Multi-Post Grades

Step 1: Select Source and Destination | Step 2: Review Prior to Post

The Multi-Post Grades tool allows teachers to post grades for multiple tasks or standards at the same time. Grades are sourced from the In-Progress grades area of the Grade Book. This tool can save time for teachers who have to post grades often (such as to a weekly Progress task) or who have to post grades to many tasks or standards.

There are two ways to access the Multi-Post Grades tool, through the Settings menu of Grade Book or through the Post Grades tool:

Message Center	Term 1 (07/01/15 - 10)/02/15)	 Section 01) 5 	80000-1000 AP (
Discussions	Save Fill Perce	nt, Grade,	Comment	lti-Post Grades					
Planner	Post by Stan	dard/G	rading Task	$ \rightarrow $	Multi-Post Grades: Step 1				
Grade Book	Students 11 Student, Andrew I	Percer		Report Card	Multi-Post Grades: Step 1				*
Attendance 2					15-16 Harrison High Post to Fitter: Term All 💌 Section All		▼ Task AI	×	
Positive Attendance	11 Student, Bree		•		Overwrite Existing Grades Select All Collapse All 1				E
Roster					Section ▲	Post from Term	Post from Standard/Grading Task	Post to Standard/Grading Task	
Roster Verification	Message Center	Terr	m 1 (07/01/15 - 1	0/02/15) 👻	✓ ✓ 01) 580000-1000 AP Calculus	•	Progress	Progress	1
SeatingCharts	Discussions	+	Add Sort	Filter	V 01) 580000-1000 AP Calculus	1	Term Grade	Term Grade	
Ohudart Orauna	Planner		-	Settings	V 01) 580000-1000 AP Calculus	1	Semester	Semester	
Student Groups		As	GFi ssignment List	ade Book Se	 ✓ 01) 580000-1000 AP Calculus ✓ 2 	1	Final Grade 💌	Final Grade	
Class Serve	Grade Book		ssignment Marks ategories	1	Section ▲	Post from Term	Post from Standard/Grading Task	Post to Standard/Grading Task	
Post Grades	Attendance 2	1.00	ter Defaults rade Calc Options		✓ ✓ 01) 580000-1000 AP Calculus	•	Progress	Progress	
Assignment Overview	Positive Attendance	Gr	rading Scales	/					Next Close
	Roster	A	ssignment Copier	ade Book To		_			
	Roster Verification		ategory Copier ulti-Post Grades		11 Stude				
	Seating Charts			Other	11 Stude				

Access Multi-Post Grades from the Grade Book or Post Grades

Because the Multi-Post Grades tool pulls in-progress grades and proficiency estimates from the Grade Book, the <u>Grade Calculation Options</u> for each section must be set up. Additionally, <u>tasks</u> and <u>standards</u> must be added to a course to be used in the posting process.

Step 1: Select Source and Destination

The first step of posting grades en masse is selecting which source sections/tasks are posting to which destination section. The scenario shown in the images below is of a teacher posting a Progress grade for her three sections from the Term Grade task. Click on a row in the section list to make fields editable.

Multi-I	Multi-Post Grades: Step 1				
Post to I	6 Harrison High Filter: Term 1 💌 Sec erwrite Existing Grades ect All Expand All	tion All	Task Progre	\$\$	
Sectio	n ▲	Post from Term	Post from Standard/Grading Task	Post to Standard/Grading Task	
V 01) 580000-1000 AP Calculus	1	Term Grade	Progress	
V 02) 8912-2 Careers in Math	1	Term Grade 🗨	Progress	
V 04) 1250-16 Integrated Math II B	1	Term Grade	Progress	
					Next Close

Step 1: Selecting Destination and Source

- Select the Term(s), Section(s), and Task(s) to which grades will be posted (destination) in the Post to Filters. Each dropdown list filters the subsequent lists. For example, selecting Term 1 limits the Section dropdown list to list only your Course/Sections from Term 1. Selections also limit the Source options available below.
- 2. Indicate if grades being posted should Overwrite Existing Grades that have already been posted.
- Select which Sections to post grades from (source). Only sections that include the destination <u>task</u> or <u>standard</u> are listed.
- 4. Select the **Term** and **Task** to post grades from. Applicable "Post to" tasks are listed for each section.
- 5. Click Next to review grades prior to posting.

Step 2: Review Prior to Post

Once you've selected your source and destination sections, use this screen to review what grades will be posted, both high level and in detail. Click on a Section name to view student-level details.

6 Harrison H	igh					
se All						
ion 🔺	Post from Term	Post from Standard/Gradi	ing Task Post to St	andard/Grading Task	New/Updated Grades	No Grades
80000-1000 AP Calc	culus 1	Term Grade	Progress		7	0
912-2 Careers in Ma	th 1	Term Grade	Progress		16	0
250-16 Integrated M	ath IIB 1	Term Grade	Progress		26	0
Grades fo	or - 01) 580000-1000 AP (Calculus - Progress				
All (7)	New (5) Existing (0) Upd	ated (2) No Grade (0)				
All (7) Grade	New (5) Existing (0) Upd	ated (2) No Grade (0) Student Number	Post Status	Old Grade/Percent		irade/Percent
All (7) Grade 11	New (5) Existing (0) Upd Name ▲ Student, Andrew M	ated (2) No Grade (0) Student Number #123456789	Updated	В	A/97.77	7
All (7) Grade 11 11	New (5) Existing (0) Upd Name A Student, Andrew M Student, Bree	ated (2) No Grade (0) Student Number #123456789 #141900016	Updated New	B None	A/97.71 D/64.44	7
All (7) Grade 11 11 11	New (5) Existing (0) Upd Name A Student, Andrew M Student, Bree Student, Brooke J	ated (2) No Grade (0) Student Number #123456789 #141900016 #141900017	Updated New New	B None None	A/97.77 D/64.44 B/88.88	7 4 3
All (7) Grade 11 11 11 11	New (5) Existing (0) Upd Name ▲ Student, Andrew M Student, Bree Student, Brooke J Student, Jordan E	ated (2) No Grade (0) Student Number #123456789 #141900016 #141900017 #141900020	Updated New New New	B None None None	A/97.77 D/64.44 B/88.88 C/77.77	7 4 3 7
All (7) Grade 11 11 11 11 11 11 11	New (5) Existing (0) Upd Name Student, Andrew M Student, Bree Student, Brooke J Student, Jordan E Student, Kyle M	ated (2) No Grade (0) Student Number #123456789 #141900016 #141900017 #141900020 #141900018	Updated New New New Updated	B None None C	A/97.77 D/64.44 B/88.86 C/77.77 B/86.66	7 4 3 7 5
All (7) Grade 11 11 11 11	New (5) Existing (0) Upd Name ▲ Student, Andrew M Student, Bree Student, Brooke J Student, Jordan E	ated (2) No Grade (0) Student Number #123456789 #141900016 #141900017 #141900020	Updated New New New	B None None None	A/97.77 D/64.44 B/88.88 C/77.77	7 4 3 7 5

Review Summary or Detail Information before Posting

Summary

The first review screen provides a summary for each section of the options selected in the previous screen and the students for whom grades will be posted (New/Updated Grades) and for whom there is no grade to post (No Grades). The Updated total is dependent on whether existing posted grades are being overwritten.

Detail

Click on a Section link to view grades to be posted for specific students.

Column	Description
Post Status	Indicates if the grade being posted is a new grade, is updating (overwriting) an already posted grade, or is an existing grade that will not be overwritten. This column also indicates if there is no grade to post or no change in the grade.
Old Grade/Percent	Shows any existing posted grade/percent for the student.
New Grade/Percent	Shows the grade that will be posted when the teacher clicks Post on the summary screen.

Filter the student list using the options at the top:

- All: Shows all students in the section.
- New: Shows students for whom new grades will be posted.
- Existing: Shows students who have existing grades that will not be overwritten when grades are posted.
- Updated: Shows students who have existing grades that will be overwritten when grades are posted.
- No Grade: Shows students who do not have an In-Progress grade or Proficiency Estimate in the Grade Book to post.

Close the detail view to return to Step 2 and post grades.

Posting Grades

After reviewing grades to be posted, click **Post** to post grades. A message indicating that "Your grades have been posted successfully." displays at the top of the screen. Click **Close** to return to the Grade Book or Post Grades tool, or click **Back** to return to Step 1 and post another set of grades.

Mu	Multi-Post Grades: Step 2					
You	Your grades have been posted successfully.					
15	-16 Harrison High	-				
	Collapse All					
•	1					
Se	Section A Post from Post from Standard/Grading Task					
01)	580000-1000 AP Calculus	1	Term Grade			
02)	2012 2 Carooro in Math	4	Term Crada			

Message Indicating that Grades have been Posted

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