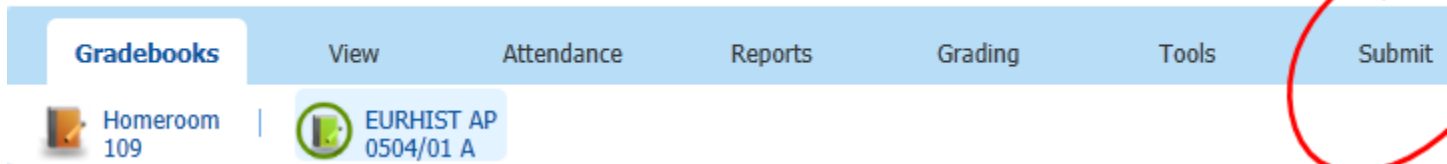


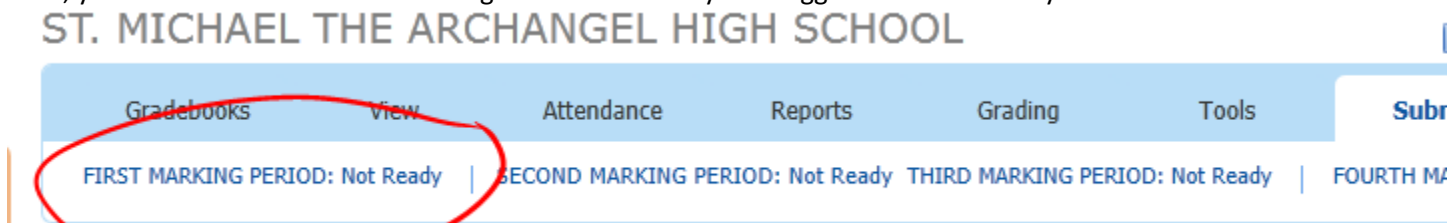
YOU MUST DO THE FOLLOWING STEPS FOR EACH OF YOUR GRADEBOOKS:

- 1.) Check to make sure that you have either a grade (even if it's a zero) or an X (excused) for EVERY ASSIGNMENT for EVERY STUDENT. There should be no blanks in your online gradebook, unless a student is receiving an INCOMPLETE for the nine weeks (and you have notified J. Lechich of the incomplete ahead of time). Instructions on how to assign an INCOMPLETE for the 1st quarter are at the end of this email.
- 2.) When you are ready to send FINAL 1st Quarter grades, click on "SUBMIT" at the top of your gradebook.

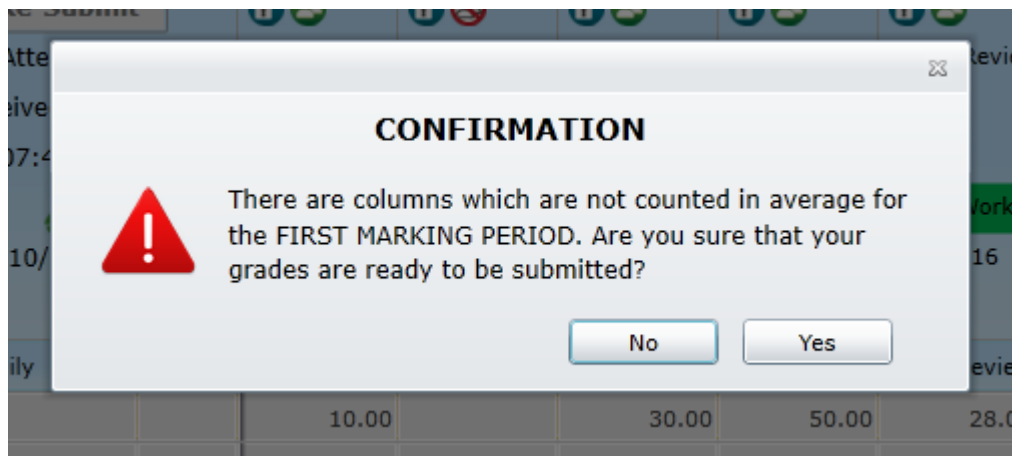
ST. MICHAEL THE ARCHANGEL HIGH SCHOOL



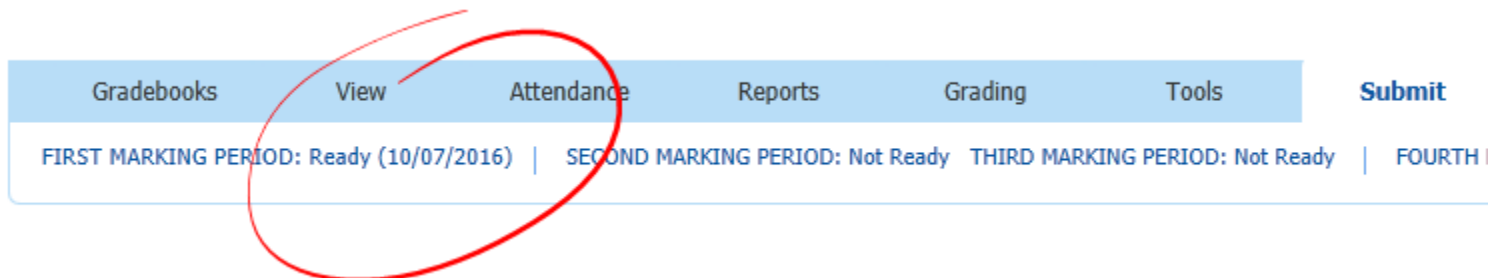
- 3.) Next, you must click on the First Marking Period: Not Ready and toggle it to read "Ready"



After clicking on it, you will get a confirmation pop up. **Make sure you Click on YES.** This is the most common error teachers make in sending grades (they click NO by accident).



- 4.) You should now see that your First Marking Period reads: READY, with today's date:



Congratulations! You are done – but only with this section. Make sure you do the above steps for EACH of your classes.

If for any reason you need to make changes after submitting grades, you can un-toggle the “ready” status of a particular class and resubmit after changes have been made. You will have the ability to do this until we LOCK your first nine weeks gradebooks at 7 a.m. on Monday morning.

If you are assigning an INCOMPLETE for the nine weeks, you must follow the steps below BEFORE sending grades for a particular class:

- 1.) Double click in the “1st GRADE” column for a particular student and enter an I. It will appear GREEN. That’s all you need to do, and then follow the steps above to submit the class gradebook to the office.

To clear out an I, simply double click on the I and hit DELETE, and the correct average will be calculated for you.

Possible Points					
#	Student Name	1ST Avg.	1ST Grade	Office Daily	Class
1	Bahlinger, Madelyn	97.47	I		