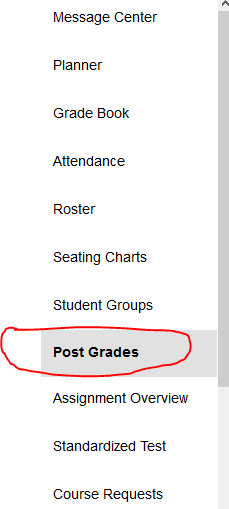
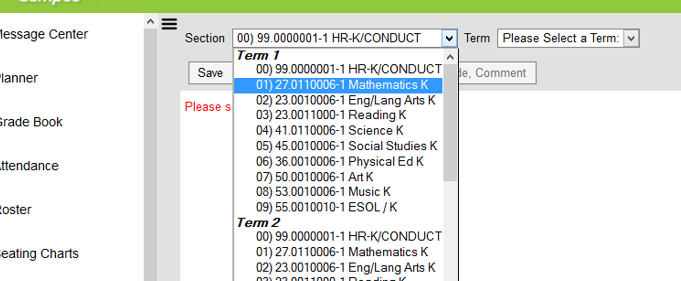
Two Methods To Post Scores for Standard Base Grades

* **Post Grades:** May be used to enter grades for all standards except upper/ lower cases letters and identify numbers.
* **Grade Book:** Must be used to enter grades for upper/lower case letters and identify numbers standards.

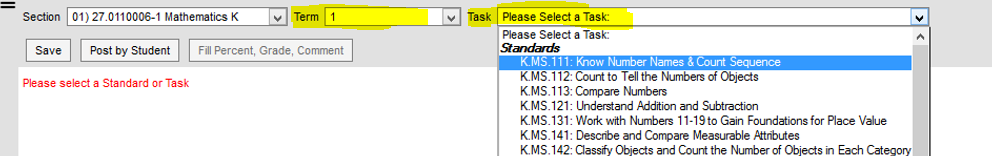
**Post Grades Method**



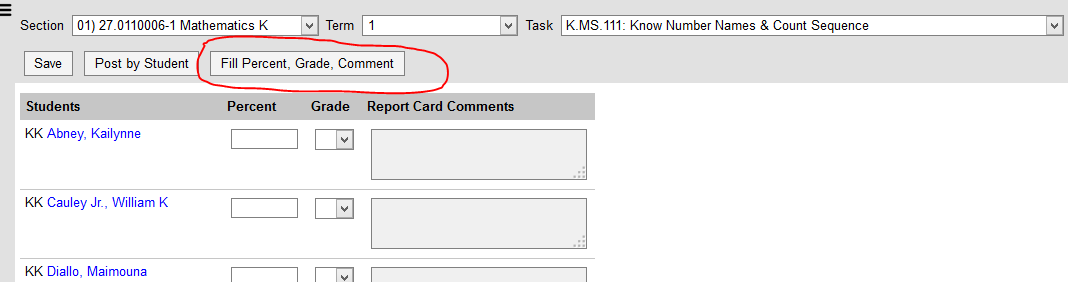
Select The Course

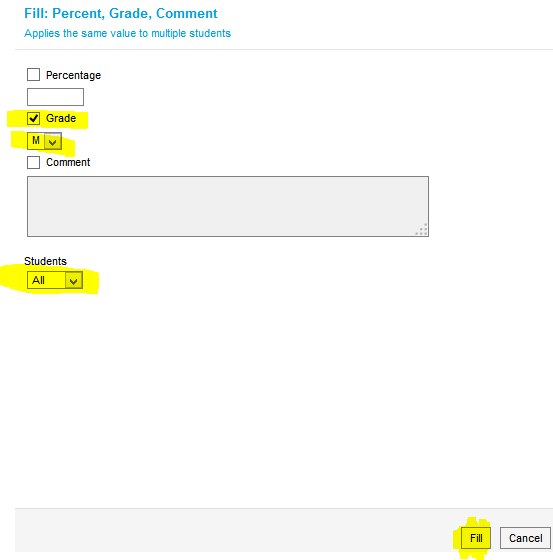


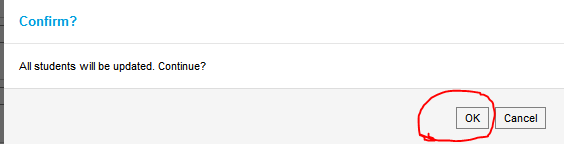
Select The Term and Standard



To Fill All Grades with the same score, click on Fill Percent, Grade Comment



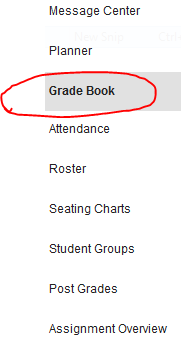
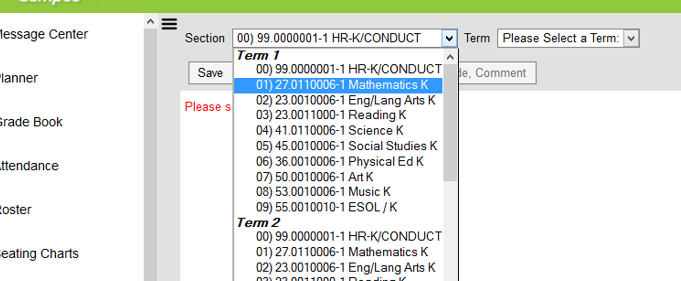




Click “Save” after editing all scores.

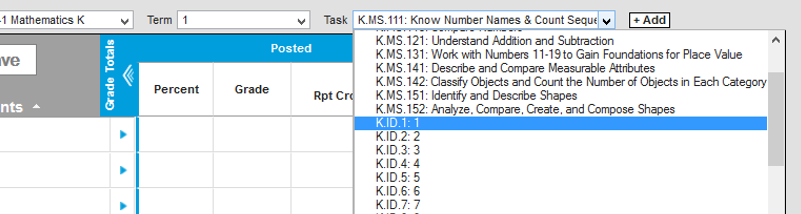
**Grade Book Method**

This method **must** be use for upper/lower case letters and identify numbers standards.



Select The Course

**Select The Term and Standard**



**Select the Score. Click Save after entering all scores.**

