

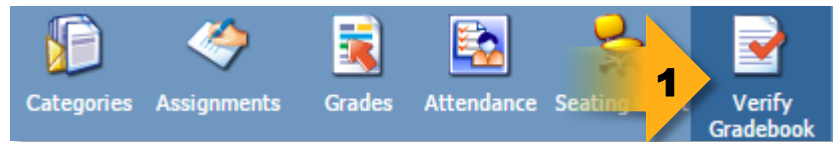
GRADEBOOK: VERIFYING YOUR GRADEBOOK

Quick Start Guide

This Quick Start Guide will take you through the process of verifying your gradebook.

Open the Verify Gradebook Screen

1. In the menu bar, click “Verify Gradebook.”



Edit Grades

2. Select the desired class.

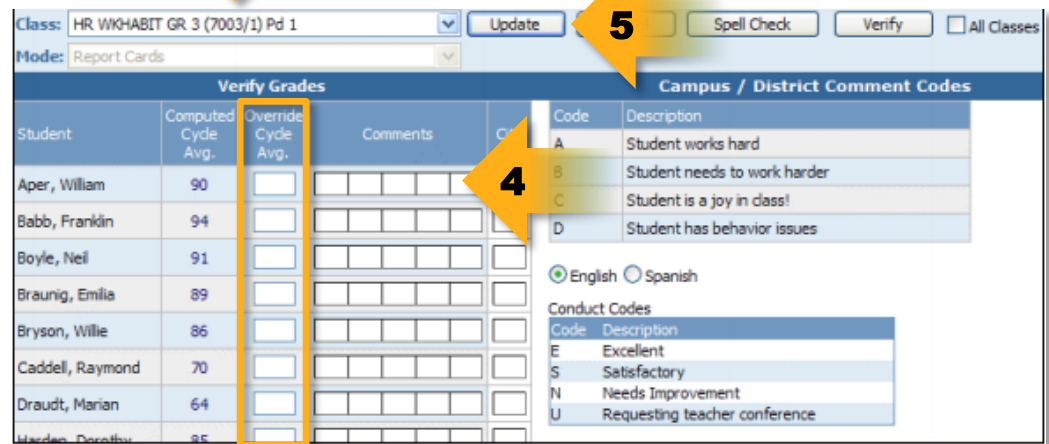
3. Enter the marking period grade into “Override Cycle Avg” cell if desired. This grade will appear on progress reports and report cards.

Note: If a teacher has been recording all assignments in Gradebook, the marking period grade will already be calculated in the “Computed Cycle Avg.” column. Teachers can then override this grade, if needed, by using the “Override Cycle Avg.” column.

4. If desired, enter a comment code in the fields provided.

Note: Only one comment will display on reports, so ensure the most important code is entered first.

5. Click **Update**.



Class: HR WKHABIT GR 3 (7003/1) Pd 1 All Classes

Mode: Report Cards

Verify Grades				Campus / District Comment Codes	
Student	Computed Cycle Avg.	Override Cycle Avg.	Comments	Code	Description
Aper, William	90	<input type="text"/>		A	Student works hard
Babb, Franklin	94	<input type="text"/>		B	Student needs to work harder
Boyle, Neil	91	<input type="text"/>		C	Student is a joy in class!
Braunig, Emilia	89	<input type="text"/>		D	Student has behavior issues
Bryson, Willie	86	<input type="text"/>			
Caddell, Raymond	70	<input type="text"/>			
Draudt, Marian	64	<input type="text"/>			
Harden, Dorothy	95	<input type="text"/>			

English Spanish

Conduct Codes	
Code	Description
E	Excellent
S	Satisfactory
N	Needs Improvement
U	Requesting teacher conference

Verify Gradebook

6. Select the desired class in the dropdown

OR

To verify all classes at once, check All Classes .



The screenshot shows a software interface for verifying grades. At the top, there is a dropdown menu labeled 'Class:' with the text 'HS1 English III-1 (184301H/1) Pd 01' and a downward arrow. To the right of the dropdown are three buttons: 'Update', 'Verify', and 'All Classes'. Below the dropdown is a blue bar with the text 'Verify Grades' and a rightward arrow. Below the blue bar is a white bar with the text 'Auto Fill Comments' and a rightward arrow. A yellow arrow with the number '6' points to the dropdown menu. A yellow arrow with the number '7' points to the 'Verify' button. A yellow arrow with the number '6' points to the 'All Classes' checkbox.

7. Click **Verify** .

Note: Once gradebooks are verified at the teacher level, they are no longer editable. Only an administrator or grade coordinator can unverify gradebooks to make them editable again.