Loading Grades to Report Card and/or Progress Reports

1. From the Home screen, click on **Grade Reporting** and choose either Interim Progress or Report Cards

2. Choose a class - click on

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

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

5. Click on **Change** to choose next class and repeat procedure for each.

6. Click on **Home** and verify all classes have a check mark on the Interim Progress icons or the Report Card icons.