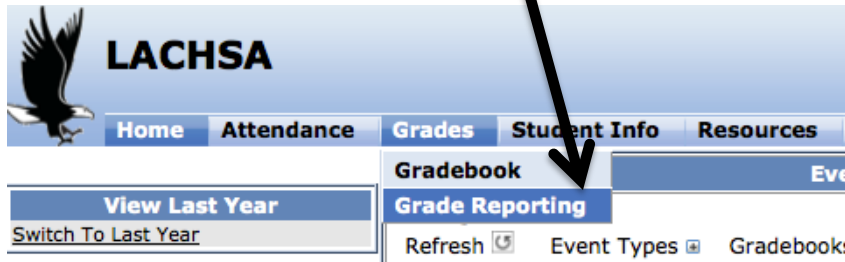


## How to Manually Enter Grades in Grade Reporting

- 1) Log into your ABI
- 2) Click on Grades and Grade Reporting



- 3) For each period (top left corner) you teach, use the drop down menus to input:
  - a. Grades (A, B, C, D, F .... OR... for the 4.5 week period for Arts, P for Pass or F for Fail)
  - b. CI for Citizenship
    - i. Note: Citizenship can be entered in mass on the top right of the page
  - c. WH for Work Habits
    - i. Note: Work Habits can be entered in mass on the top right of the page
  - d. Absences and Tardies will be manually updated by the administration the day before the grading window closes
  - e. C1, C2, C3 are comment codes (comments required for students with D or F grades). To see comment code options, click on C1, C2 or C3 at the top of the column.

View Period: [3](#)  
 Current Period: 3  
**Current Date Range for Grade Posting: 09/12/2013 - 09/20/2013** [Load From Gradebook](#)

Submit Grades - Do this before leaving this page!   Mark Page as Complete

| Student Grades |                             |     |              |                                |     |     |        |     |     |     |        |        |                               |                               | Mass Set: <input type="text" value="CI"/> |     |                               | <input type="button" value="Go"/> |                               |
|----------------|-----------------------------|-----|--------------|--------------------------------|-----|-----|--------|-----|-----|-----|--------|--------|-------------------------------|-------------------------------|-------------------------------------------|-----|-------------------------------|-----------------------------------|-------------------------------|
| Stu#           | Student Name                | Grd | Course Title | 1st                            | 2nd | 3rd | FA SEM | 1st | 2nd | 3rd | SP SEM | Credit | CI                            | WH                            | Abs                                       | Tdy | C1                            | C2                                | C3                            |
| 5786           | Herrera, David A.           | 12  | Tech Intern  | <input type="text" value="A"/> |     |     |        |     |     |     |        | 5.00   | <input type="text" value=""/> | <input type="text" value=""/> | 0                                         | 0   | <input type="text" value=""/> | <input type="text" value=""/>     | <input type="text" value=""/> |
| 5881           | Sanchez, Kristina R.        | 12  | Tech Intern  | <input type="text" value=""/>  |     |     |        |     |     |     |        | 5.00   | <input type="text" value=""/> | <input type="text" value=""/> | 0                                         | 0   | <input type="text" value=""/> | <input type="text" value=""/>     | <input type="text" value=""/> |
| 6161           | Williams-Womack, Crislin J. | 11  | Tech Intern  | <input type="text" value=""/>  |     |     |        |     |     |     |        | 5.00   | <input type="text" value=""/> | <input type="text" value=""/> | 0                                         | 0   | <input type="text" value=""/> | <input type="text" value=""/>     | <input type="text" value=""/> |

Submit Grades - Do this before leaving this page!

a
b
c
d
e

**HIT SUBMIT EVERY 10 MINUTES TO ENSURE YOUR DATA IS SAVED (system logs you out at 20 min)**