

## Place "T" for Grade for Grading Period

<p>Open up the appropriate grade book (i.e. Social Studies, Science)</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e0e0e0;"> <th style="text-align: left; padding: 2px;">Description</th> <th style="text-align: left; padding: 2px;"></th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">K HmRm</td> <td style="padding: 2px;"><a href="#">Gradebook</a></td> </tr> <tr> <td style="padding: 2px;">KG ELA</td> <td style="padding: 2px;"><a href="#">Gradebook</a></td> </tr> <tr> <td style="padding: 2px;">Kindergarten Math</td> <td style="padding: 2px;"><a href="#">Gradebook</a></td> </tr> <tr> <td style="padding: 2px;">KG Sci</td> <td style="padding: 2px;"><a href="#">Gradebook</a></td> </tr> <tr> <td style="padding: 2px;">KG Social Studies</td> <td style="padding: 2px;"><a href="#">Gradebook</a> </td> </tr> </tbody> </table>	Description		K HmRm	<a href="#">Gradebook</a>	KG ELA	<a href="#">Gradebook</a>	Kindergarten Math	<a href="#">Gradebook</a>	KG Sci	<a href="#">Gradebook</a>	KG Social Studies	<a href="#">Gradebook</a>																																																
Description																																																													
K HmRm	<a href="#">Gradebook</a>																																																												
KG ELA	<a href="#">Gradebook</a>																																																												
Kindergarten Math	<a href="#">Gradebook</a>																																																												
KG Sci	<a href="#">Gradebook</a>																																																												
KG Social Studies	<a href="#">Gradebook</a>																																																												
<p>Under the appropriate grading period column (i.e. P1, Q1), double click in any open box for a student</p>	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #e0e0e0;"> <th style="padding: 2px;">ns</th> <th style="padding: 2px;">S1 Options</th> <th style="padding: 2px;">Q2 Options</th> <th style="padding: 2px;">P2 Options</th> <th style="padding: 2px;">Q1 Options</th> <th style="padding: 2px;">P1 Options</th> </tr> </thead> <tbody> <tr><td style="height: 20px;"> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td style="height: 20px;"> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td style="height: 20px;"> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td style="height: 20px;"> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td style="height: 20px;"> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td style="height: 20px;"> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td style="height: 20px;"> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td style="height: 20px;"> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td style="height: 20px;"> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	ns	S1 Options	Q2 Options	P2 Options	Q1 Options	P1 Options																																																						
ns	S1 Options	Q2 Options	P2 Options	Q1 Options	P1 Options																																																								
<p>Use the dropdown arrow in the "Override" column and select "T" for each student</p>	<div style="text-align: center;"> <p><b>Midterm P1</b></p> <p>Save Undo Back</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #e0e0e0;"> <th style="padding: 2px;">Calculated Grade Percent</th> <th style="padding: 2px;">Override</th> <th style="padding: 2px;">Posted Grade</th> <th style="padding: 2px;">Grade</th> <th style="padding: 2px;">High</th> <th style="padding: 2px;">Low</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">-</td> <td style="padding: 2px;"> <div style="border: 1px solid #ccc; padding: 2px;"> <ul style="list-style-type: none"> <li>✓ -</li> <li>I Incomplete</li> <li>M Medical</li> <li style="background-color: #e0e0e0;">T Other</li> <li>-</li> <li>-</li> <li>-</li> <li>-</li> <li>-</li> </ul> </div> </td> <td style="padding: 2px;"> </td> <td style="padding: 2px;">T</td> <td style="padding: 2px;">100.00</td> <td style="padding: 2px;">0.00</td> </tr> <tr><td style="padding: 2px;">-</td><td style="padding: 2px;">-</td><td style="padding: 2px;"> </td><td style="padding: 2px;"> </td><td style="padding: 2px;"> </td><td style="padding: 2px;"> </td></tr> <tr><td style="padding: 2px;">-</td><td style="padding: 2px;">-</td><td style="padding: 2px;"> </td><td style="padding: 2px;"> </td><td style="padding: 2px;"> </td><td style="padding: 2px;"> </td></tr> <tr><td style="padding: 2px;">-</td><td style="padding: 2px;">-</td><td style="padding: 2px;"> </td><td style="padding: 2px;"> </td><td style="padding: 2px;"> </td><td style="padding: 2px;"> </td></tr> <tr><td style="padding: 2px;">-</td><td style="padding: 2px;">-</td><td style="padding: 2px;"> </td><td style="padding: 2px;"> </td><td style="padding: 2px;"> </td><td style="padding: 2px;"> </td></tr> </tbody> </table> </div>	Calculated Grade Percent	Override	Posted Grade	Grade	High	Low	-	<div style="border: 1px solid #ccc; padding: 2px;"> <ul style="list-style-type: none"> <li>✓ -</li> <li>I Incomplete</li> <li>M Medical</li> <li style="background-color: #e0e0e0;">T Other</li> <li>-</li> <li>-</li> <li>-</li> <li>-</li> <li>-</li> </ul> </div>		T	100.00	0.00	-	-					-	-					-	-					-	-																												
Calculated Grade Percent	Override	Posted Grade	Grade	High	Low																																																								
-	<div style="border: 1px solid #ccc; padding: 2px;"> <ul style="list-style-type: none"> <li>✓ -</li> <li>I Incomplete</li> <li>M Medical</li> <li style="background-color: #e0e0e0;">T Other</li> <li>-</li> <li>-</li> <li>-</li> <li>-</li> <li>-</li> </ul> </div>		T	100.00	0.00																																																								
-	-																																																												
-	-																																																												
-	-																																																												
-	-																																																												
<p>Click Save when you are done</p>	<div style="text-align: center;"> <p><b>Midterm P1</b></p> <p>Save Undo Back</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #e0e0e0;"> <th style="padding: 2px;">Calculated Grade Percent</th> <th style="padding: 2px;">Override</th> <th style="padding: 2px;">Posted Grade</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;"> </td> <td style="padding: 2px;">T Other</td> <td style="padding: 2px;"> </td> </tr> <tr> <td style="padding: 2px;"> </td> <td style="padding: 2px;">T Other</td> <td style="padding: 2px;"> </td> </tr> <tr> <td style="padding: 2px;"> </td> <td style="padding: 2px;">T Other</td> <td style="padding: 2px;"> </td> </tr> </tbody> </table> </div>	Calculated Grade Percent	Override	Posted Grade		T Other			T Other			T Other																																																	
Calculated Grade Percent	Override	Posted Grade																																																											
	T Other																																																												
	T Other																																																												
	T Other																																																												