

Posting SB2000 Classroom Gradebook Grades to the SB2000 Grade Marks Area - 9/30/11

The SB2000 Classroom Gradebook data must be posted to the SB2000 Grade Marks area four times each semester at the end of the 4.5 week, 9 week, 12 week and semester final grading periods. Once posted, they will be visible for office staff to see in SB2000 and print report cards. These grades will also become visible in the report card section of the Parent/Student Portal the day we print the mailers. This posting needs to be performed for each section due to the different options involved. Below are the instructions for a simple posting of your gradebook marks. More instructions about other options (such as dropping scores) involved in the posting process can be found in Gradebook manual on pages 40-42 . Please use the Help button while in the Gradebook to access the manual.

Once in your SB2000 Classroom Gradebook...

- 1) select a class from the Class listbox
- 2) click the Post Marks button
- 3) click the Post Gradebook Marks button

Term: **1st - select a class** → Class: or All Students

Class List **Class Grid** **by Student** **by Assignment** **Post Marks** **Options**

2nd - click Post → Drop Scores **Post Gradebook Marks**

3rd - click dot ↑

Your grades in that class will be displayed. If they look ok, click the Post To Report Card button.

Post Gradebook Marks For: SEM 1 - 4.5 Week

SEM 1 - 4.5 Week
Posting: ScholasticMark

Calculate Mark From All Available Tasks
 Omit Tasks Flagged As Final Exam From Calculation
 Include Only Tasks Flagged As Final Exam For Calculation

Period 01 - *English 1A

Marks based on assignments from 8/31/2011 through 9/26/2011

#	Student (ID)	Mark	%	Points Possible	
1		B-	81.1	133.2	165
2		D-	62.4	103.1	165
3		F	83.8	138.2	165
4		B+	88.6	146.2	165
5		D	65.5	107.2	165
6		A-	91.4	151	165
7		D-	60.3	98.2	165
8		A-	92.4	152.8	165
9		B+	88.8	147	165
10		B-	80.8	132.7	165
11		A	97.1	160.3	165
12		B	83.3	136.8	165

If your grades displayed at right check out ok, click the Post To Report Card button. ↑

The following will be displayed while the posting is taken place. When completed, click the Close button to continue on to your next section. You must do the posting procedure above for each class section you use the SB2000 Classroom Gradebook.

Updating records. Please wait.

POSTING COMPLETED

Close

The procedures above must be performed for each section for which you use the SB2000 Classroom Gradebook!

After posting all your sections, you may review the grade marks that will now be viewable in the Class Marks list. You may make adjustments to the grades here if needed and/or add comments and citizenship remarks.

The screenshot shows a blue navigation bar with the following items: Home, Class, Student, Tasks, Communicate, Reports, and Manage. Below the navigation bar is a yellow banner with the text "Good Evening" and a red link that says "click here to review grades in Class Marks". Below the banner is a reminder message: "Reminders: You have 0 Possible Non-reported Absences! Click the Number to Edit! Marking Period SEM 1 - 4.5 Week is open for Posting!". At the bottom of the reminder, it says "Period Attendance: 01 03 04 05 06". A red arrow points from the "click here to review grades in Class Marks" link down to the "SEM 1 - 4.5 Week" link in the reminder.

Don't forget, when you think you are done with your grades, use the Marks Errors task to list all students who have not yet been given a grade.

The screenshot shows the same blue navigation bar as the previous image. A dropdown menu is open under the "Tasks" item, showing the following options: Download Rosters, Import Marks to SB2000, Marks Errors, and Import EGP GradeBook XML. A red arrow points from the "Marks Errors" option back to the "Reminders" text on the page. The reminder message from the previous image is partially visible in the background.