

ACADEMIC WARNINGS TEACHER INSTRUCTIONS

Choose a course on the drop down menu.

Year **10-11** School **INCLINE MIDDLE SCHOOL** Section **01) 342-2 PHY SCIEN 8**

Go to Gradebook

- Student Information
 - General
 - Health
- Instruction
 - Attendance
 - Gradebook

Right Click with mouse in the green area under the Grade column. You will get the this window,

%	Grd	%	Grd
85.29	B		
79.37	C		
88.89	B		
88.89	B		
93.65	A		
85.29	B		
88.89	B		
92.06	A		

T1 - Overall Grade

Post Grades

Post Grades to other task ▶

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Post Grades

Post Grades to other task ▶

- Overall Grade ▶
- Behavior ▶
- Work Ethic ▶
- Assessments/Tests ▶
- Practice/Homework ▶
- Participation/Classwork ▶
- Semester Grade ▶
- Progress Grade ▶
- T1 - Academic Warning** ▶
- T2 - Academic Warning
- T3 - Academic Warning
- T4 - Academic Warning

Choose Post grades to other tasks

Choose Academic Warning

Choose T1 Academic Warning

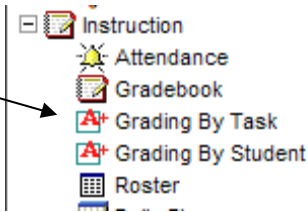
Choose Save



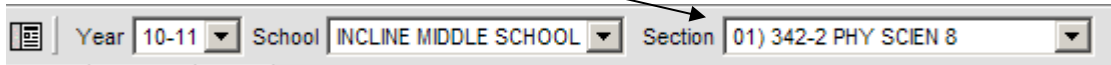
You will not see any difference on the screen.

ADD COMMENTS TO EACH STUDENT WHO IS TO RECEIVE AN ACADEMIC WARNING

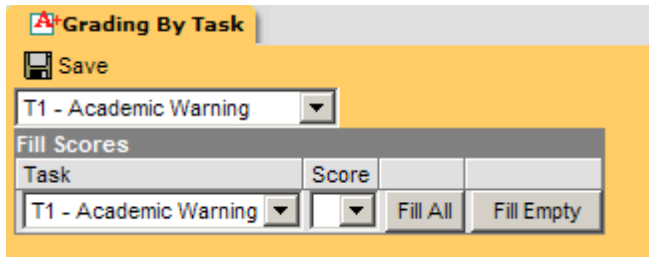
Go to Grading Task



Choose the correct course



Ensure you are in the right grading task: Term and Academic Warning



Choose only students who have a grade of a "C" or below to add comments. You must choose a canned comment by clicking on the paper symbol.



Students who are receiving a grade higher than a "C" do not receive an Academic Warning and you will not see a grade for them.

You may choose as many comments as you would like. When done choose Update Comment

Enter Codes/Select Comments For : RILEY BERTOLINA

CODES:

OR

- 16: Accepts responsibility
- 17: Follows directions
- 8: Needs improvement in accepting responsibility
- 4: Needs improvement in following directions
- 5: Needs improvement in having a respectful attitude
- 2: Needs improvement in observing classroom rules

Update Comment Cancel

The comments will appear in the comments column.


Comments

Needs improvement in accepting responsibility. Needs improvement in following directions.

Choose Save when done.

Grading By Task

Save

To remove a comment choose the  symbol and all comments will be removed.