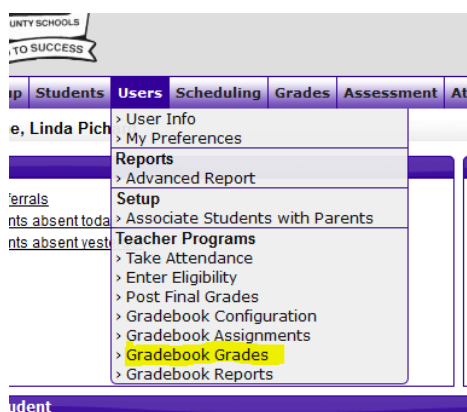
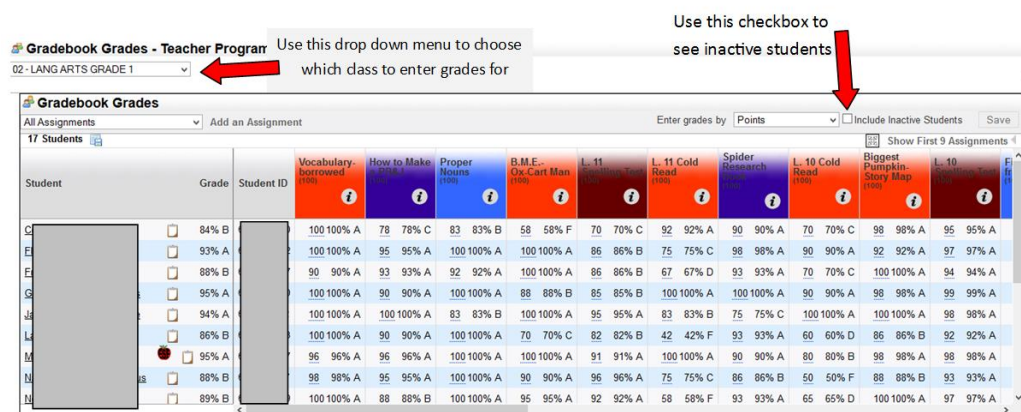


## How to Enter Previous 9 Weeks Grades

- Log into Focus
- Use the drop down menu to choose the marking period you need to enter grades for
- Click on Users
- Click on Gradebook Grades



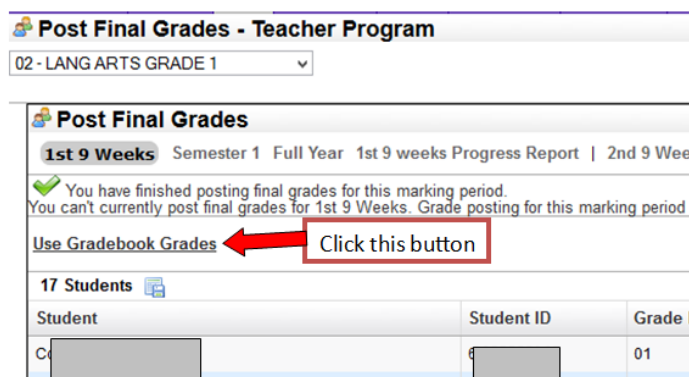
- In the "Find a Teacher" box enter the teacher you need to enter grades for and click search.
- Once you click on the teacher's name you will see a screen like the one below:



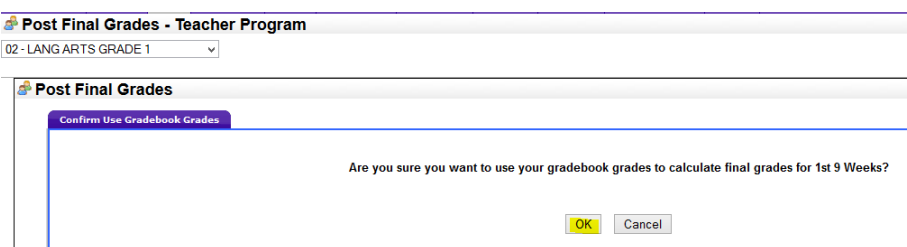
- To enter for change grades you click on the underlined grade in the gradebook, this will open a text box, make the adjustments needed and click save.
- Focus will automatically save grades for you as you go if you are making multiple adjustments. Never leave the screen if the save button is red.

**You must now enter the new "gradebook grade" as a "Posted Grade" so it will show on the report card**

- Click on users, then Post Final Grades
- Click on use gradebook grades



- Click ok



- You will see a green check and message saying you have finished posting like the one below

