

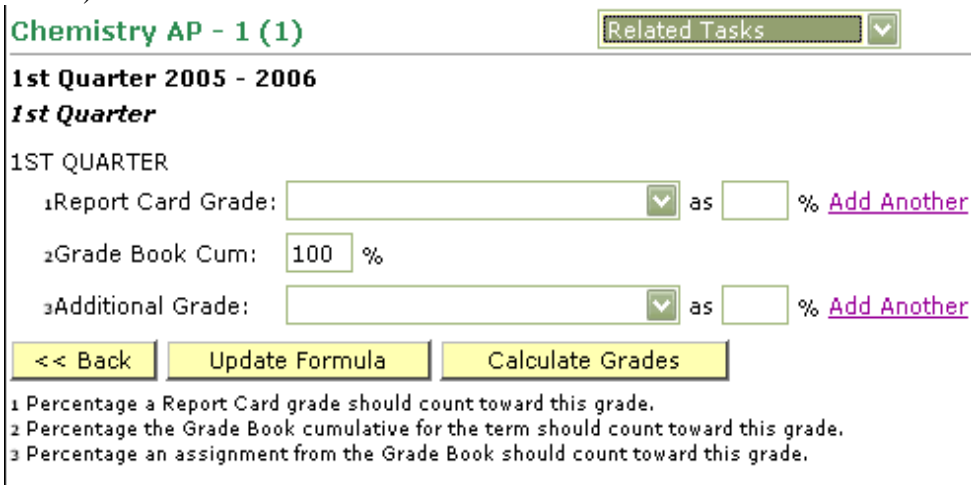
## Recording Grades and Comments (1<sup>st</sup> Quarter)

### Overview of Procedure

- Open Class
- Record Grades (use Gradebook calculator if desired)
- Enter Comment for All (optional) – spell check
- Enter Individual Comment – spell check
- Click Ready for Review when done with both Grade and Comment for Student
- Repeat procedure for next class
- Administrator Review of Grades and Comments
- Adjust comments, if necessary

### Step – by – Step

1. Login to the Community Login (Whipplehill)
2. Click on desired Class
3. Go to the **Related Tasks Menu** and choose **Grades – Record**
4. If you are pulling your Grades from a Gradebook do the following steps
  - a. Click on the Calculator button (☐) – next to the Column the reads 1<sup>st</sup> Quarter Grade
  - b. Enter **100** into the box that follows **Grade Book Cum.** (see below):



Chemistry AP - 1 (1) Related Tasks

**1st Quarter 2005 - 2006**  
**1st Quarter**

1ST QUARTER

1Report Card Grade:  as  % [Add Another](#)

2Grade Book Cum:  %

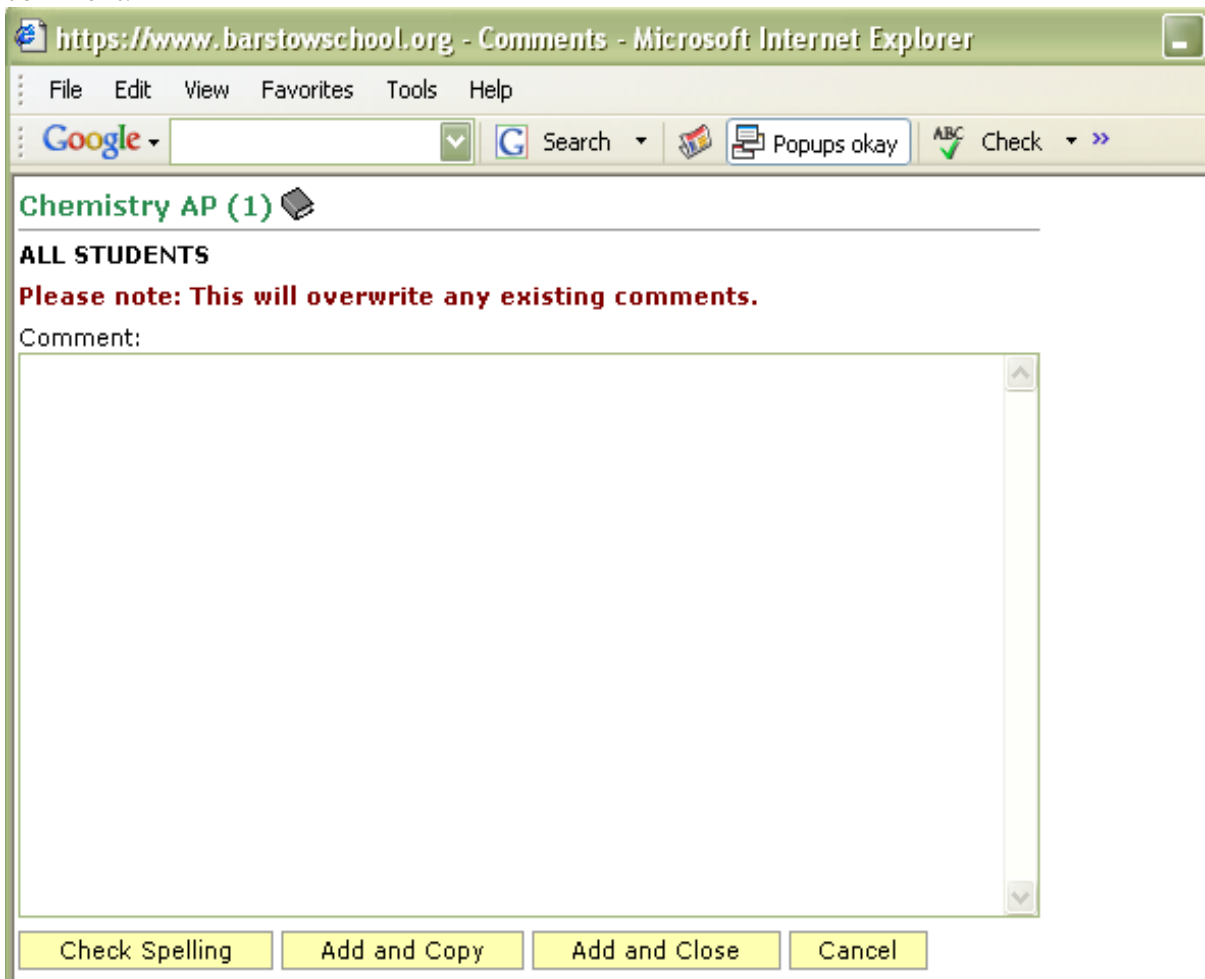
3Additional Grade:  as  % [Add Another](#)

<< Back    Update Formula    Calculate Grades

1 Percentage a Report Card grade should count toward this grade.  
2 Percentage the Grade Book cumulative for the term should count toward this grade.  
3 Percentage an assignment from the Grade Book should count toward this grade.

- c. Do not enter anything in the other boxes – those are used at semester.
  - d. Click **Calculate Grades**
  - e. Verify the Grades calculated are correct.
5. Enter your Grades (non-Gradebook users) or verify/adjust your Grades if you are a Gradebook user.
    - a. Use the drop-down menus next to each student to set/change their grade.
    - b. If the student is receiving an incomplete, leave the grade blank and checkmark the box in the “I” column.
    - c. Click the **Update Grades** button when you are done entering grades.

6. Entering a Comment for All (📄) – **optional**
  - a. **NEVER** do this after entering individual comments – you will erase them.
  - b. Click the **blue pencil** (📄)
  - c. A window will popup. Notice the warning. Enter your comment in the space provided. Click either the Spell Check button below or the ABC Check to spell the document. Do NOT click the X button (top right) or the Search Button – you will lose your comment.



- d. Click Add and Close to finish or Add and Copy if you want to put the comment in another section of the class.
7. Adding/Editing individual comments (📄 or 📄)
  - a. Click on the **pencil** (📄) or the **paper** (📄) to add/edit a comment. A pencil means no comment has been added. A paper means a **comment** or a **comment for all** has been added.
  - b. Enter your comment in the space provided. Click either the Spell Check button below or the ABC Check to spell the document. Do NOT click the X button (top right) or the Search Button – you will lose your comment.
  - c. Click **Save and Close** to finish.

8. Ready for Review
  - a. When you are ready to send your grades **AND** your comments to your Division Head for reviewing, please check mark the **Ready for Review** box at the right of each student. Alternatively, you may click the **check all** link below the Ready for Review boxes to checkmark the whole class.
  - b. Make sure you click **Update Grades** after checking the **Ready for Review** boxes (otherwise they won't be available to your division head).
  - c. Once you have finished and your supervisor approves (☑) your comment you can no longer change the grade. Please make sure you are ready before checking the Ready for Review box.
9. Administrative Review and changes
  - a. Your division head will review your grades and comments and in most cases approve them.
  - b. If you need to make changes, the administrator will return a copy of the necessary changes.
  - c. Go back to the student's comment (☒) and edit it there.
  - d. Click **Ready for Review** again and then **Update Grades**.