KK GRADEBOOK HOW TO ENTER "P" FOR PASSING

- 1. Launch the gradebook.
- 2. In the **Classes** list select **KK Academics**.



3. In **Reporting Term** select **S2** (semester 2).



- 4. In Mode select Assignments.
- 5. Your student list will appear and resemble one of the examples below. It does not matter which way it appears.

Students (18)		(S2) Final Grade	Students (18)		(S2) Final G	rade
NAME	Q		NAME	Q		
NAME	Ð		NAME	Q		n/a
NAME	Ð		NAME	Q		n/a
NAME	Ð		NAME	0		n/a
NAME	Ð		NAME	O		n/a
NAME	Ð		NAME	٢		n/a
NAME	Ð		NAME	٢		n/a
NAME	Ð		NAME	٢		n/a
NAME	Q		NAME	0		n/a
NAME	Ð		NAME	O		n/a
NAME	Ð		NAME	٢		n/a
NAME	Q		NAME	¢		n/a
NAME	Ð		NAME	0		n/a
NAME	Q		NAME	0		n/a
NAME	Ð		NAME	٢		n/a
NAME	Ð		NAME	٢		n/a
NAME	Ð		NAME	٢		n/a
	Q			٢		n/a

6. Hold down the **Control key** on your keyboard and click in the area to the right of the first student's name.

Students (18)	(S2	Final Gr	ade
NAME			

7. A menu will appear. Select **Fill Scores**.

8. A **Fill**

	(S2) Final Grade
	Fill Scores
	Show Score Inspector
A Fill Final Scores window will open. Make the indicated changes in the window. Click OK .	Fill Final Scores Specify final scores and comments Final Grade: Specify final scores and comments Final Grade: Students with No Grade Students with No Grade Replace Manually Overridden Grades Replace All Scores Comments Percent: Comments Comment: O of 2048 characters

9. A "P" for **PASSING** will be listed for every student. If all of your students are being promoted you are finished. If you have student(s) who will be retained continue to #10.

Students (18)	(S2) Final Grade
NAME	© P
NAME	© <i>P</i>
NAME	© P
NAME	O P
	w /

10. If a single student is being retained:

Double click on the "P" for that student and select "R" for that student and close the window.

If multiple students are being retained:

Use the arrows beside the student name in the **Score Inspector** to scroll to each student that should be retained, change to "R" and scroll to the next student. When you have completed your list of retentions click **Close**.

Score Comr	nent
Manual Override:	
Percent:	100
Grade: P Points:	••

11. Click **Save** and quit the gradebook.

