# Teachers: How To Submit Your Grades Through SchoolLoop

We will be using SchoolLoop exclusively to submit all of our grades, citizenship and comments to the District at the end of each grading period.

The Grading Period will end the Friday before the grades are actually due.

1. The window to begin to enter grades will be the Tuesday before the grades are actually due. When you log in to SchoolLoop you will see a red box, "Grades Due" in the top right corner of your home page.
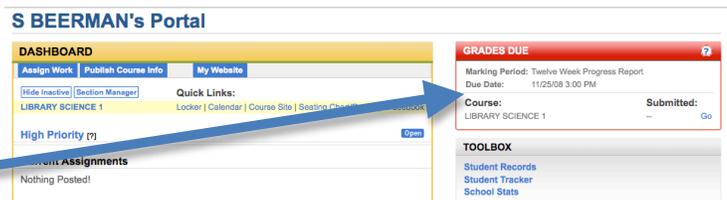
2. This "Grades Due" red box lets you know the grading period will soon officially end.
It also lets you know the deadline when you must have completed the process of submitting your grades through SchoolLoop.
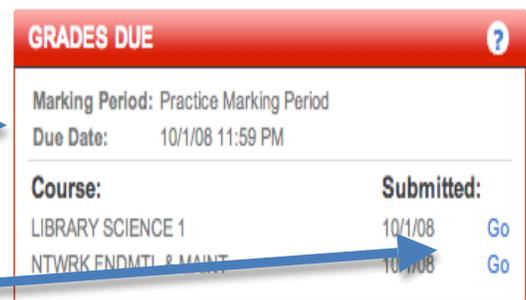
3. When you are ready to enter grades for a specific subject, click on the first blue "Go" button in the red box.

4. The "Choose Grades To Submit" window will appear.
Choose the "Full Gradebook" option. This will include all of the grades you have entered into SchoolLoop. (if you have been using school loop as your gradebook. NOTE: The Progress Reports option only includes the grades you have officially "published".
Click once on the blue "Submit" button to the right of "Full Gradebook".
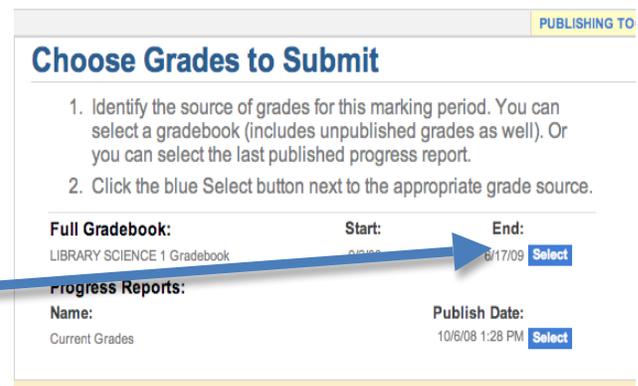
5. The "Submit Grades" window will appear.
You will see the names for all the students for each period for that subject.
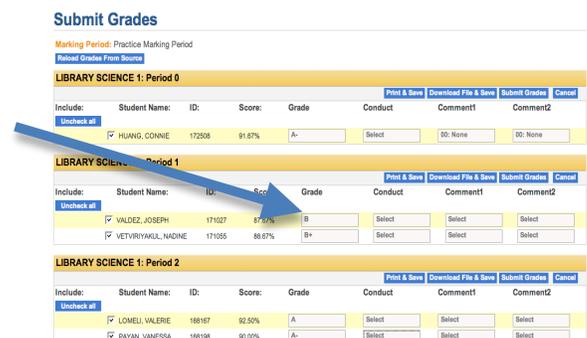
6. You can manually enter the grade by moving the tip of your mouse arrow into the white rectangle that is located under "grade". Click and hold down your mouse button –you will see a list of the available grades. While still holding down the mouse button, move down the list until you reach the new grade. Let go of the mouse button on that grade. There is an option of "N" at the bottom of the list for a "No Mark".
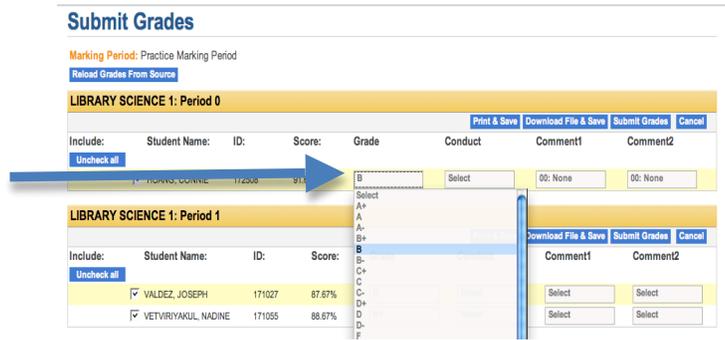
7. Citizenship Marks: The 1: Outstanding mark has been set to be the default. If you wish to change the citizenshiop you must manually choose the citizenship mark for each student in the "Conduct" category.

To add a citizenship mark, move the tip of your mouse arrow into the white rectangle under the Conduct heading. Click and hold down your mouse button –you will see a list of the four potential citizenship marks. While still holding down the mouse button, move down the list until you reach the appropriate mark. Let go of the mouse button on that mark.
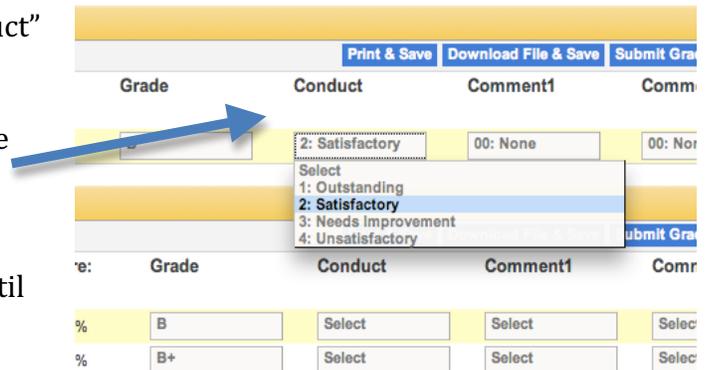
8. Comment1 and Comment2: You may use the comments options just as we always have used comments. Click your mouse arrow on the first white rectangle and move down to select the appropriate comment.

You may use the second comment column to choose a second comment for a student.

You may choose to give a student a comment or not. SchoolLoop does not require that you select a comment for each student.
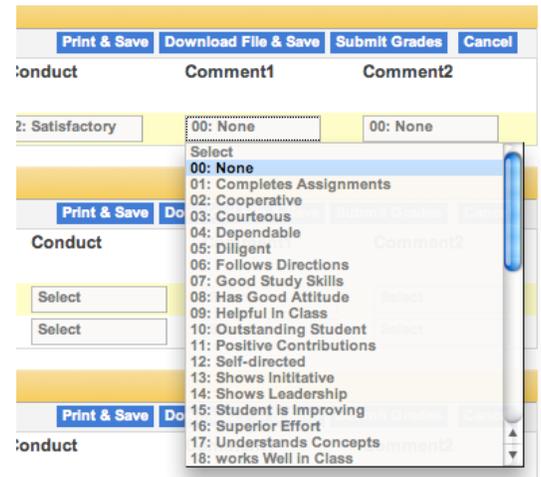
9. When you have finished checking to see if the grade for each student is correct, added a citizenship mark, and selected any needed comments, you only need to click once on the "Submit Grades" button.

You can continue to go into SchoolLoop and change grades, citizenship or comments up until the deadline time listed in the red box. However, you must remember to click on the "Submit Grades" button after you have made any changes.