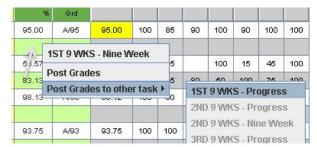
## **Posting Grades**

I have checked with several different schools about posting procedures. The majority seem to follow the same basic steps

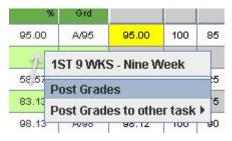
- 1-Post Grades to Progress at mid term (For Progress Reports)
- 2-Post Grades to Nine Weeks at the end of each of the 4 terms (For Grade Cards)

Below is the procedure for each using both grade books

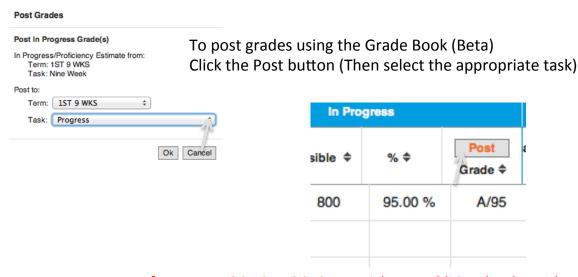
To post grades using the original grade book, right click in the green area (Then select the appropriate task)

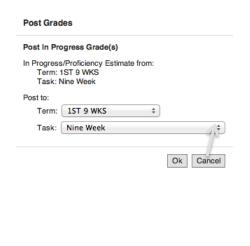


1-Post Grades to Progress at mid term (For Progress Reports)



2-Post Grades to Nine Weeks at the end of the 4 terms (For Grade Cards)





If you are at OCMS or OCHS you might see additional tasks, such as Semester or Final.

Contact your administrator or guidance dept for more information.