

Portal Grades



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 Department of Education
 Lana Seivers, Commissioner

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John Decker
 Welcome **Teacher**

Teacher Schedule [Customize](#)

Name: DECKER, JOHN Department: ENGLISH Homeroom: 101 9TH GRADE HOMEROOM 101

PD	Start	End	Sem	Course	Sec Name	Room	Days	Load	
01	08:00	08:45	FY	113003	001 ENGLISH III (H)	100	MTWRF	9	Roster Attendance Gradebook Interims Grades
02	08:45	09:30	FY	113005	001 ENGLISH IV (H)	102	MTWRF	3	Roster Attendance Gradebook Interims Grades
03	09:30	10:15	FY	103003	001 ENGLISH III	102	MTWRF	25	Roster Attendance Gradebook Interims Grades
07	12:30	13:15	FY	103003	002 ENGLISH III	105	MTWRF	2	Roster Attendance Gradebook Interims Grades
08	13:15	14:00	FY	103014	001 AP LIT&COMP	102	MTWRF	25	Roster Attendance Gradebook Interims Grades

Note: Current scheduled class is shown in **Bold**.

Figure 1

Click on 'Grades' for the applicable course

Notes:

The 'Grades' link gives you access to the Post Grades screen where you can record marking period grades, comments and attendance information for individual students in the class.

You can only post grades while the Grade Posting Window is open for the particular marking period. Your Database Administrator (DBA) determines the Grade Posting Window dates.

Teachers that only want to post marking period grades, and do not want to use the Gradebook feature to record individual assignment grades, may use the Post Grades screen (under 'Grades' link) rather than using the Gradebook itself.

If you want to include 'comments', 'citizenship' and 'effort' notes on report cards, you must use the Post Grades screen (under 'Grades' link) to record this information.

DBA Note: Valid comments, citizenship and effort notes must be setup in the respective tables in StarStudent.

Post Grades								
Post Grades								
Class: 103003-001 (ENG 11) Period: 03 Teacher: DECKER, JOHN								
Name	MP	Grade	Comment #1	Comment #2	Comment #3	Exc	Unex	
ANDERSON, STEPHANIE	04							
	S2							
	FG							
AQUILA, MICHAEL R	04							
	S2							
	FG							
BETZ, CATHERINE	04							
	S2							
	FG							

The students in this class will be displayed with the marking period(s) that are open for posting.

If your students are not displayed, see your DBA.

DBA Note: The Grade collection Table for the current marking period(s) must be created in StarStudent; otherwise, the list of students will not display for the marking period. This table must be created prior to the start of the grade posting dates for each marking period.

Post Grades									
Post Grades									
Class: 103003-001 (ENG 11) Period: 03 Teacher: DECKER, JOHN									
Comment #2	Comment #3	Exc	Unex	Tdy	Citizenship	Effort	Name	MP	
ership ability							ANDERSON, STEPHANIE	04	
								S2	
								FG	
							AQUILA, MICHAEL R	04	
								S2	
								FG	
							BETZ, CATHERINE	04	

Use the scroll bar at the bottom of the screen to reveal more columns to the right.

Post Grades					
Post Grades					
Class: 103003-001 (ENG 11) Period: 03 Teacher: DECKER, JOHN					
Name	MP	Grade	Comment #1	Comment #2	Comment #3
ANDERSON, STEPHANIE	04	A			
	S2		A pleasure to have in class		
	FG		Behavior problem in class		
			Disturbing/distruptive behavior		
AQUILA, MICHAEL R	04		Does not follow directions		
	S2		Does not follow district dress code		
	FG		Does not meet potential		
			Does not participate in class		
			Does not work well with others		
BETZ, CATHERINE	04		Does poorly on tests		
	S2		Excellent academic performance		
	FG				

Click in the 'Grade' box and enter the grade.

You may record alpha or numeric grades depending on the grades options defined in StarStudent.

Numeric grades may be entered up to three whole numbers.

Please note that when you enter alpha grades, this alpha grade is translated to the mid-point of the numeric equivalent for that grade in GPA, class rank and other routines that are based on numeric grade values. (i.e. If A= 94 – 100, then A is translated to 97.0 in all calculations that use numeric grades.)

To enter comment #1: click in the comment #1 box; use the dropdown arrow to display the comments; highlight the comment to record. Leave comment #1 blank if you do not wish to record comments.

DO NOT USE THE ENTER KEY TO MOVE TO THE NEXT FIELD ON THIS SCREEN. THE ENTER KEY ACTS LIKE THE SUBMIT BUTTON. ALWAYS USE 'TAB' KEY ON THE KEYBOARD OR CLICK IN THE FIELD.

Post Grades						
Post Grades						
Class: 103003-001 (ENG 11) Period: 03 Teacher: DECKER, JOHN						
Name	MP	Grade	Comment #1	Comment #2	Comment #3	
ANDERSON, STEPHANIE	04	A	Excellent academic performance			
	S2			Does not meet potential		
	FG			Does not participate in class		
				Does not work well with others		
				Does poorly on tests		
AQUILA, MICHAEL R	04			Excellent academic performance		
	S2			Homework incomplete/not done		
	FG			Recommending advanced course		
				Requesting parent conference		
				Shows leadership ability		
				Shows marked improvement		
BETZ, CATHERINE	04			Unexcused absences/tardiness		
	S2					
	FG					

If you wish to enter a second comment: click in the comment #2 box; use the dropdown arrow to display the comments; highlight the comment to record.

You may record up to three comments.

Post Grades							Home	Help	Print
Post Grades									
Class: 103003-001 (ENG 11) Period: Teacher: DECKER, JOHN									
Name	MP	Grade	Comment #1	Comment #2	Comment #3	Exc	Unex		
ANDERSON, STEPHANIE	04	A	Excellent academic performance	Shows leadership ability					
	S2	A							
	FG	A							
AQUILA, MICHAEL R	04	A							
	S2	B							
	FG	B							

If you use Class/Period Attendance, the Exc (Excused) and Unex (Unexcused) absence fields will be automatically populated. Otherwise, you can click in the field(s) and manually enter the number of days absent on the screen.

Use the scroll bar at the bottom of the screen to reveal more columns to the right.

Citizenship	Effort	Name	MP
<input type="text"/>	<input type="text"/>	ANDERSON, STEPHANIE	04
Needs Improvement	<input type="text"/>		S2
Outstanding	<input type="text"/>		FG
Satisfactory	<input type="text"/>		
Satisfactory Plus	<input type="text"/>	AQUILA, MICHAEL R	04
Unsatisfactory	<input type="text"/>		
<input type="text"/>	<input type="text"/>		S2
<input type="text"/>	<input type="text"/>		FG

If you wish to enter citizenship, use the down arrow to display the selections and then highlight the selection.

Citizenship	Effort	Name	MP
<input type="text"/>	<input type="text"/>	ANDERSON, STEPHANIE	04
<input type="text"/>	Needs Improvement		S2
<input type="text"/>	Outstanding		FG
<input type="text"/>	Satisfactory		
<input type="text"/>	Satisfactory Plus	AQUILA, MICHAEL R	04
<input type="text"/>	Unsatisfactory		
<input type="text"/>	<input type="text"/>		S2
<input type="text"/>	<input type="text"/>		FG

If you wish to enter effort, use the down arrow to display the selections and then highlight the selection.

Use the scroll bar at the bottom to go back to the left.

Use the scroll bar at the right to go down to display more students for posting.

TYRONE, LATISHA	04	B			
	S2	B			
	FG	B			
WRIGHT, JAMES	04	C			
	S2	C			
	FG	C			
WU, SUE	04	A			
	S2	A			
	FG	A			
ZIMMERMAN, NICOLE	04	A			
	S2	A			
	FG	A			

Total Row Count in Report - 69
Note: Special Education Students are shown in **Bold**.

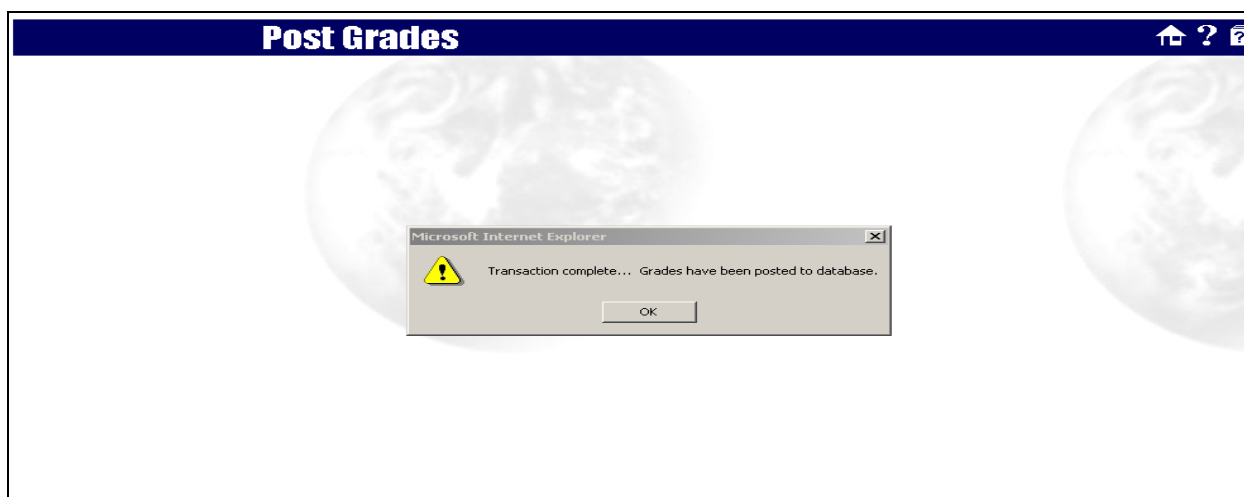
←

←

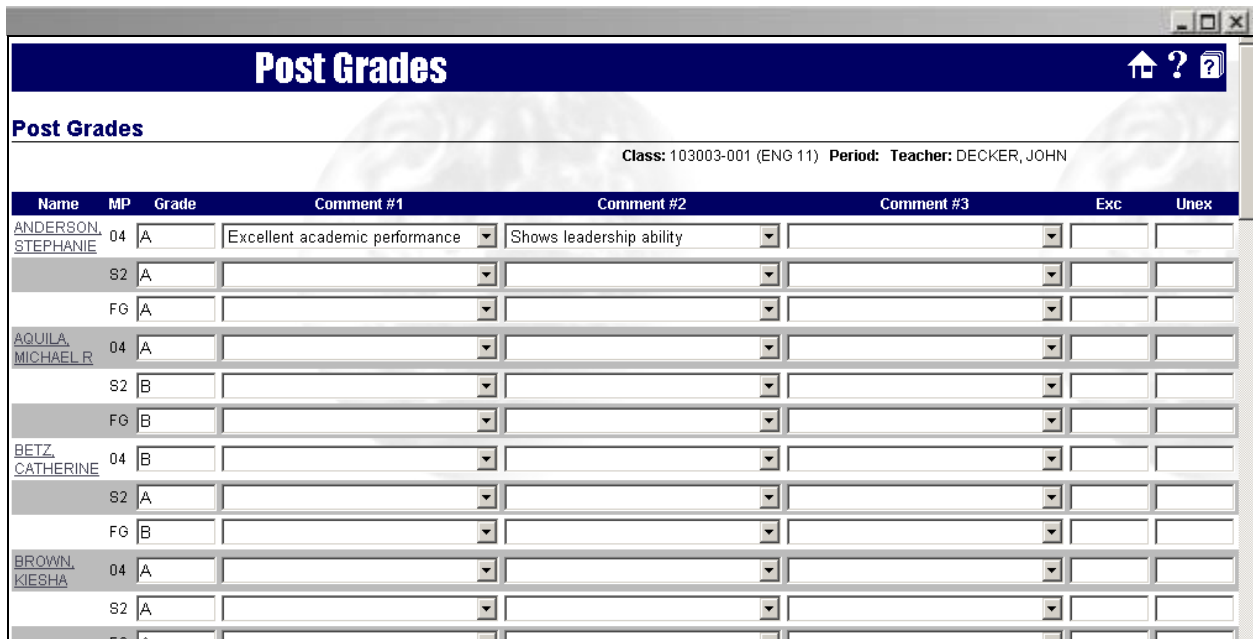
When finished, click the 'Submit Grades' button, at the bottom of the screen, to post the grades to the students' Grade Record in StarStudent.

To print a grade verification sheet, click the Go button.

You may make changes after you 'Submit Grades' only while the Grade Posting Window is open for the marking period. Once the Grade Posting Window is closed, only your DBA can make grade changes.



A confirmation message is displayed. Click ok.



Name	MP	Grade	Comment #1	Comment #2	Comment #3	Exc	Unex
ANDERSON, STEPHANIE	04	A	Excellent academic performance	Shows leadership ability			
	S2	A					
	FG	A					
AQUILA, MICHAEL R	04	A					
	S2	B					
	FG	B					
BETZ, CATHERINE	04	B					
	S2	A					
	FG	B					
BROWN, KIESHA	04	A					
	S2	A					

The Post Grades screen returns to the top of the list.

Click the 'X' to exit.

You will return to Figure 1.

Repeat these steps for each class.

When you have completed posting grades for all classes you wish to post for the day, you may logout on the Teacher Schedule page to exit Portal.