



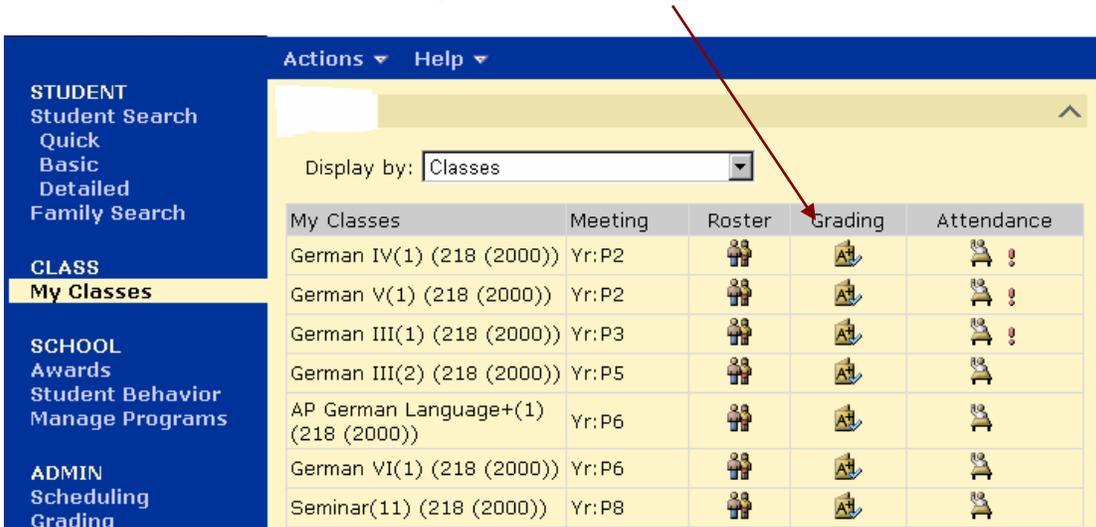
Student Management Solution

Submitting Grades - 5 Easy Steps

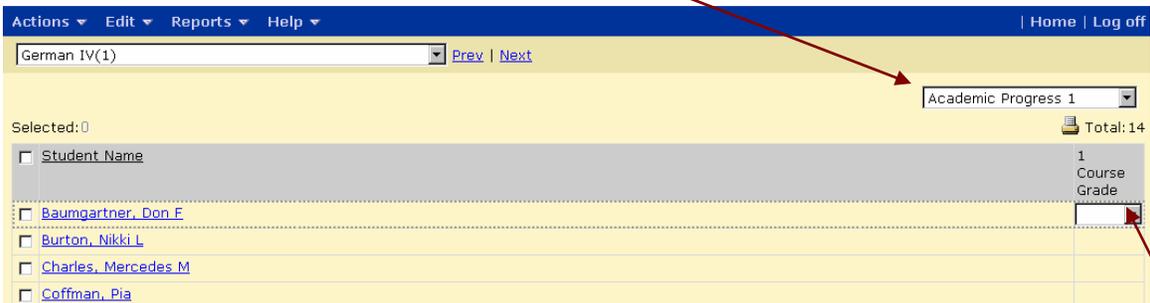


How to Submit Academic Progress and Quarter Grades WITHOUT GRADEBOOK 5 Easy Steps

1. Log into SMS (NOT into the GRADEBOOK Component)
2. Click on the Icon under Grading for the first Class.



3. Change the Score sheet to “Academic Progress 1” or “Quarter 1”



4. Under Course Grade – type in the letter grade or use the pull down menu to select the grade.

5. Click “Save” When you are done with this class.

To go to the next class, you may either click the drop down class menu and select the next class or use the “Next” option to the right of the class names.

