

iNow—Posting 9 Weeks Grades and Printing Verification Sheets

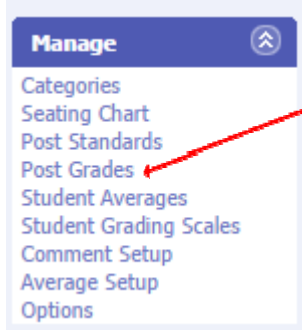
Posting 9 Weeks Grades

Log into iNow. Click On Classroom > Gradebook.
Click on the name of a class.

	Course.Section	Description	Per	Term	Ct	Att
<input type="radio"/>	3108H.001	GEOMETRY H	01	S1, S2	21	Y
<input type="radio"/>	3108H.002	GEOMETRY H	02	S1, S2	23	Y
<input type="radio"/>	3103.005	ALGEBRA II	03	S1, S2	26	
<input type="radio"/>	9310T.021	Teacher Aide	03	S1, S2	1	
<input type="radio"/>	3103L.001	ALGEBRA II LAB	04	S1, S2	15	
<input type="radio"/>	9310T.033	Teacher Aide	04	S1, S2	1	
<input type="radio"/>	3103.010	ALGEBRA II	06	S1, S2	23	
<input type="radio"/>	3103L.002	ALGEBRA II LAB	07	S1, S2	16	

Enter any assignments and/or grades that need to be entered. When you are finished, click

Then, find the *Manage* section on the left, click *Post Grades*.



The following screen appears. Click *OK*. Repeat the process for each class.

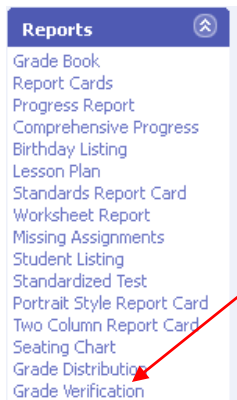
A screenshot of the 'Post Grade' dialog box. The dialog has a 'Tasks' sidebar on the left with 'Print Screen' and 'Help' options. The main area contains the following fields: 'Term:' with a dropdown menu showing 'S1'; 'Grading Period:' with a dropdown menu showing '1'; and 'Section Number - Name:' with a text box containing '3108H.001 - GEOMETRY H'. Below these fields is a 'System Average' section with a dropdown menu showing 'Q1'. At the bottom right, there are 'OK' and 'Close' buttons. A red arrow points to the 'OK' button.

If you need to make a change to your grades before the grade posting window closes, repeat the process above.

Printing Grade Verification Sheets

Post your grades by following the instructions on the previous sheet.

Find the *Reports* section on the left and click *Grade Verification*.



A window will pop up. Make the following selections. Items that are bold-faced and italicized require you to choose an option other than the default setting.

Grading Period=Choose the appropriate grading period (1, 2, etc.)

Graded Items=Choose the appropriate selection (Q1, Q2, etc.)

Section Order=*Teacher/Period*

Grade Type=Both

Student Order=Display Name


ID to Print=*State ID Number*

Include=Check the box that says Signature

Format=Adobe PDF

A screenshot of the 'Grade Verification' window. The window has a title bar 'Grade Verification' and a 'Criteria' section with fields for Start Section, End Section, Start Section Name, End Section Name, Teacher, and Staff Filter. There are dropdown menus for *Grading Period (showing 1, 2, 3, 4) and *Graded Items (showing Q1). Below this is a 'Layout' section with dropdowns for Section Order (Teacher/Period), Student Order (Display Name), Grade Type (Both), and ID to Print (State ID Number). There is also an 'Include' section with checkboxes for Comments/Legend, Signature (checked), and Withdrawn. At the bottom is a 'Working Filter' section with radio buttons for Save to Working Filter, Append to Existing, and Overwrite Existing. Below that is a 'Format' section with a dropdown set to 'Acrobat (PDF) file' and a 'Save as Default' checkbox. At the very bottom are 'Preview' and 'Close' buttons. A red arrow points from the text 'Click Preview.' to the 'Preview' button.

Click *Preview*.

Then, Click  to print your report.