



How to Enter Progress Report Grades in X2

- ★ Log-in to X2 using www.fallriverschools.org/x2support.cfm
- ★ Do not share your account information or allow anyone to access your X2 account for any reason.
- ★ Contact the Grading Manager for your school if you have password or grading issues.

Check with your principal or grading manager on the dates of your grading window.

YOU MUST FOLLOW THE FOLLOWING STEPS FOR ALL CLASSES YOU TEACH DURING THIS GRADING WINDOW.

- 1 Click the Gradebook Tab to display the classes you teach.
- 2 Click the Scores Side-Tab to display the grading grid for this class section.

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Name	YOG	LASID	PT1GrdCat	PT1Comm1	PT1Comm2	PT1TxC
Arruda, Justin E	2012	102857	P	104	222	
Bourgeois, Jordan	2012	101591	W	222	104	
Carlton, Jesse Alan	2012	142010	W	175		
Carrita, Lindsey Marie	2012	136051	P	207	175	
Carvalho, Brienne Marie	2012	102893	E	134		
Carvalho, Devin	2012	140026	P	666	134	
Chan, Sanjat Frankie	2012	136021	P	666	233	
Conninder, Stephanie Ann	2012	101931	F	233		

③ Enter a Grade Category and a Comment Code from the Progress Report Comment Code sheet. You may also enter an optional second Comment Code and a Free Text Comment. (Only enter free text comments with the permission of your principal)

★ Save your grades often by clicking the green check mark in the right hand corner. (X2 is web-based system. If you leave a web page without saving your information, then you must re-enter the information again)

NOTES:

- If needed, you can enter grades in several sessions. Just save each time.
- Highlight a grade cell and clicking CNTRL – L will display a popup of grading reference table for easy access to codes if you do not have your code sheets.
- Highlight a grade cell with a code in it and clicking CNTRL – D will automatically fill in all remaining cells with that values.

④ Change your student filter from Enrolled to Withdrawn to display students that were enrolled in your class. You may need to give grades to some or all of the withdrawn students based on the time they were in your class for this grading period.

⑤ LAST STEP – Post Grades to the School Transcript

Only post grades after carefully reviewing grades entered. Make sure you have not missed a student, since you can only post once yourself.

Under Options, Choose > Update Post Columns. On the pop-up, make sure the correct term and grade type are chosen and click **OK** to officially post the grades.

Click the Gradebook Tab and repeat steps for your other classes.

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| <ul style="list-style-type: none">•BLACK PINS – teachers can enter and save <input checked="" type="checkbox"/> entries, but the posting window is not open yet. Teachers must return during the posting window to post grades.•GREEN PINS – Active Posting Window. Teachers can enter and save <input checked="" type="checkbox"/> entries and then officially post grades to complete the process.•RED PINS – Grades have been officially posted. Any changes / corrections must be discussed with the Gradebook Administrator for your school. |
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- See your grading manager, if you need to make a correction after you have officially posted. They will assist you with the steps required to change the grade.

www.fallriverschools.org/progress.cfm

