

# Posting Grades Online

Website for posting from home: <http://bbc-ssp.danbury.k12.ct.us/pls/portal>

Grade Posting Window will be open: **8:00 AM Oct. 31 – 4:00 PM Nov. 7**

1. Log in. Select Teacher.
2. **For Teachers using the “Gradebook” in the Portal:**

- Select “Gradebook” for the first period you wish to work with.
- At bottom of Column MP Q1 Average, click “Submit.”  
This will send your “Gradebook Grades” to the “Grades” Window in StarPortal.
- Close the window.
- Select “Grades.” Now the window will show your calculated grades for students. If you wish to override the grade, use the drop-down menu. If you override, the box will turn yellow.

**For All other Teachers:** Select “Grades” for your first period class.

**Post Grades**

Class: 2622-001 (MATH 6) Period: 02 Teacher: DOUBEK, P

Quick Link: Click a student name to quickly move to that area of the page.

ADDESSI, S ANDRADE, T ANDREWS, A BALDWIN, S CRUZ, J DE OLIVEIRA, K DIFALCO, B GILLOTTI, B GOMEZ, G GUYTON, B HADDEN, C  
JAKUBCZYK, J KROM, S LANE, A LOMBARDO, Z LOPEZ, T LOU, M NELSON, N NUNEZ, R OLIVEIRA, S OMASTA, H RICHARDSON, D ROSANO, C  
STOECKLE, S SWENSON, K TENESACA, M TUN, B WARD, J

Name	MP	Grade	Comments	Exc	Unex	Tdy	Citizenship	Effort
ADDESSI, S	Q1	<input type="text"/>	ABSENCES/TARDIES AFF DIFFICULTY WITH CONT DISRESPECTFUL/RUDE DISRUPTS LEARNING EN	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**IGNORE these!**

Select a Final Grade per student.

Choose up to 3 Comments. Hold down either Command key or Control key to select more than one.  
(Full list of Comments are listed alphabetically on reverse side of this sheet)

Type in Attendance

3. When finished with the class, Click

**Note: You can continue to go back and change grades through 4:00 PM, Nov. 7, even if you click “Submit Grades.”**

4. Continue with other class periods until you are finished.
5. **Very Important:** Be sure to **Log Out** each time to protect your grades! Close your Browser, too.

Questions? Email Barbara: [myersb@danbury.k12.ct.us](mailto:myersb@danbury.k12.ct.us)

## Comments for Grade Reporting

Comments are listed alphabetically.

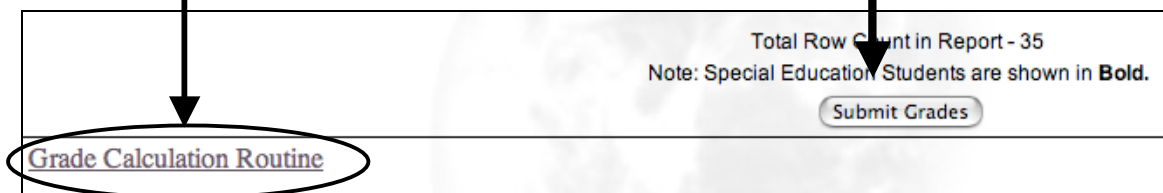
“**Commendations**” are listed in **bold**; “Deficiencies” in plain type.

<b>Comments</b>
ABSENCES/TARDIES AFFECT GRADE
DIFFICULTY WITH CONTENT/NEW CONCEPTS
DISRESPECTFUL/RUDE
DISRUPTS LEARNING ENVIRONMENT
DOES NOT FOLLOW SAFETY RULES
DOES NOT PARTICIPATE IN PE ACTIVITIES
DROP IN QUALITY OF WORK
FAILS TO MAKE UP MISSED WORK
<b>GOOD CLASS PARTICIPATION</b>
<b>I ENJOY HAVING THIS STUDENT IN CLASS</b>
INATTENTIVE IN CLASS
INCONSISTENT HOMEWORK
LATE, INC, OR MISSING ASSIGNMENTS
LOW TEST/QUIZ GRADES
MODIFIED CURRICULUM
NEEDS TO PRACTICE BASIC MATH FACTS
PARENT CONF REQUESTED/PLEASE CALL
POOR ORGANIZATIONAL SKILLS
<b>SATISFACTORY EFFORT</b>
<b>SHOWS CREATIVITY</b>
<b>WORK SHOWS IMPROVEMENT</b>
<b>WORKING UP TO ABILITY</b>

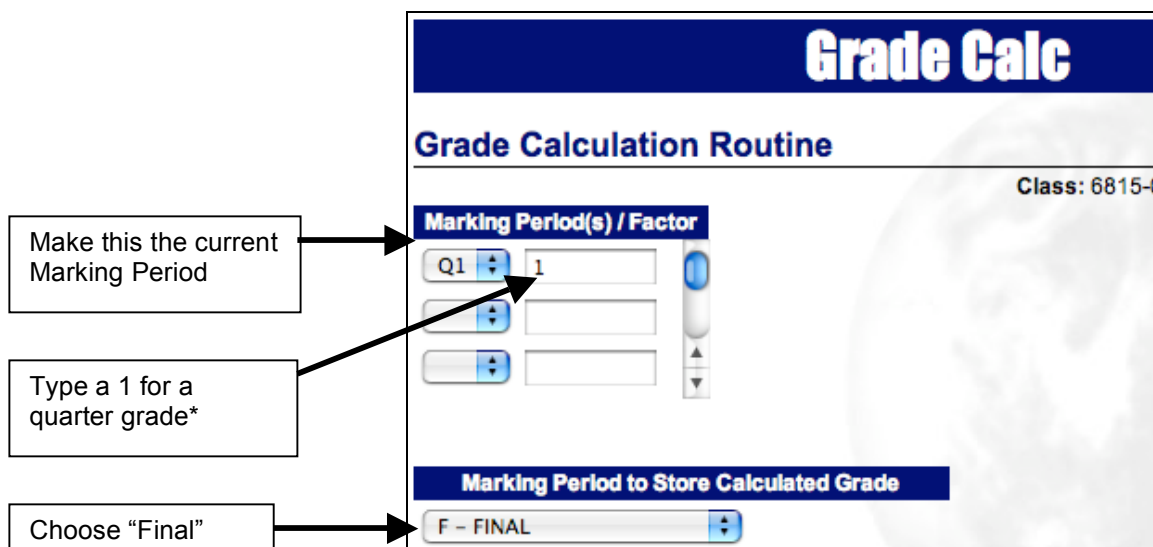
**Teachers Who Teach a Class that is NOT the Full Year** must take an extra step to submit your grades in the Portal:

At the bottom of your class's grade screen, **first** "Submit Grades"

**Then**, click here:



A new window will open up. You need to change THREE things on this screen:



Leave EVERYTHING else at all of the defaults; then scroll ALL the way to the bottom, and click



That's it! Be sure to do this for each class that is NOT full year!

\*These directions are for Quarter classes only. Entries for a class spanning a Semester are different.

## **Schedule for Grade Posting, 1<sup>st</sup> Marking Period 2005**

October 31, 8:00 AM:	Grade Posting Window Opens
November 7, 4:00 PM:	Grade Posting Window Closes
November 8 (PD Day):	Verification Sheets will be printed, and put in teachers' mailboxes
November 9, 7:00 AM:	Grade Posting Window Open for teachers to make any grade changes, based on verification sheets
November 9, 4:00 PM:	All changes must be completed; Grade Posting Window Closes
November 10:	Report Cards Printed
November 14:	Report Cards Delivered to Schools

Any grade changes after printing of report cards will be done using the Drop/Add form, available in the Central Office.