## Posting Progress Grades

<ul> <li>Go to "Grade Book" then at the bottom of the list on the left, select "Account Settings" &amp; make sure "Use canned comments" is selected</li> <li>Click "Grade Book" &amp; select the selec</li></ul>	Preference:       Notifications         Save       Account Settings - Preferen         Select the application you would prefer to loa:       Campus instruction          Select your student display preferences.       Solow Active Students Only         Affects display in Student Course Recom       Show Student Number         Affects display in Attendance List, Class 1       Solow Student Picture         Affects display in Attendance, Class Serv       Use Seating Chart for Attenuere         U Use Canned Comments       Semester Grade
<ul> <li>Click Grade book &amp; select the class section you want to work with &amp; stay on "Semester Grade"</li> <li>Click on "Post" and choose "progress grades"</li> <li>Click "ok" 2 times</li> <li>Add comments for each student</li> <li>Click "Save"</li> </ul>	Section     U(3) 3131-3 EARTH SCIENCE T (ALL)     As     Semester Grade       Post     Posted     In Progress       Post Grades     Points     Points     Possible     Percent     Post Grade       Post Grades     Post In Progress Grade(5)     In Progress Grade(5)     Post In Progress Grade(5)       Post In Progress Grade(5)     In Progress Grade(5)     Post In Progress Grade(5)     Post In Progress Grade(5)       Post In Progress Grade(5)     In Progress Grade(5)     In Progress Grade(5)     In Progress Grade(5)       Post In Progress Grade(5)     In Progress Grade(5)     In Progress Grade(5)     In Progress Grade(5)       In Progress Grade(5)     In Progress Grade(5)     In Progress Grade(5)     In Progress Grade(5)       In Progress Grade(5)     In Progress Grade(5)     In Progress Grade(5)     In Progress Grade(5)       In Progress Grade(5)     In Progress Grade(5)     In Progress Grade(5)     In Progress Grade(5)       In Progress Grade(5)     In Progress Grade(5)     In Progress Grade(5)     In Progress Grade(5)       In Progress Grade(5)     In Progress Grade(5)     In Progress Grade(5)     In Progress Grade(5)       In Progress Grade(5)     In Progress Grade(5)     In Progress Grade(5)     In Progress Grade(5)       In Progress Grade(5)     In Progress Grade(5)     In Progress Grad(5)     In Progress Grade(5)
<ul> <li>To round up if needed, click "Post Grades" on left hand side, select "section", adjust grade if needed</li> <li>Add citizenship grades by changing task to "citizenship"</li> <li>You can fill in the grade of A to all, then change individually as needed.</li> <li>Click "SAVE"</li> </ul>	Post Grades         Assignment Overviev         Course Requests         Message Center         Planner         Grade Book         Attendance         Students         Students         Student Groups         Post Grades         Assignment Overview
<ul> <li>To see your classes again in grade book, choose Task "Semester Grade"</li> <li>Repeat this process for all classes</li> </ul>	Section (03) 3131-3 EARTH SCIENCE 1 (ALL) Task Semester Grade Academic Warning 1 Progress Grade Citizenship Grade S – SPECIAL NOTE: For Grit, your grade should be either S or U