


Loading Grades to Report Card

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

RC Run:	1	IPR Date:	09/13/2013						
Actions									
List	Att	All P	Pic	Def	Score	IPR ✓	RC	-	-
List	Att	All P	Pic	Def	Score	IPR ✓	RC	-	-
List	-	-	-	-	-	-	-	-	-
List	Att	All P	Pic	Def	Score	IPR ✓	RC	-	-
List	Att	All P	Pic	Def	Score	IPR ✓	RC	-	-
List	Att	All P	Pic	Def	Score	IPR ✓	RC	-	-
List	Att	All P	Pic	Def	Score	IPR ✓	RC	-	-
List	Att	All P	Pic	Def	Score	IPR ✓	RC	-	-



2. Click on **Load from Gradebook**

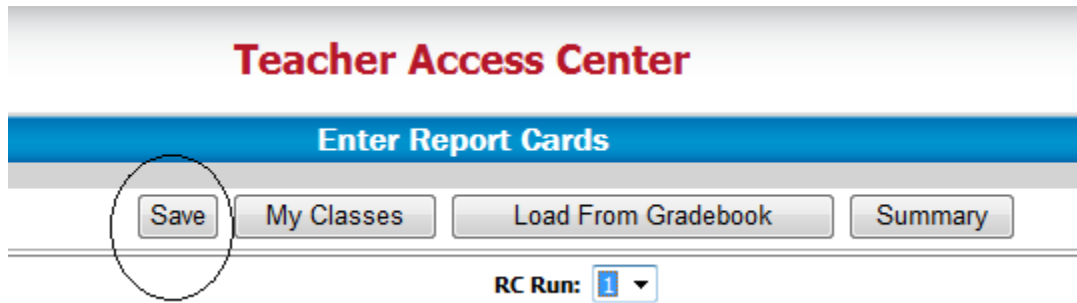
Teacher Access Center

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