


## Loading Grades to Report Card

1. From the Home screen, click on **RC** beside a class

<b>RC Run:</b>	1	<b>IPR Date:</b>	09/13/2013						
Actions									
<a href="#">List</a>	<a href="#">Att</a>	<a href="#">All P</a>	<a href="#">Pic</a>	<a href="#">Def</a>	<a href="#">Score</a>	<a href="#">IPR</a> ✓	<a href="#">RC</a>	-	-
<a href="#">List</a>	<a href="#">Att</a>	<a href="#">All P</a>	<a href="#">Pic</a>	<a href="#">Def</a>	<a href="#">Score</a>	<a href="#">IPR</a> ✓	<a href="#">RC</a>	-	-
<a href="#">List</a>	-	-	-	-	-	-	-	-	-
<a href="#">List</a>	<a href="#">Att</a>	<a href="#">All P</a>	<a href="#">Pic</a>	<a href="#">Def</a>	<a href="#">Score</a>	<a href="#">IPR</a> ✓	<a href="#">RC</a>	-	-
<a href="#">List</a>	<a href="#">Att</a>	<a href="#">All P</a>	<a href="#">Pic</a>	<a href="#">Def</a>	<a href="#">Score</a>	<a href="#">IPR</a> ✓	<a href="#">RC</a>	-	-
<a href="#">List</a>	<a href="#">Att</a>	<a href="#">All P</a>	<a href="#">Pic</a>	<a href="#">Def</a>	<a href="#">Score</a>	<a href="#">IPR</a> ✓	<a href="#">RC</a>	-	-
<a href="#">List</a>	<a href="#">Att</a>	<a href="#">All P</a>	<a href="#">Pic</a>	<a href="#">Def</a>	<a href="#">Score</a>	<a href="#">IPR</a> ✓	<a href="#">RC</a>	-	-
<a href="#">List</a>	<a href="#">Att</a>	<a href="#">All P</a>	<a href="#">Pic</a>	<a href="#">Def</a>	<a href="#">Score</a>	<a href="#">IPR</a> ✓	<a href="#">RC</a>	-	-



2. Click on **Load from Gradebook**

## Teacher Access Center

### Enter Report Cards

**RC Run:** 1

3. Review grades....REMEMBER, cannot submit with blanks .
  - a. If grades not correct, click on My Classes, fix the grade(s) and Load From Gradebook again.
  - b. Can repeat process until all grades are correct and populated

4. Click **Save** – clicking Save = all grades verified and correct



5. Repeat procedure for each class until there is a green check mark by each