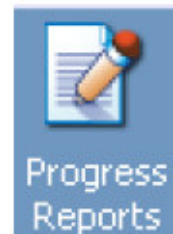


- Do not leave any six weeks average as a zero under any circumstances.

- Choose a conduct grade (letter grade) for each of your students (click on **Progress Reports** at the top of the main GradeSpeed screen). If you do not choose a conduct grade, the students will automatically receive an A for conduct. You must use capital letters for conduct grades.

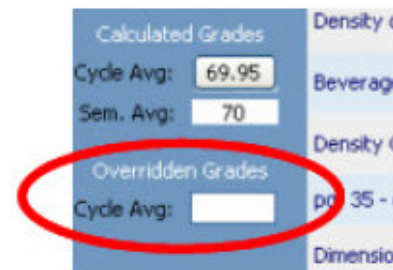


- In order to place comments on student report cards, go to the **Progress Reports** screen at the top of the main GradeSpeed screen. Choose the appropriate number(s) for the comment(s) you want to place on that student's report card. Teacher-made comments will not appear on report cards.



- If you want to give an incomplete, click on the student's average while you are on the main GradeSpeed screen.

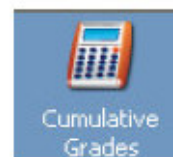
- This screen will appear.



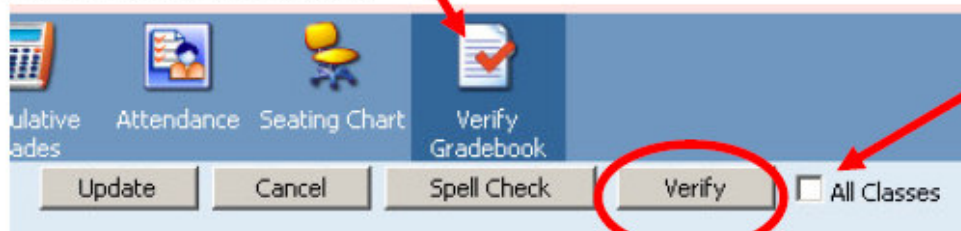
- Type **INC** in the box underneath Overridden Grades and click on the Update button to save the incomplete. **If you do not click on Update, your changes will be lost.**

- Before you verify your grades, check them for accuracy. Make sure that **no** student's **average** is blank or zero for any reason.

- Print out your cumulative grades by clicking on the cumulative button at the top of your screen. Choose **File → Print** to print the screen. Do this for each period. ID numbers will **not** show on this screen – only names will appear. **Turn in the paper copy to Donna Williams by the due date/time.**



- Then, Click on the **Verify Gradebook** button at the top of your screen. Check the box next to All Classes to verify all of your classes or leave the check box blank to only verify the current class. Click on the grey Verify button and then confirm that you really do want to verify. You do not have to be at school to verify, but you do have to be on the internet.



- After you verify grades, you will have read-only access to your grades for the first six weeks, but can still access the second six weeks.

- You can access the second six weeks grades by choosing Cycle 2 on the top right-hand corner of your screen. You will have to do that for a few days, usually until Thursday. After that, your grades will automatically start opening to 2nd six weeks.



- If you have any questions or concerns or need any help, please let me know. Good luck.