

Submitting Grades for Report Cards from ProgressBook

Go to a Class Dashboard. Under the [Assignments & Marks heading](#), click **Enter Report Cards**.

1. Click **Show all Students**.
2. Use the pull down to select the correct Report Card form (some of you will have multiple choices, others will have only one selection).
3. Check the Marking Period
4. Click the =. Your grades will calculate and post on the screen.
5. Select a comment from the pull down, if appropriate.
6. Continue for the entire class and click **SAVE**. Grades and comments will transfer IMMEDIATELY to eSIS.

The screenshot shows the ProgressBook interface for entering report cards. On the left, a search bar (1) is set to 'HIGH MATH - 5th Period'. Below it is a list of students. The main area is titled 'HIGH MATH' and contains a table for entering grades. The table has columns for 'Class', 'Assessment', 'MP1', 'MP2', 'EX1', and various report card categories. A dropdown menu (2) is open, showing 'Middle School Report Card' and 'Middle School Wheel Report Card'. An equals sign button (4) is visible. A callout (3) points to the table header. A callout (5) points to a dropdown menu for 'Comment'.

TIPS:

You can recalculate as many times as necessary until the grade entry deadline has been reached.

You can override any grade right on this screen, but remember to go back into and adjust your gradebook to justify the override. Otherwise, each time you recalculate you will be going back to the original grade.

Wheel teachers at the Middle School must select the Middle School Wheel Report Card.

SAVE, SAVE, SAVE!!! Grades will not go to the report card unless you **SAVE!**