

Denver Public Schools
Department of Tech Services
End of Term Grading Step-By-Step

The following are the steps to post your grades for your students for report cards. Your school administrator will inform you of the dates when grades are due and when the window of time to complete your grading will be open.

Post your End-of-Term Grades

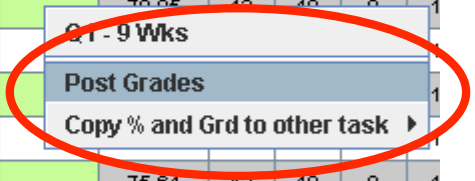
1. Open your Gradebook and place your cursor **over the % column** of the green portion of the gradebook.

The screenshot shows a web-based gradebook interface. At the top, there are dropdown menus for 'School' (Henry Middle School), 'Calendar' (418 05-06), and 'Section' (02) 01015-1 7th Lang Arts 1,2. Below these are tabs for 'Index', 'Search', and 'Help'. A sidebar on the left contains a navigation menu with items like 'Peggy Anderson', 'Student Information', 'General', 'Instruction', 'Attendance', 'Gradebook', 'Grading By Task', 'Grading By Student', 'Roster', 'Daily Planner', 'Lesson Planner', 'Admin', 'Reports', 'Account Settings', and 'Log Off'. The main area displays a table for 'erome, nnav g # 483833 Part 1 [20]'. The table has columns for 'Student', 'Pts', 'Poss', '%', 'Grd', and another '%'. A red arrow points to the '%' column in the row for '07 horah, mail d'. The table data is as follows:

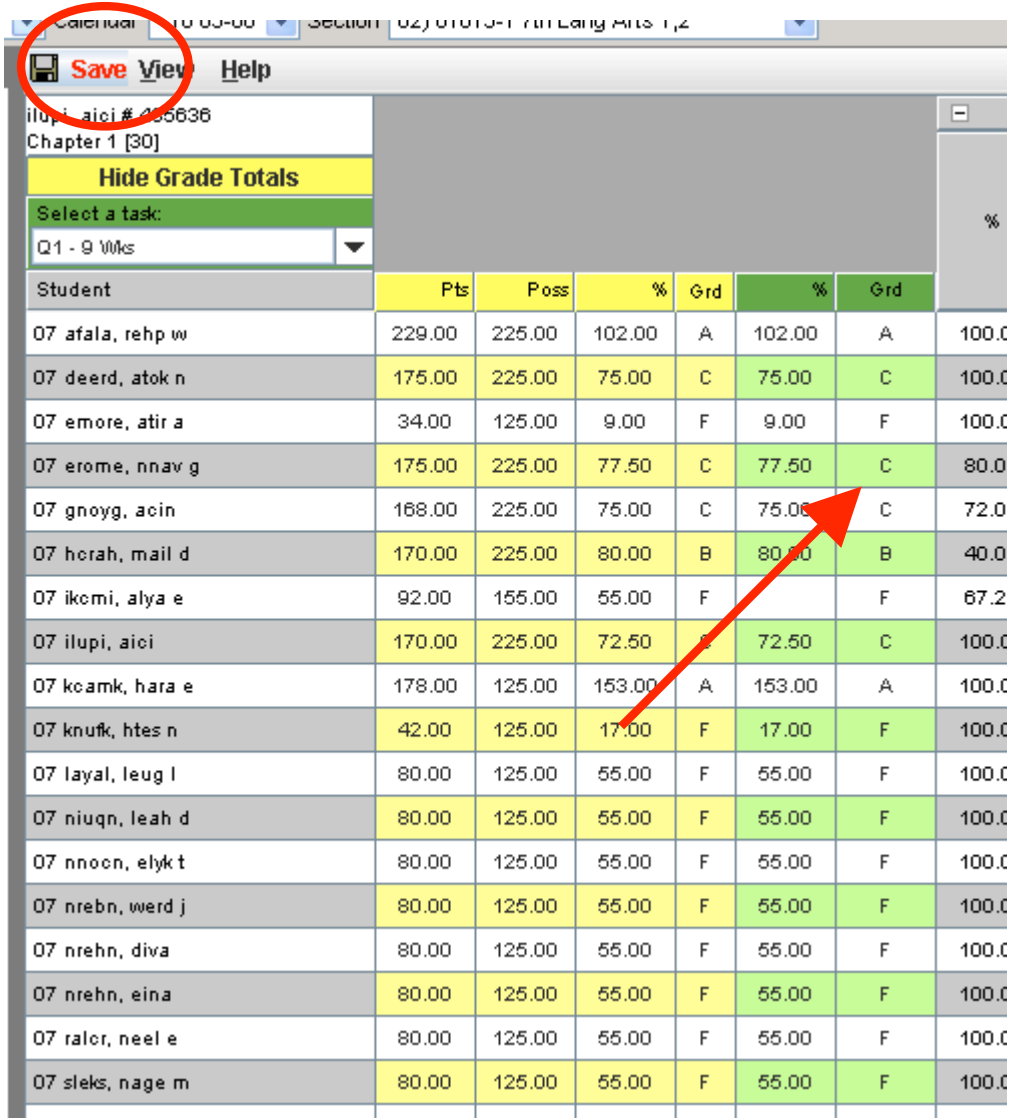
Student	Pts	Poss	%	Grd	%
07 afala, reh p w	229.00	225.00	102.00	A	
07 deerd, atok n	175.00	225.00	75.00	C	
07 emore, atir a	34.00	125.00	9.00	F	
07 erome, nnav g	175.00	225.00	77.50	C	
07 gnoyg, acin	168.00	225.00	75.00	C	
07 horah, mail d	170.00	225.00	80.00	B	
07 ikomi, alya e	135.00	225.00	55.00	F	
07 ilupi, aici	170.00	225.00	72.50	C	
07 keamk, hara e	178.00	125.00	153.00	A	
07 knufk, htes n	42.00	125.00	17.00	F	
07 layal, leug l	80.00	125.00	55.00	F	
07 niuqn, Leah d	80.00	125.00	55.00	F	
07 nnoen, elykt	80.00	125.00	55.00	F	
07 nrebn, werd j	80.00	125.00	55.00	F	
07 nrehn, diva	80.00	125.00	55.00	F	
07 nrehn, eina	80.00	125.00	55.00	F	
07 ralor, neel e	80.00	125.00	55.00	F	
07 sleks, nage m	80.00	125.00	55.00	F	
07 strals, rove l	80.00	125.00	55.00	F	

2. With a Right Click (PC) or Control Click (Mac) of your mouse select **Post Grades**.

Help							Daily Language Practice			
Totals							%	DLP1 [18]	DLP2 [12]	DLP3 [11]
Pts	Poss	%	Grd	%	Grd					
80.00	102.00	78.43	C			65.52	12		7	
112.00	124.00	90.32	A			87.80	17	11	8	
79.00	106.00	74.53	C			65.22		11	4	
86.00	124.00	69.35	D			79.95	12	10	0	
105.00	124.00	84.68	B							
110.00	124.00	88.71	B							
91.00	124.00	73.39	C							
91.00	124.00	73.39	C			75.61	13	10	8	
62.00	79.00	78.48	C			72.73			8	
98.00	124.00	79.03	C			70.73	12	7	10	
101.00	124.00	81.45	B			68.29	13	8	7	
105.00	124.00	84.68	B			75.61	16	7	8	
79.00	124.00	63.71	D			65.85	13	6	8	
72.00	124.00	58.06	F			63.41	12	8	6	
72.00	93.00	77.42	C			89.66	17		9	



3. Verify your grades are all listed and click **SAVE**.



ilupi, aici # 055636
Chapter 1 [30]

Hide Grade Totals

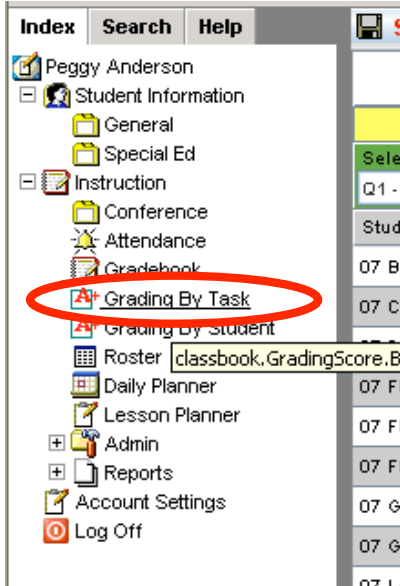
Select a task:
Q1 - 9 Wks

Student	Pts	Poss	%	Grd	%	Grd	%
07 afala, reh p w	229.00	225.00	102.00	A	102.00	A	100.0
07 deerd, atok n	175.00	225.00	75.00	C	75.00	C	100.0
07 emore, atir a	34.00	125.00	9.00	F	9.00	F	100.0
07 erome, nnav g	175.00	225.00	77.50	C	77.50	C	80.0
07 gnoyg, acin	168.00	225.00	75.00	C	75.00	C	72.0
07 horah, mail d	170.00	225.00	80.00	B	80.00	B	40.0
07 ikomi, alya e	92.00	155.00	55.00	F		F	67.2
07 ilupi, aici	170.00	225.00	72.50	C	72.50	C	100.0
07 koamk, hara e	178.00	125.00	153.00	A	153.00	A	100.0
07 knufk, htes n	42.00	125.00	17.00	F	17.00	F	100.0
07 layal, leug l	80.00	125.00	55.00	F	55.00	F	100.0
07 niuqn, Leah d	80.00	125.00	55.00	F	55.00	F	100.0
07 nnoen, elykt	80.00	125.00	55.00	F	55.00	F	100.0
07 nrebn, werd j	80.00	125.00	55.00	F	55.00	F	100.0
07 nrehn, diva	80.00	125.00	55.00	F	55.00	F	100.0
07 nrehn, eina	80.00	125.00	55.00	F	55.00	F	100.0
07 ralcr, neel e	80.00	125.00	55.00	F	55.00	F	100.0
07 sleks, nage m	80.00	125.00	55.00	F	55.00	F	100.0

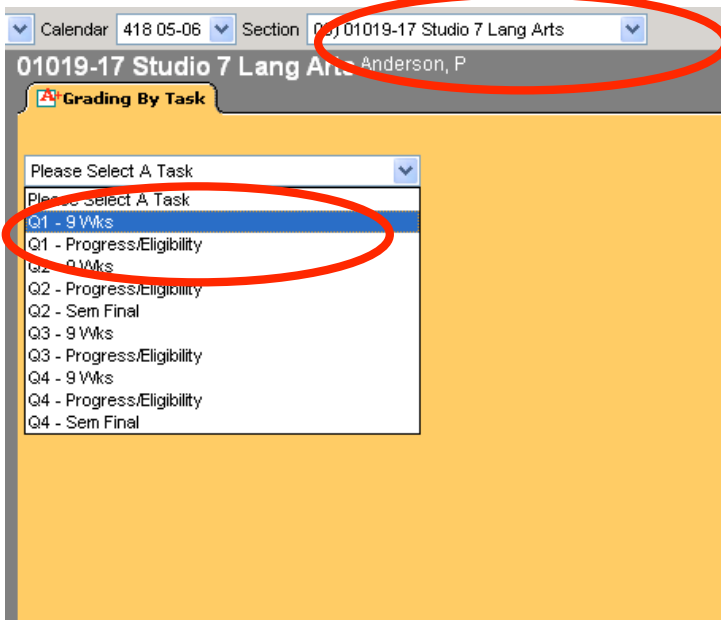
4. **Repeat for each of your sections.**

To add Comments or to Enter Grades Manually

1. Click on the Grading by Task link in the navigation bar



2. Select your section and select the grading term from the pull-down menus.



3. Verify that student grades are correct.

01015-1 7th Lang Arts 1,2 Anderson, Peggy

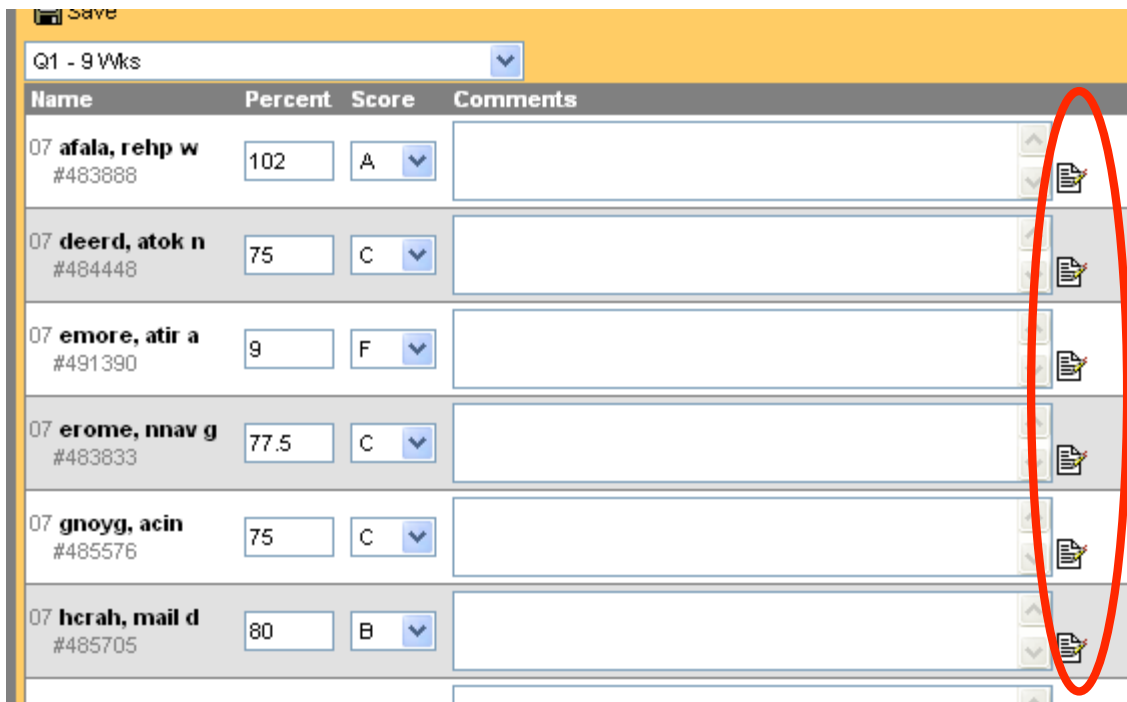
Grading By Task

Save

Q1 - 9 Wks

Name	Percent	Score	Comments
07 afala, rehp w #483888	102	A	
07 deerd, atok n #484448	75	C	
07 emore, atir a #491390	9	F	
07 erome, nnav g #483833	77.5	C	
07 gnoyg, acin #485576	75	C	
07 hcrah, mail d #485705	80	B	
07 ikcmi, alya e #647994		F	
07 ilupi, aici #485636	72.5	C	
07 kcamk, hara e #483236	153	A	
07 knufk, htes n	17	F	

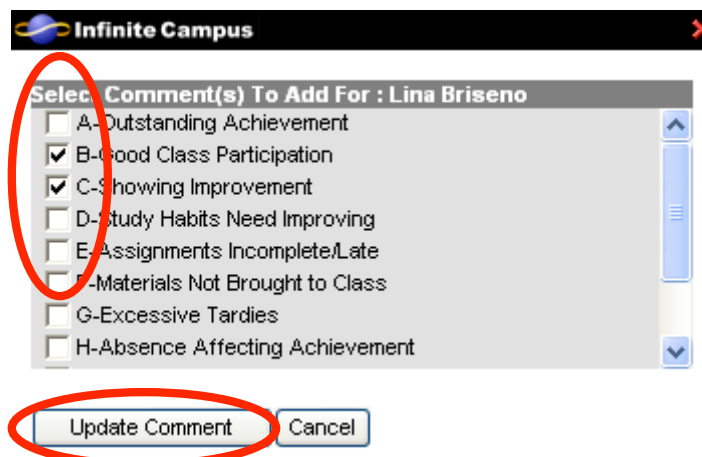
4. Click on the icon to the right of the comment field for those students for whom you wish to enter comments.



The screenshot shows a table with the following columns: Name, Percent, Score, and Comments. The table lists six students with their respective scores and grades. A red circle highlights the comment icons (document with pencil) located to the right of each student's comment field.

Name	Percent	Score	Comments
07 afala, rehp w #483888	102	A	
07 deerd, atok n #484448	75	C	
07 emore, atir a #491390	9	F	
07 erome, nnav g #483833	77.5	C	
07 gnoyg, acin #485576	75	C	
07 hcrah, mail d #485705	80	B	

5. Select the comment(s) from the pop-up window that opens and then click **Update Comment**.



The screenshot shows a pop-up window titled "Select Comment(s) To Add For : Lina Briseno". The window contains a list of comment options with checkboxes. The "Update Comment" button at the bottom is circled in red.

Select Comment(s) To Add For : Lina Briseno

- A-Outstanding Achievement
- B-Good Class Participation
- C-Showing Improvement
- D-study Habits Need Improving
- E-Assignments Incomplete/Late
- F-Materials Not Brought to Class
- G-Excessive Tardies
- H-Absence Affecting Achievement

Update Comment **Cancel**

6. Repeat this process to give comments to your remaining students and **click SAVE** when finished.

The screenshot shows a student grading interface. At the top left, there is a 'Save' button. Below it, a dropdown menu is set to 'Q1 - 9 Wks'. The main area contains a table with the following columns: Name, Percent, Score, and Comments. The table lists six students with their respective scores and grades.

Name	Percent	Score	Comments
07 afala, rehp w #483888	102	A	B-Good Class Participation C-Showing Improvement
07 deerd, atok n #484448	75	C	A-Outstanding Achievement
07 emore, atir a #491390	9	F	
07 erome, nnav g #483833	77.5	C	D-Study Habits Need Improving G-Excessive Tardies
07 gnoyg, acin #485576	75	C	
07 hcrah, mail d #485705	80	B	C-Showing Improvement

7. Repeat for each of your sections.

The screenshot shows a dropdown menu with a list of course sections. The 'Save' button and 'Q1 - 9 Wks' dropdown are visible in the background. The dropdown menu lists the following sections:

- 01) 01019-1002 Studio 7 Lang Arts
- 02) 01015-1 7th Lang Arts 1,2
- 03) 01019-17 Studio 7 Lang Arts
- 04) 01123-2 7th Reading-Yr
- 05) 01021-19 Studio 8 Lang Arts
- 06) 01125-2 8th Reading-Yr
- 09) 09505-20 Study