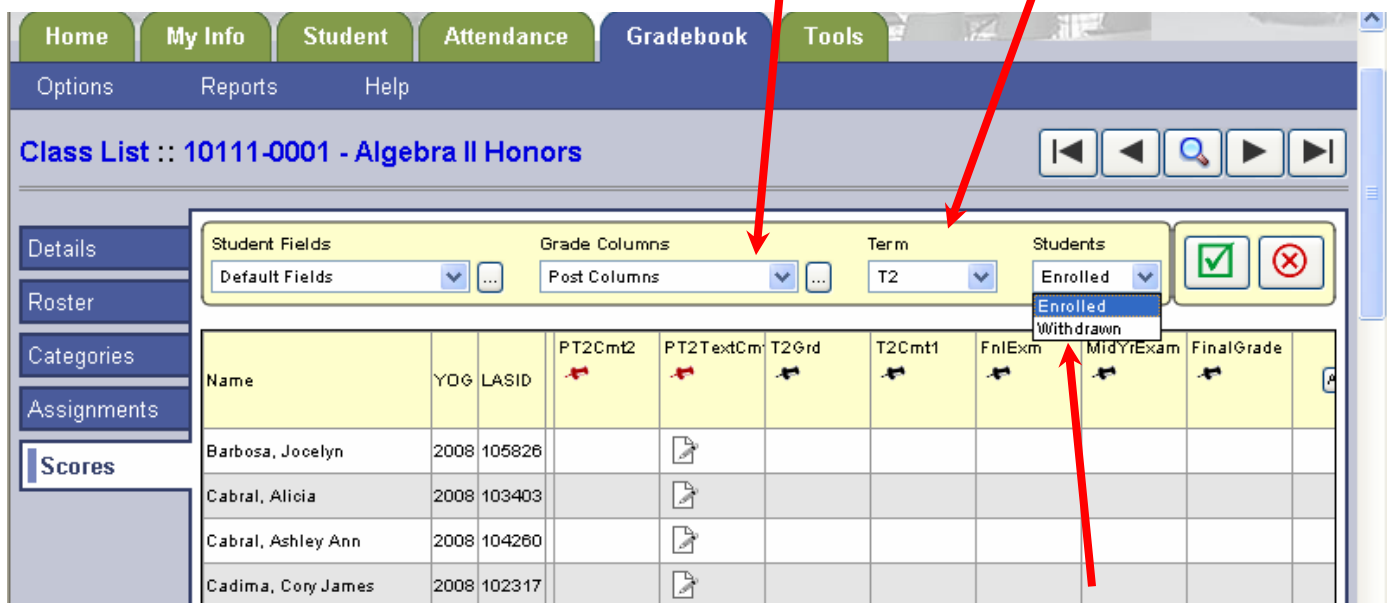




QUICK GUIDE: How to Enter Term Grades

FOR STAFF NOT USING THE FUNCTIONAL GRADEBOOK FOR ALL OF THEIR ASSIGNMENTS
IF YOU ARE USING THE FUNCTIONAL GRADEBOOK, SEE THE SIMILAR QUICK GUIDE CUSTOMIZED FOR YOU

- 1 Log-On to X2 using www.fallriverschools.org/x2support.cfm and click the Gradebook Tab on your homepage of the Staff View.
- 2 Double-Click on a section to grade and then click the Scores Side-Tab to reveal the grading grid for that class.
- 3 Check the filters in the yellow box so it reads **“Post Columns”** and that the correct term is chosen.



You may use the mouse, arrows or tab keys to navigate the grading grid.

REMEMBER: Change your student filter to **Withdrawn** to reveal student that were in your class and may need a grade. Ignore students listed who do not need a grade from you.

- 4 Middle School teachers need to manually enter a **Term Grade, Effort Grade, Conduct Grade and Comment Code** (from the Grade & Comment Sheet) for each student. .

High School teachers need to manually enter a **Term Grade and Comment Code**.

Ignore any student who has just recently enrolled or otherwise should not be graded. Save entries often

STAFF CAN NOW POST THEIR GRADES MULTIPLE TIMES WITHIN THE GRADING WINDOW

🔒 LAST STEP (after all entries have been checked for accuracy)

Options > **Post Grades**. Follow the directions on the pop-up to officially submit your grades. You can then print out or save a hard copy of your grades as needed.

☑ STAFF CAN NOW POST THEIR GRADES MULTIPLE TIMES WITHIN THE GRADING WINDOW ☑

NOTES:

- * Choose the Gradebook Sheet report from the Reports menu to print out hard copies of your grades.
- * Update Post Columns can be done several times by a teacher each term.
- * Post Grades can only be done once per term!

NOTES:

- ♦ If needed, you can enter grades in several session. Just remember to save your entries each time.
- ♦ Highlight a grade cell and click CNTRL-L to display a popup of grading reference table for easy access to codes.
- ♦ Highlight a grade cell with a code in it and click CNTRL-D to fill in all remaining cells with the same value.

BLACK PUSH PINS

Posting window not open yet or has closed already. You can enter and save grades but posting not allowed yet.

GREEN PUSH PINS

Posting window open. You can enter, save grades and also officially post your class.

RED PUSH PINS

Class has been posted already. Notify gradebook administrator if changes need to be made to discuss options.

NO PUSH PINS or COLUMNS

Class is not prepared for grade input. Notify the gradebook administrator if this class needs to be graded this term.

★REMEMBER: *Change your student filter to Withdrawn to reveal student that were in your class and may need a grade. Ignore students listed who do not need a grade from you.*

