

Steps for entering final averages only:

1. Log in.
2. Click the teacher tab.
3. Click the Gradebook link for the class of your choice.
4. Click OK if a window pops up telling you which marking period has an open window (you can click OK on this whenever it pops up).
5. Click the Categories link in the top left corner.
6. In the first empty row, click on the first box and choose the marking period during which you taught this class. In the next box, type FA, and in the third box type Final Average. In the fourth box, click on Percentage, and type 100 in the fifth box. Leave the last 2 boxes in this row as they are.
7. Click on the submit button below the table, or hit the Enter key.
8. Click OK when it says the transaction is complete, and then close this screen. This will take you back to the gradebook.
9. Click the Assignments link in the top left corner.
10. In the first row, choose the appropriate marking period in the first box. You can then change the date and the points the assignment is worth. In the Category box, choose Final Average, and then type "Final Average" again in the description box. Leave the last two boxes as they are.
11. Click the Submit button at the bottom of the table, or hit the Enter key.
12. Click OK when it says the transaction is complete, and then close this screen. Again, this will take you back to the gradebook.
13. In the window at the top of the gradebook screen, select the correct marking period and click the Go button. You should now see a column where you can type the students' averages. Enter the correct grades in the column under the assignment you just created (it will be the third column), and then click the Submit button at the bottom of the table.
14. If the grades in the first two columns don't match, click the Re-Calc button at the bottom of the table. This should clear out the grades in the second column and replace them with the grades from the first column.
15. Close the gradebook screen. This will take you back to the schedule screen.
16. Repeat for your other classes.