<input type="checkbox"/>	S	A	94	

4. In the PIN field, type your four-digit PIN, and then click **Continue** to indicate that your grades are ready to post.

Gradebook District: LAKE VIEW SCHOOL Campus: LAKE VIEW MIDDLE SCHOOL
 Home Attendance Grades Reports Settings Admin 154 - COMBS, LINDA | logout
 Gradebook > Assignment Grades Cycle Grades IPR Comments Print IPR Print IPR by Average
 Semester: 1 Course Section: 05 CHOR MUS 7 (7733-01) Retrieve Data Print

Cycle Grades
 Semester: 1 Section: 05 CHOR MUS 7 (7733-01)
 PIN: Save Calculate Semester Averages
 Please enter your pin and click 'Continue' to mark grades as ready to post
 PIN: Continue Cancel
 Show Withdrawn Students

ID	Name	Current Cycle: 1				Semester Average	Final Grade
		Average (Auto Grade)	Override	Citizenship	Report Card Comments		
011368	ARD, NOLA R	97	<input type="checkbox"/>	S	A	97	
010338	ATKARI, ALLYSON G	90	<input type="checkbox"/>	S	A	90	
008057	BARTLESON, CAMERON E	100	<input type="checkbox"/>	S	A	100	
011263	BERRY, CORBIN S	97	<input type="checkbox"/>	S	A	97	
011265	BOWMAN, DENISE R	100	<input type="checkbox"/>	S	A	100	

Gradebook District: LAKE VIEW SCHOOL Campus: LAKE VIEW MIDDLE SCHOOL
 Home Attendance Grades Reports Settings Admin 154 - COMBS, LINDA | logout
 Gradebook > Assignment Grades Cycle Grades IPR Comments Print IPR Print IPR by Average
 Semester: 1 Course Section: 05 CHOR MUS 7 (7733-01) Retrieve Data Print

Cycle Grades
 Semester: 1 Section: 05 CHOR MUS 7 (7733-01)
 PIN: Save Calculate Semester Averages
 Show Withdrawn Students
 Mark grades as Ready to Post.
 Data successfully posted.

ID	Name	Current Cycle: 1				Semester Average	Final Grade
		Average (Auto Grade)	Override	Citizenship	Report Card Comments		
011368	ARD, NOLA R	97	<input type="checkbox"/>	S	A	97	
010338	ATKARI, ALLYSON G	90	<input type="checkbox"/>	S	A	90	
008057	BARTLESON, CAMERON E	100	<input type="checkbox"/>	S	A	100	
011263	BERRY, CORBIN S	97	<input type="checkbox"/>	S	A	97	
011265	BOWMAN, DENISE R	100	<input type="checkbox"/>	S	A	100	
009355	FISCHER, NOLAN A	94	<input type="checkbox"/>	S	A	94	

Your campus administrator can run a report to determine which teachers have posted their grades and which teachers have not yet posted their grades.

To print cycle grades:

1. To print the cycle grades displayed on the page, click **Print**. The Print window will open allowing you to select your printer and settings.

The screenshot shows a web application interface for printing report card comments. A 'Print' dialog box is open in the foreground, allowing the user to select a printer and configure printing options. The background shows a report titled 'Print IPR by Average' for Linda Combs, with a 'Print' button highlighted by an arrow. Below the report, a table lists student information and their report card comments.

ID	Name	Score	Grade	Report Card Comments	Semester Average	Final Grade
008057	BARTLESON, CAMERON E	100	S	A	97	
011263	BERRY, CORBIN S	97	S	A	90	
011265	BOWMAN, DENISE R	100	S	A	100	
009355	FISCHER, NOLAN A	94	S	A	94	

2. Click **Print** to continue, or click **Cancel** to cancel printing.