

# 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)

%	Grd								
95.00	A/95	95.00	100	85	90	100	90	100	100
53.57									
83.13									
98.13									
93.75	A/93	93.75	100	100					

%	Grd			
95.00	A/95	95.00	100	85
53.57				
83.13				
98.13				

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)

## Post Grades

### Post In Progress Grade(s)

In Progress/Proficiency Estimate from:  
Term: 1ST 9 WKS  
Task: Nine Week

Post to:

Term: 1ST 9 WKS

Task: Progress

Ok Cancel

To post grades using the Grade Book (Beta)  
Click the Post button (Then select the appropriate task)

In Progress		
able	%	Post Grade
800	95.00 %	A/95

## Post Grades

### Post In Progress Grade(s)

In Progress/Proficiency Estimate from:  
Term: 1ST 9 WKS  
Task: Nine Week

Post to:

Term: 1ST 9 WKS

Task: Nine Week

Ok Cancel

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.