

To post grades:

1. After you have entered cycle and/or semester grades data for the course, review your input carefully, and save all changes. Once the data has been posted by administration, you may not change any data. If you discover an error after grades have been posted, you must contact your campus administrator to correct any errors.

After grades have been posted and the cycle has closed, you may make changes to the grades and view the working cycle average (e.g., for a student who missed the last few days of a cycle due to illness); however, you may not post any changes. Instead, print your changes and submit your printout to the campus administrator.

2. When you are satisfied with your input for the cycle grades, notify the system that you are ready to post. Click **Mark grades as Ready to Post**. This link is only displayed for current cycles that are open for posting. Your campus determines when the cycle is open and closed for posting.
3. In the **PIN** field, type your four-digit PIN, and then click **Continue** to indicate that your grades are ready to post. If your changes were saved successfully, the page will reload, and a message will appear indicating that the cycle grades were successfully sent to be posted.

You may submit your grades more than one time if you make a change shortly after you have marked the grades as ready to post; however, once the data has been posted by administration, you may not change any data.

Your campus administrator can run a Missing Grades report to determine which teachers have posted their grades and which teachers have not yet posted their grades.

To inquire about closed (posted) cycles:

Posted cycle grades appear under the **Posted Cycles** heading below the cycle numbers. If you are currently in the first cycle of a semester, the **Posted Cycle** heading and cycle numbers are not displayed.

If a cycle is closed, the cycle average is pulled from the grade course record and is display-only. If an override grade was entered for the cycle grade, the override grade is displayed.

For data on a posted cycle, click the cycle average. A pop-up window will open to display the posted cycle average, citizenship grade, and report card comments for that cycle.