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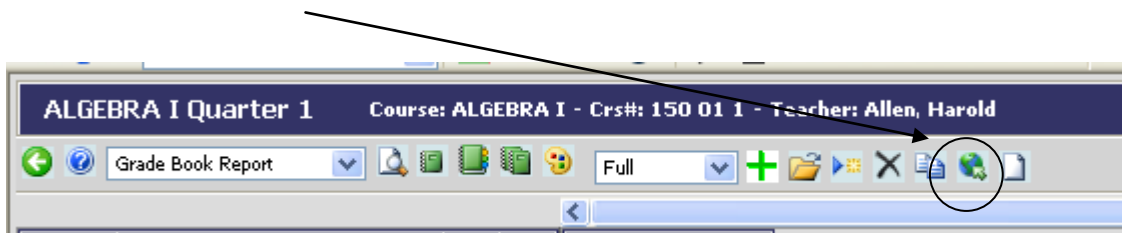
**ISHPEMING SCHOOL DISTRICT NO. 1  
TECHNOLOGY DEPARTMENT MEMORANDUM**

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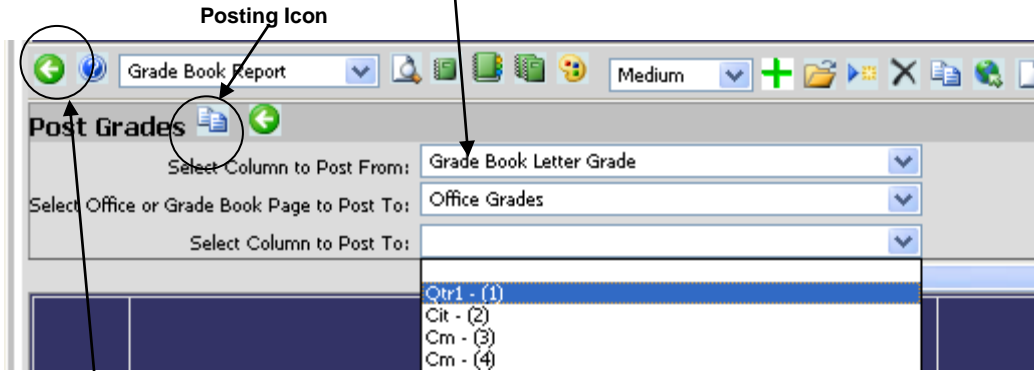
**TO:** ALL FACULTY  
**FROM:** JASON ANNALA  
**SUBJECT:** GRADE BOOKS – END OF 4TH QUARTER  
**DATE:** 6/2/2011

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In order to prepare you for the end of the 4th quarter, I have put together some directions that will lead you through the report card process. First, you will need to post your grades to the office. Posting is done from your main grade book screen in each grade book. To post grades for your classes, please click on the **Globe** icon.

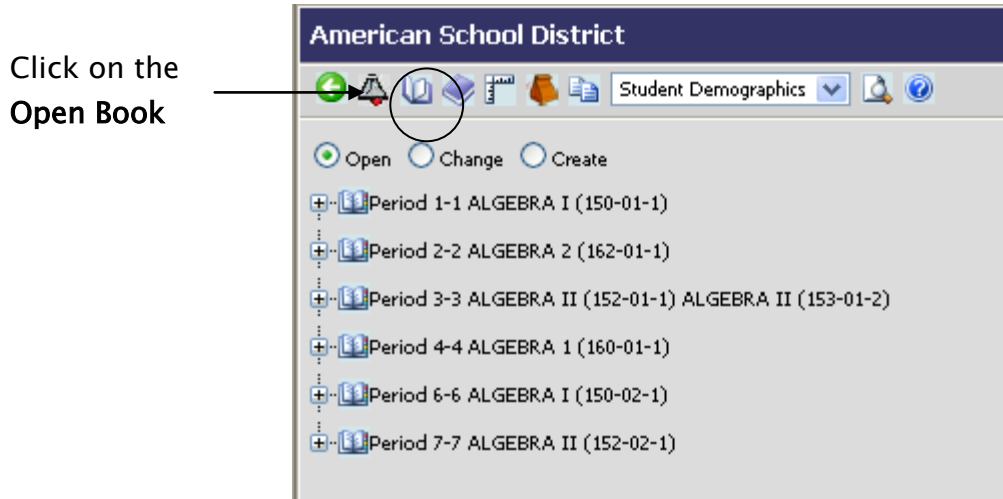


Once you click on the **Globe** icon, the following screen will appear. You only need to change the bottom drop-down menu to “Qtr4-(15).” Next, click on the post icon to post grades to the office.

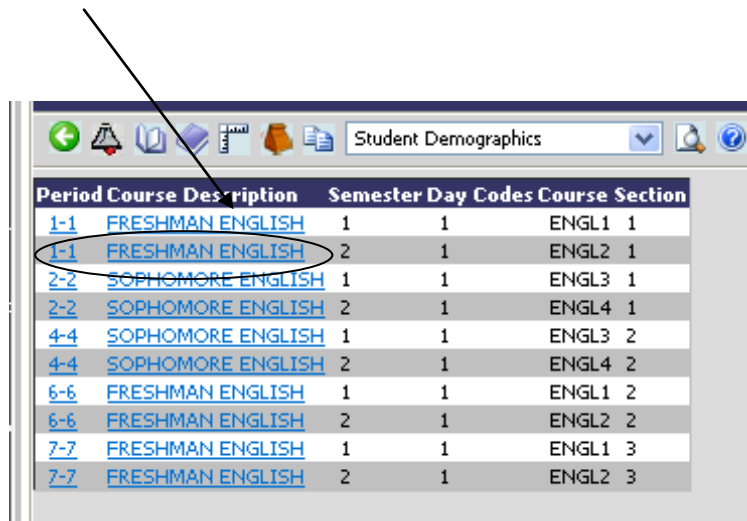


Once you have posted your grades, you may return to your grade book by clicking the back arrow. (I would recommend that you post all of your grade books before you go to the next step.)

You are now ready to add student citizenship and comment information. In order to do so, you must be at your Teacher Web main screen. It should look like this:



A screen similar to the following will appear. This is the Grade Entry main screen. Click on the class you would like to edit.



Period	Course Description	Semester	Day	Codes	Course	Section
1-1	FRESHMAN ENGLISH	1	1		ENGL1	1
1-1	FRESHMAN ENGLISH	2	1		ENGL2	1
2-2	SOPHOMORE ENGLISH	1	1		ENGL3	1
2-2	SOPHOMORE ENGLISH	2	1		ENGL4	1
4-4	SOPHOMORE ENGLISH	1	1		ENGL3	2
4-4	SOPHOMORE ENGLISH	2	1		ENGL4	2
6-6	FRESHMAN ENGLISH	1	1		ENGL1	2
6-6	FRESHMAN ENGLISH	2	1		ENGL2	2
7-7	FRESHMAN ENGLISH	1	1		ENGL1	3
7-7	FRESHMAN ENGLISH	2	1		ENGL2	3

A screen showing all of your students will now appear. Your grades should be already entered in the "Qtr 4" column. You can now assign students a citizenship grade and comments. When you are done assigning citizenship and comment information, you must click on the save (**Disk** icon) button to save your changes. You can now click the back button to return to the Grade Entry main screen.

I appreciate your patience and cooperation. If you have any questions, please contact me.