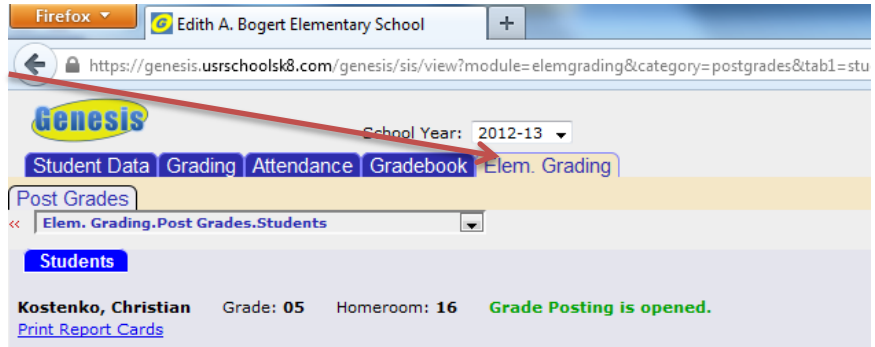


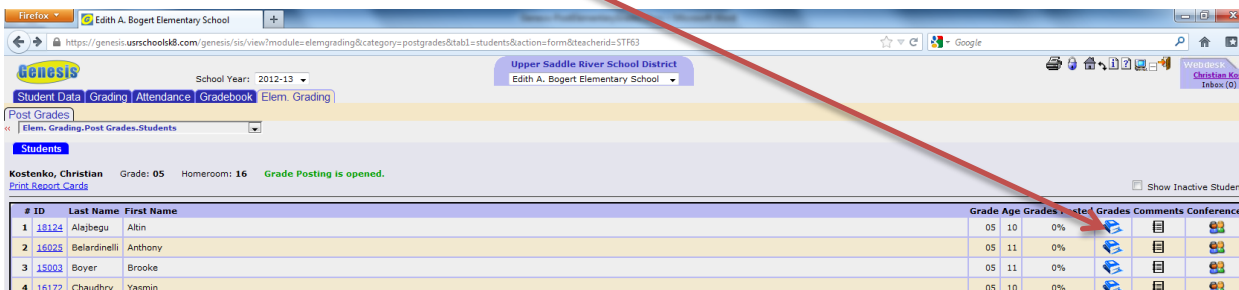
Genesis – Post Elementary Grades

To Enter Grades

- 1) Log on to Genesis
- 2) Click on Elementary Grading
- 3) Click on Post Grades

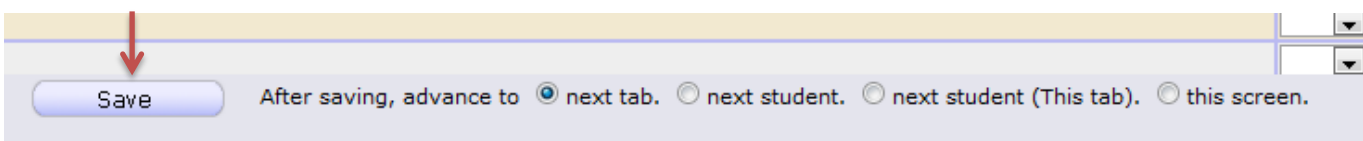


- 4) Click on the grades icon  for a student to enter their grades.



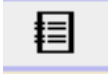
- 5) Once their grades have been entered **hit the save button at the bottom of the page.** Before you click the save option, select:

- a. Next tab – go to the comment page for the student
- b. Next student and Next Student (this tab) – go to the next student
- c. This screen – saves the current page and stays on the page



To Enter Comments

- 1) After logging into Genesis and going to the Post Grades page, click on the comments icon



for a student to enter their grades.

Upper Saddle River School District
Edith A. Bogert Elementary School

Post Grades
Elem. Grading-Post Grades-Students

Students

Kostenko, Christian Grade: 05 Homeroom: 16 **Grade Posting is opened.**

#	ID	Last Name	First Name	Grade	Age	Grades Posted	Grades	Comments	Conferences
1	18124	Alajbegu	Albin	05	10	0%			
2	18023	Belardinelli	Anthony	05	11	0%			
3	15003	Boyer	Brooke	05	11	0%			
4	16172	Chaudhry	Yasmin	05	10	0%			

- 2) Once their comment has been entered hit the **save button at the bottom of the page**. Before you click the save option, select:

- d. Next tab – go to the comment page for the student
- e. Next student and Next Student (this tab) – go to the next student
- f. This screen – saves the current page and stays on the page

Save After saving, advance to next tab. next student. next student (This tab). this screen.

Easily View which Students need Grades

- 1) To determine how many more grades you need to enter for a student, please look at the Grades Posted column. 0% indicates no grades posted and 100% indicates all grades have been posted.

Show Inactive Students

Grade	Age	Grades Posted	Grades	Comments	Conferences
05	10	0%			
05	11	0%			
05	11	0%			