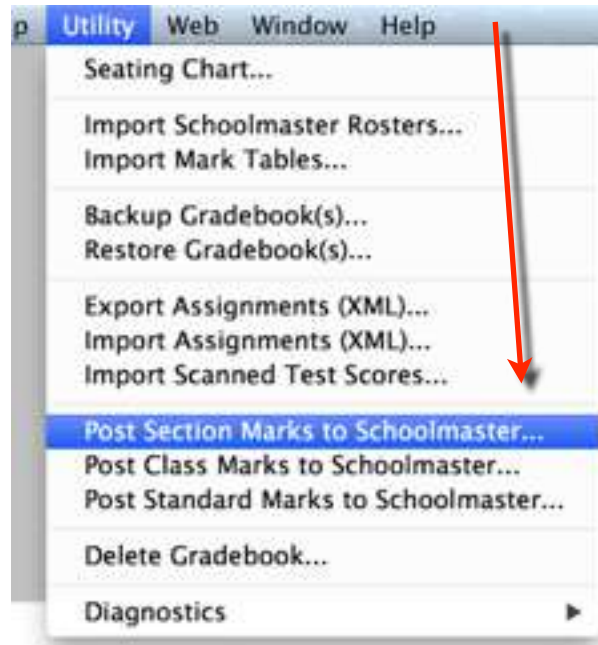


Posting To School Master

1. Open Gradebook on PC or Click the Gradebook Icon on Mac to open SchoolMaster X.

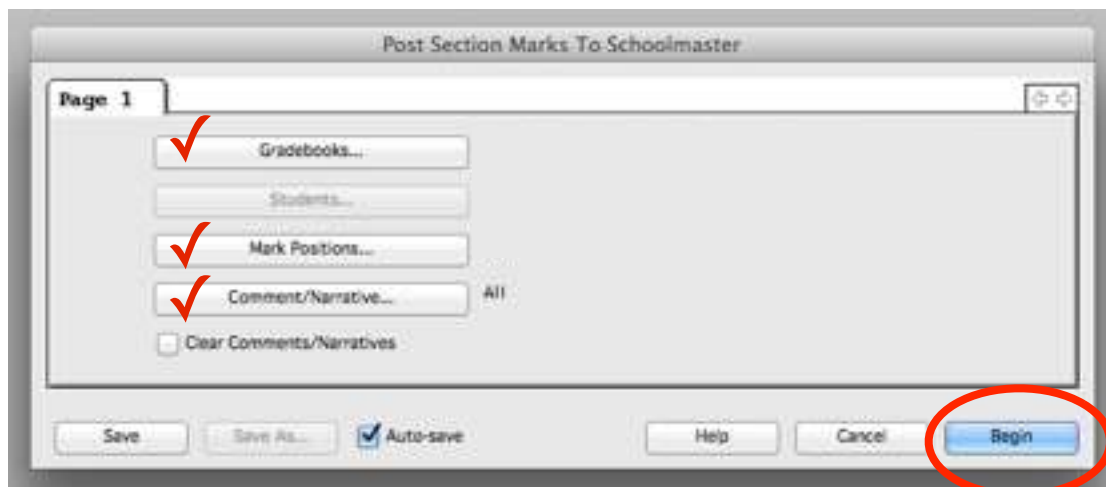


2. Go to Utility and Click on: **“Post Section Marks to Schoolmaster”**



REFER to the Image Below for steps 3-6

3. Click on Gradebooks: Select all of your Gradebooks.
4. Click on Mark Positions: Select the Mark Positions: Example: Progress 3
5. Select Comment/Narrative if you have made those in your Gradebook.
6. Start Posting by Clicking on Begin



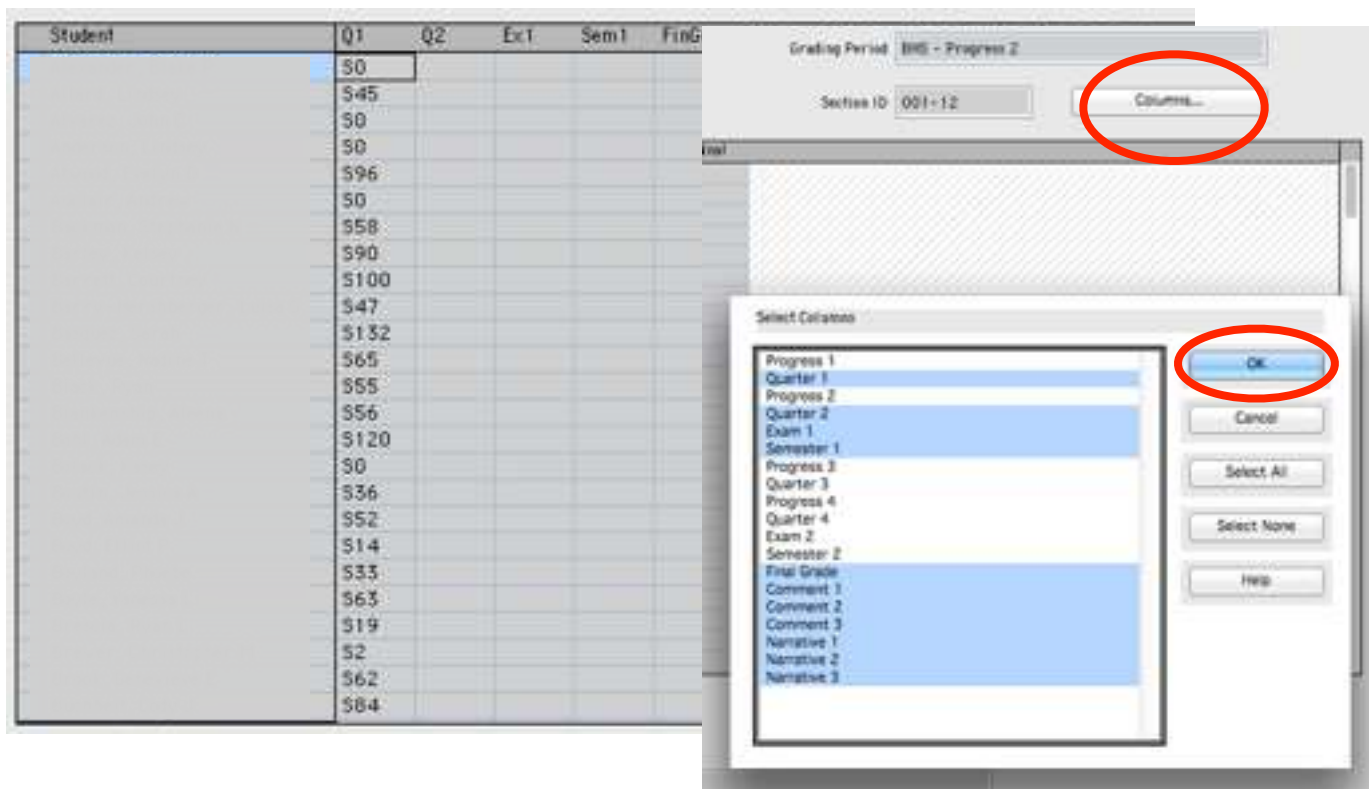
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Checking Grades and Adding Comments in SchoolMaster

1. Open School Master and Click on the Grading Tab



2. If you do not see the correct columns, click on Columns and Select Columns to View.
3. Click OK, if grades have been posted they will appear.



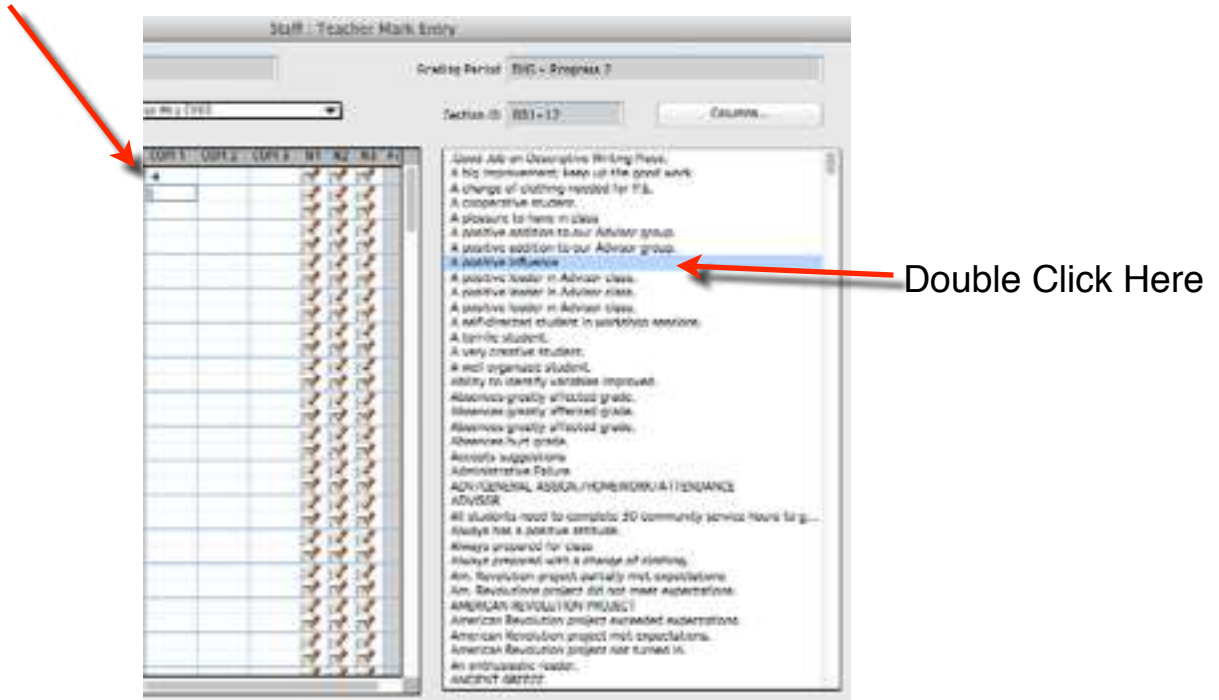
Do not put in any grades by hand!!! They must be sent from your Gradebook to have the Final Grade calculate correctly at the end of the year.

Adding Comments and Narratives

1. To See Possible Comments: Click on “Show Mark Table”

Show Mark Table

2. Click on a Comment Cell: Type in the number which represents the comment or click on the cell to place comment then double click on comment in list.



To Insert a Narrative:

1. Click for a student on N1

