SUBMITTING SEMESTER GRADES USING GOOGLE DRIVE

1. Make a folder on your computer and name it the school year and semester you are submitting and the word "Grades" (i.e. 2017 18 FAL Sem Grades). **REMEMBER YOU SHOULD NOT USE "-" or any other punctuation in your filename.**
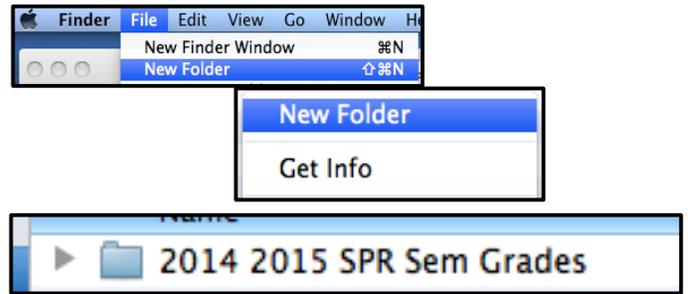
2. Log into your School Loop account.

3. Click on "Gradebooks" in the top right corner and select the first subject you want to submit grades.

4. Select "Reports" from the options that appear.
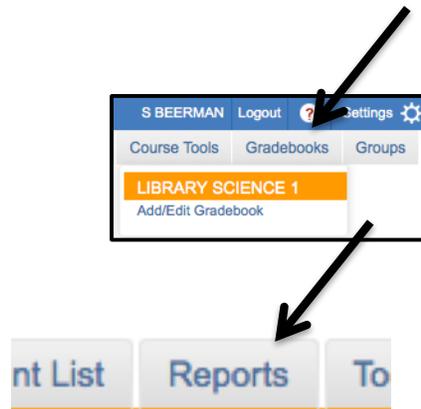
5. Click on one of the periods under "Complete Gradebook (**All Assignments**), By name, (with ID)".
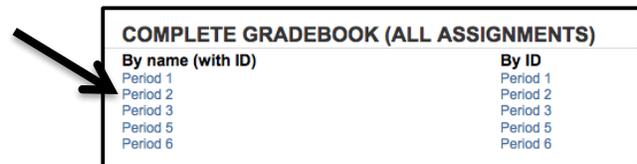
6. Go on the top left corner of the browser and select "Print" from the pull-down menu.
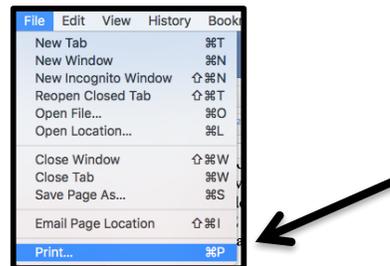
7. For "destination" it should read "Save as PDF". If it does not then click "Change" and select "Save as PDF".

   Click "Save".
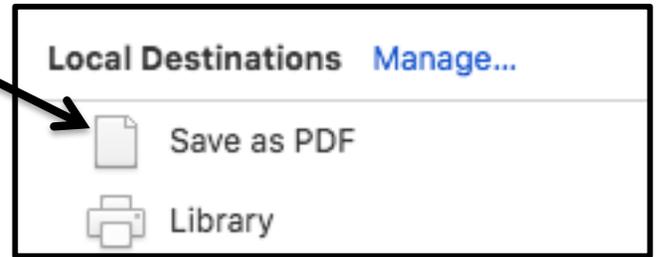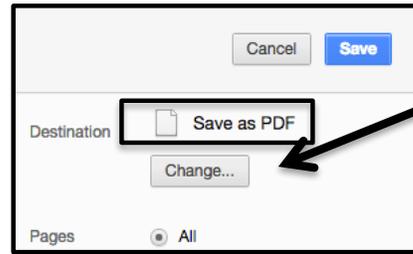
8. Locate the folder that you named in step 1, (in the window on the left of your screen you can click on your name and locate through that path). Once you locate and click on the folder it should be listed in the box under the "Save As" box at the top of the screen you are viewing.

9. Type the name you want to give to the file in the box at the top of the page next to "Save As". (i.e. Beerman Lib Sci period 1). Click "Save".
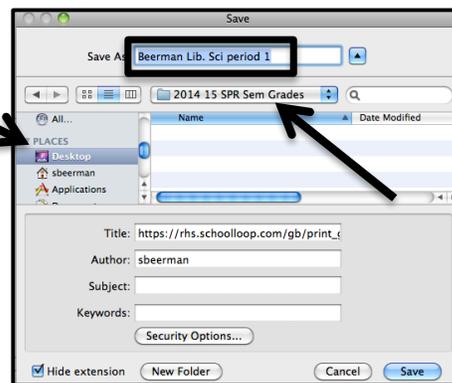
10. Repeat steps 3-10 for each of the periods and classes that you teach.

Once you have downloaded all of your grades from School Loop:

11. Log into your district Google email account. **NOTE:** You MUST use the Google Chrome browser to complete these steps.

12. Click on the box grid in the top right corner of the screen and select "Drive" from the menu that appears.
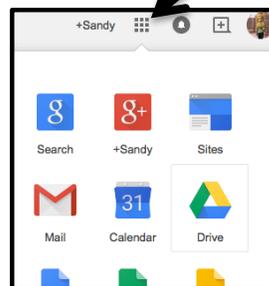
13. Click on "Shared with me" on the left side of your screen under the red "NEW" box
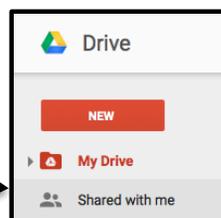
14. Locate, and open the folder that has this school year and your name (last name, first and Grades) in the shared with me area.

    Note: If you can not locate this folder you can click in the search box at the top of the page and type in your name for it to appear.
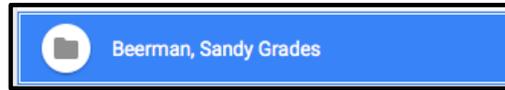
15. Go back to your computer and locate the folder that you made in step 1 above, that has all of your saved grades.
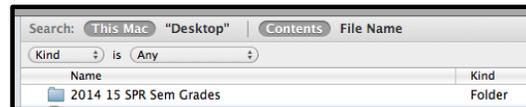
16. Click and open your folder that you saved your grades into. Click on the first period and hold down on the mouse button and click the last class file.
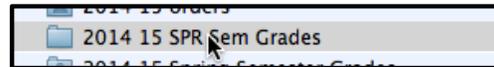
17. Drag the files over to the "Drop files here" icon in Google Chrome browser that you opened in step 15 above (release the mouse button). You should now see your semester grades folder in your account in Google Drive.
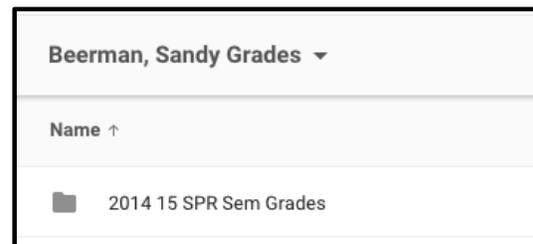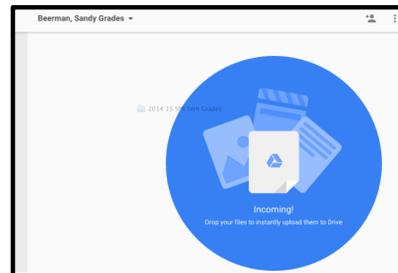
REMEMBER: if you get an error when trying to copy the folder make sure you <u>are doing these steps in the Google Chrome browser.</u>
These steps will not work in Firefox or Safari.