

Term 2/Midyear Grades Teacher Information Sheet

Here is the procedure for posting term 2 grades:

Login to X2

Gradebook - Scores

Grade Columns – Post Columns – Term

Term 2

(push pins should be green)

manually enter the MidExam or FinalExam grades

Options – Update Post Columns

New dialog box appears –

Grade Term – 2

Grades to Update – term grades for all students

Next

Term 2 Grade – Average: Term2

MidYear Exam Grade (Do not update)

Final Exam grade (Do not update)

Final grade (District Calculation)

Next

Finish

Grades show in T2Grd column

Enter attendance failures now (before posting grades)

Next 3 columns are comments – get comment sheet and enter codes

For parents of failing students you called but were not able to set up an appointment, enter comment number 1 in comment 2 column. This will tell the parent you called and to call Keri to set up an appointment.

Options – Post Grades

Term 2

Term 2 grades for all students

Done – push pins turn red

Do not post grades until you are sure they are completely correct (including exam grades). You get 1 shot only.

Any problems/questions refer to John Bryant x1105