



GRADE MARK OVERRIDES

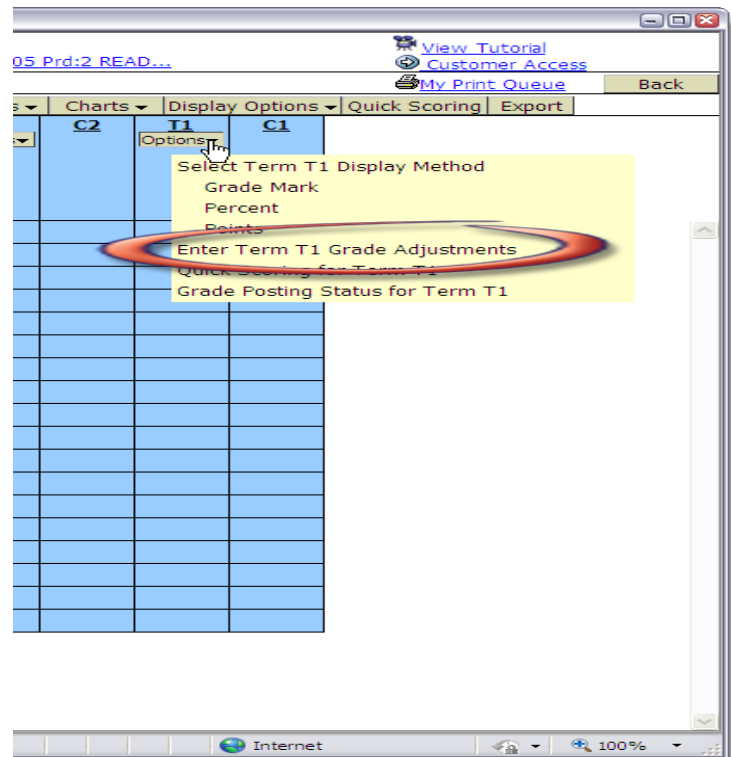
Before report cards grades can be posted, comments and grade-mark overrides need to be completed by each teacher.

Grade Mark Overrides - replacing the grade-mark (A, B, C...) with a code. The override "NGL" is equivalent to *not reading on grade level*

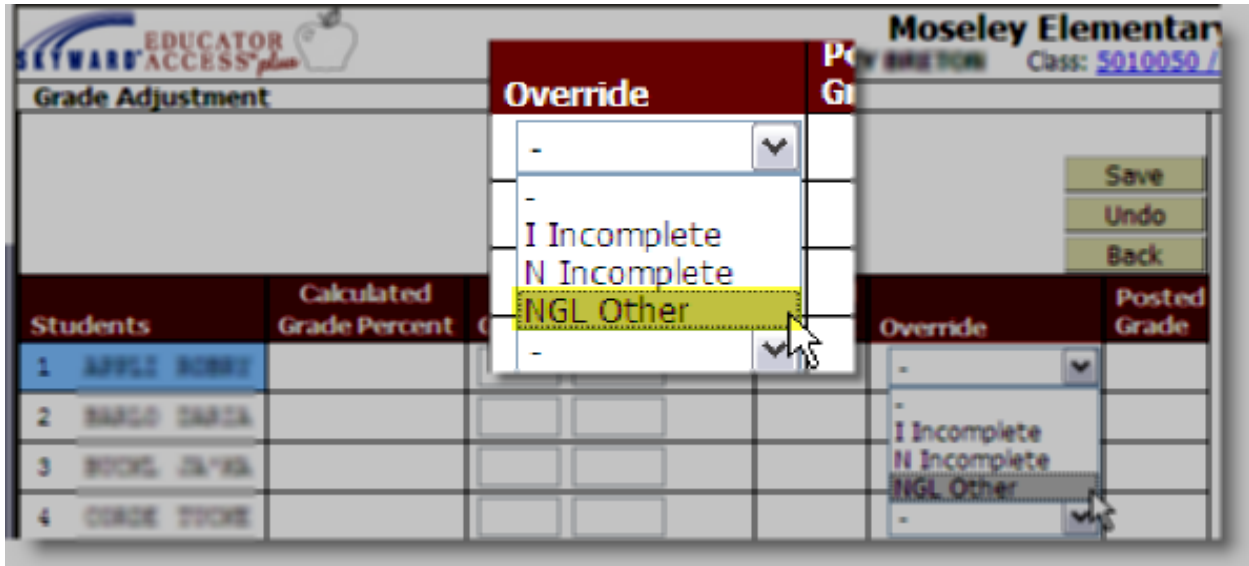
1. Overrides in the Gradebook include: No Grade (NG), Incomplete (I), and Not on Grade Level (NGL).

This guide will cover an elementary-level teacher making an override of Not on Grade Level (NGL) in a reading class's Gradebook.

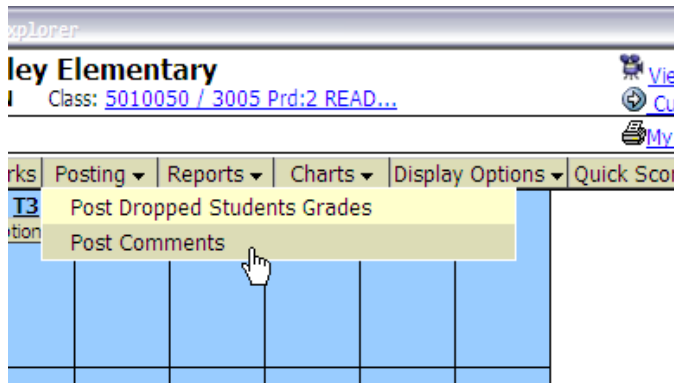
2. From the main screen of the reading Gradebook, hover the mouse cursor over the "Options" menu in the TERM 1 (T1) column and choose T1 Grade Adjustments .



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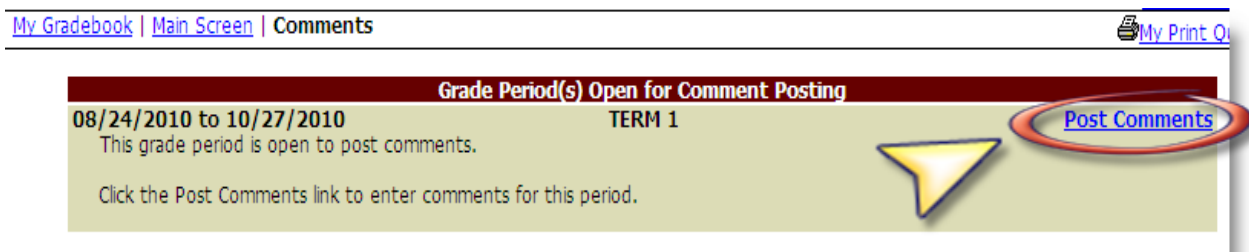


3. The override column features a drop-down menu in which an override can be specified. Choose, NGL for not on grade level and then save.



4. Add a comment to correlate to the grade mark override. From the main screen, hover over the "Posting" menu button and choose Post Comments.

5. On the next screen, post comments for the current term.



POSTING COMMENTS

6. It is possible to enter three comment codes per student, per class. If a NGL grade mark override is marked, a comment must also be specified.

Comment Entry

Grading Period: 08/24/10 to 10/27/10 TERM 1

[w/ Comment Codes](#)

Grad Yr	First Name	Last Name	Alerts	T1	C1	C2
					Default blank comments to: <input type="text"/> <input type="text"/>	
2020	ROBERTONA WY'ASSA	APPLING			03	
2020	DARSHAN ANDREIN	BARLOW				
2020	DEKAYLA DENISE	BUCKLE			13	
2020	TUCKER LAINE	CORDELL				
2020	GUTTER NICCOY	COUNTS				

7. A comment code of 03 is for a student not reading on grade level. A code of 13 is for an ESE student not on grade level.

8. Save changes.