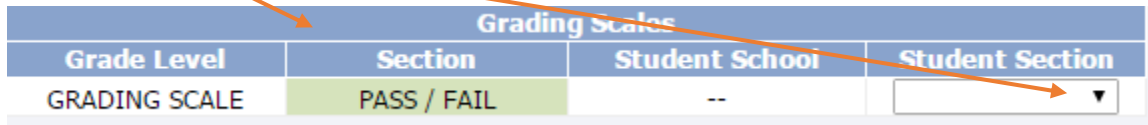


Entering Pass/Fail Grades

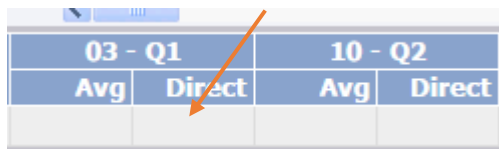
This process should be completed for student aides, ACT prep classes, and any other Pass/Fail course. See the next page for RTI (P/NP) instructions.

1. Open your class
2. Under **Manage** on the left, click **Student Grading Scales**.
3. Under **Section**, it should say **Pass/Fail**. If it doesn't already say Pass/Fail, click the downward pointing arrow here and select **Pass/Fail**. Click **OK**.



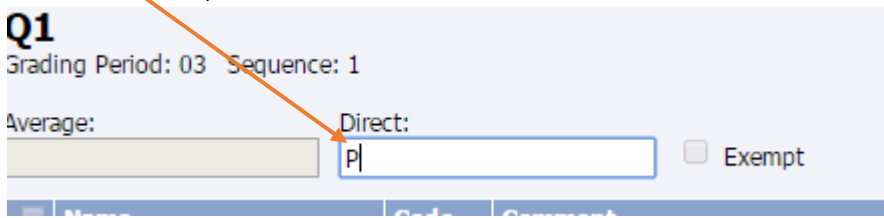
Grading Scales			
Grade Level	Section	Student School	Student Section
GRADING SCALE	PASS / FAIL	--	<input type="text"/>

4. Click **Recalculate**.
5. Under Manage, click on **Student Averages**.
6. Find the correct grading period (Q1, Q2, etc). Find where it says **Direct**.
7. Double click in the **Direct** field for the first student for the current grading period.



03 - Q1		10 - Q2	
Avg	Direct	Avg	Direct

8. In the **Direct** box, enter a **P** or an **F**.



Q1
Grading Period: 03 Sequence: 1

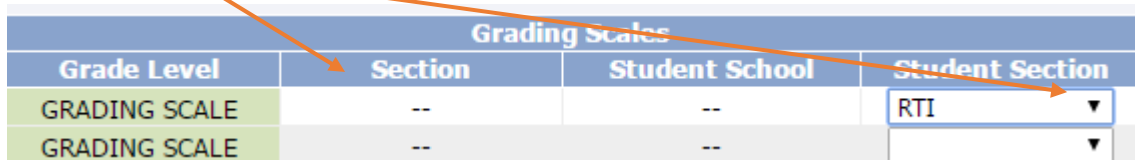
Average: Direct: Exempt

9. Click **OK**.
10. Repeat steps 7 and 8 for each student in the class.
11. Click **Close**.
12. Click **Recalculate**.

Entering RTI P/NP Grades

This process should be completed for RTI (P/NP) classes.

1. Open your class
2. Under **Manage** on the left, click **Student Grading Scales**.
3. Under **Section**, it might say **RTI**. If it doesn't already say RTI, click the downward pointing arrow here and select **RTI**. Click **OK**.



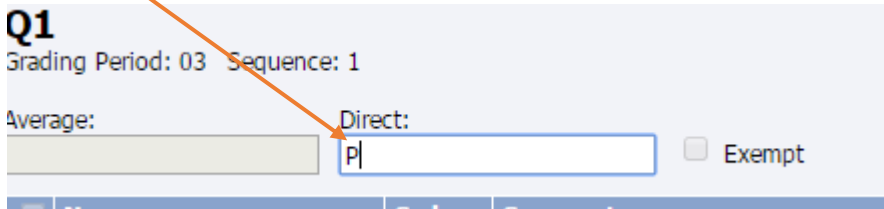
Grading Scales			
Grade Level	Section	Student School	Student Section
GRADING SCALE	--	--	RTI ▼
GRADING SCALE	--	--	▼

4. Click **Recalculate**.
5. Under **Manage**, click on **Student Averages**.
6. Find the correct grading period (Q1, Q2, etc). Find where it says **Direct**.
7. Double click in the **Direct** field for the first student for the current grading period.



03 - Q1		10 - Q2	
Avg	Direct	Avg	Direct

8. In the **Direct** box, enter a **P** (for progressing) or an **NP** (for not progressing).



Q1
Grading Period: 03 Sequence: 1

Average: Direct: Exempt

9. Click **OK**.
10. Repeat steps 7 and 8 for each student in the class.
11. Click **Close**.
12. Click **Recalculate**.