

GENESIS GRADE POSTING

Marking period grades should be posted from gradebook using the following directions:

At 2nd level **Gradebook > Post Grades (tab)**

- Once you are in the Post Grades screen you will see a blue hyperlink, this link will allow you to update all grades for the current marking period collection.

Post Grades for Marking Period 4

Switch Course: LA/4 - Language Arts, AB, Per. 1 (FY) Course: LA/4 - Language Arts

Grades will be posted as: A. Teacher

[Update All Grades for MP4 Grading Period](#) Save Show dropped students: Yes No

- You must also post comments for each student and save the information you have entered by clicking on the save button located at the top or bottom of the screen.
- Once the information is saved successfully, the grades and comments will change from red to black.
- Now you are ready to move on to your next course. You can do this by selecting your courses from the switch course drop-down menu.

Post Grades for Marking Period 4

Switch Course: LA/4 - Language Arts, AB, Per. 1 (FY) Course: LA/4 - Language Arts

Grades will be posted as: A. Teacher

[Update All Grades for MP4 Grading Period](#) Save Show dropped students: Yes No

- Once you have updated grades and entered comments for every course. You must now post them to the report card.

Elementary Grading (You may have to use Next or Prev tabs to locate)

> Post Grades (2nd row)

- Once you are in the Post Grades screen, you may now click on the book in the grades column to post grades for each student.



#	ID	Last Name	First Name	Grade	Age	Grades Posted	Grades	Comments	Conferences
1				03	10	0%			
2				03	9	0%			

- Once the screen opens, click on the Update All Subject Grades button. **DO NOT CLICK SAVE AT THIS TIME!**

Final Grade Posting

- You must then go back and enter the student's achievement final grade for all subjects.
- You are now ready to click save and advance to the next student.
- Repeat this action for every student in your class.
- **Teachers of special subjects must enter marking period and final grades manually following the elementary grading>post grades process.**