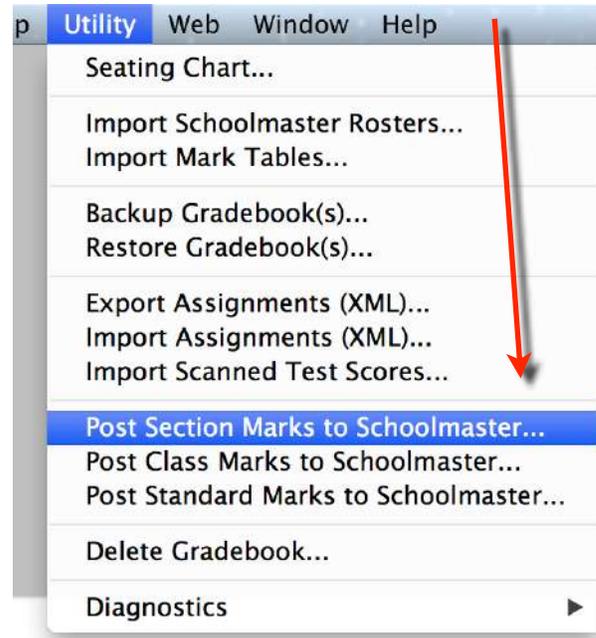


Posting To School Master

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”**



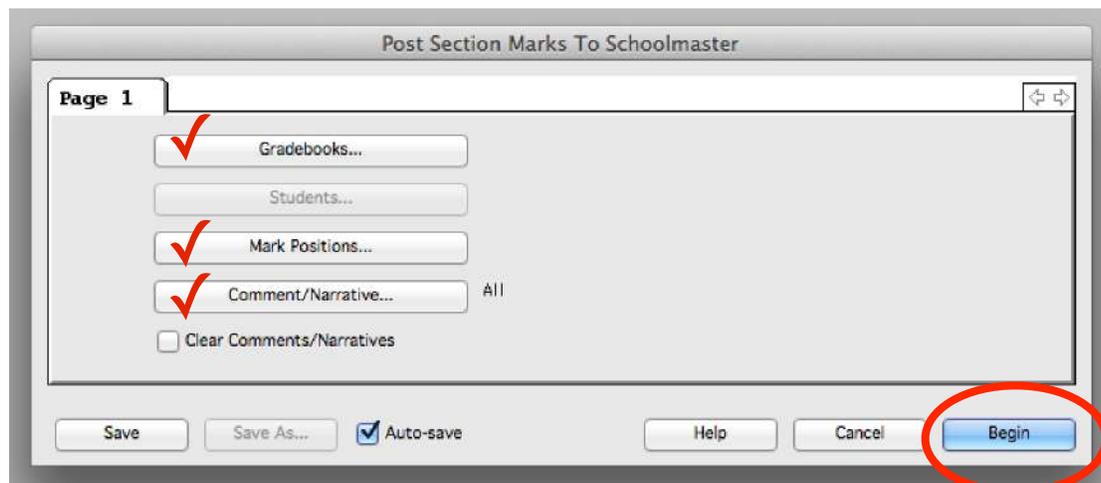
REFER to the Image Below for steps 3-6

3. Click on Gradebooks: Select all of your Gradebooks.

4. Click on Mark Positions: Select the Mark Positions: Example: Q2, Ex1, Sem1

5. Select Comment/Narrative if you have made those in your Gradebook.

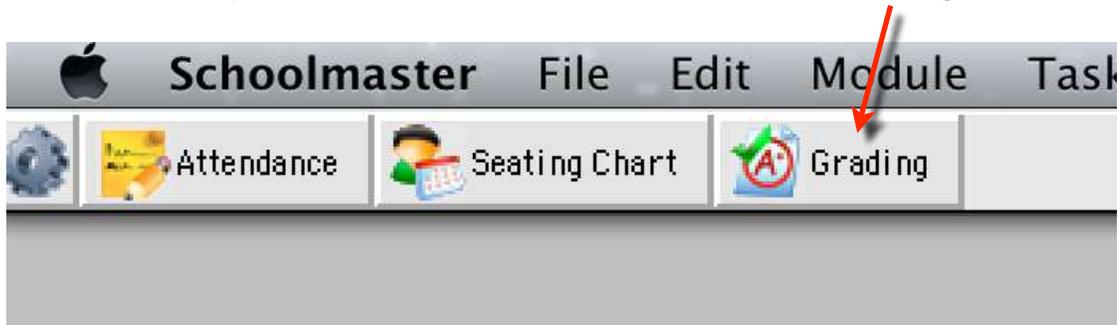
6. Start Posting by Clicking on Begin



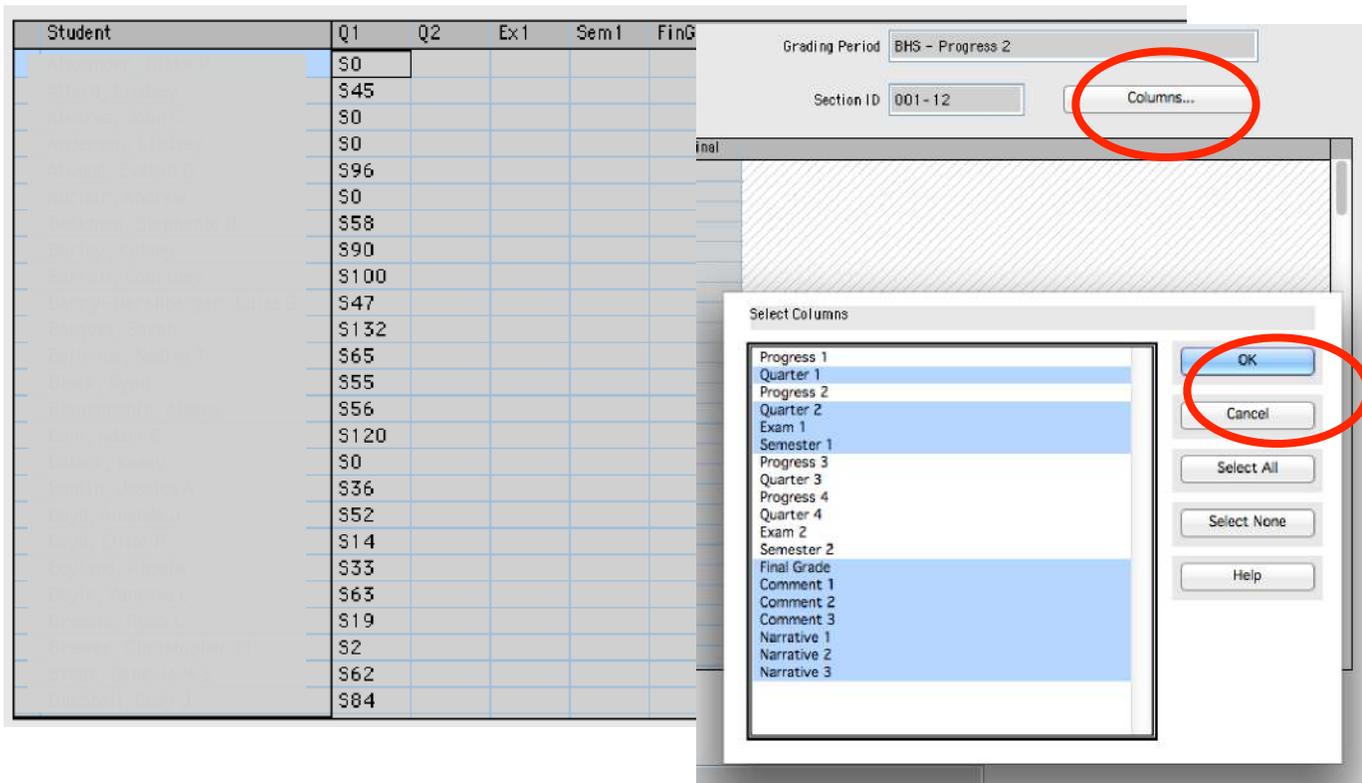
Page 1

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”



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.

Staff: Teacher Mark Entry

Grading Period: BHS - Progress 2

Section ID: 001-12

	COM 1	COM 2	COM 3	N1	N2	N3	FI
4							

Comments List:

- Good Job on Descriptive Writing Piece.
- A big improvement; keep up the good work.
- A change of clothing needed for P.E.
- A cooperative student.
- A pleasure to have in class.
- A positive addition to our Advisor group.
- A positive addition to our Advisor group.
- A positive influence.
- A positive leader in Advisor class.
- A positive leader in Advisor class.
- A positive leader in Advisor class.
- A self-directed student in workshop sessions.
- A terrific student.
- A very creative student.
- A well organized student.
- Ability to identify variables improved.
- Absences greatly affected grade.
- Absences greatly affected grade.
- Absences greatly affected grade.
- Absences hurt grade.
- Accepts suggestions
- Administrative Failure
- ADV/GENERAL ASSIGN./HOMEWORK/ATTENDANCE
- ADVISOR
- All students need to complete 30 community service hours to g...
- Always has a positive attitude.
- Always prepared for class
- Always prepared with a change of clothing.
- Am. Revolution project partially met expectations
- Am. Revolutions project did not meet expectations.
- AMERICAN REVOLUTION PROJECT
- American Revolution project exceeded expectations.
- American Revolution project met expectations.
- American Revolution project not turned in.
- An onthustastic reader.
- ANCIENT GREECE

To Insert a Narrative:

1. Click for a student on N1

Staff: Teacher Mark Entry

Grading Period: BHS - Progress 2

Section ID: 001-12

Sem1	FinGr	COM 1	COM 2	COM 3	N1	N2	N3	FI
		4						

Edit Narrative

Type Here - click 'OK'

Buttons: OK, Cancel, Help, Clear