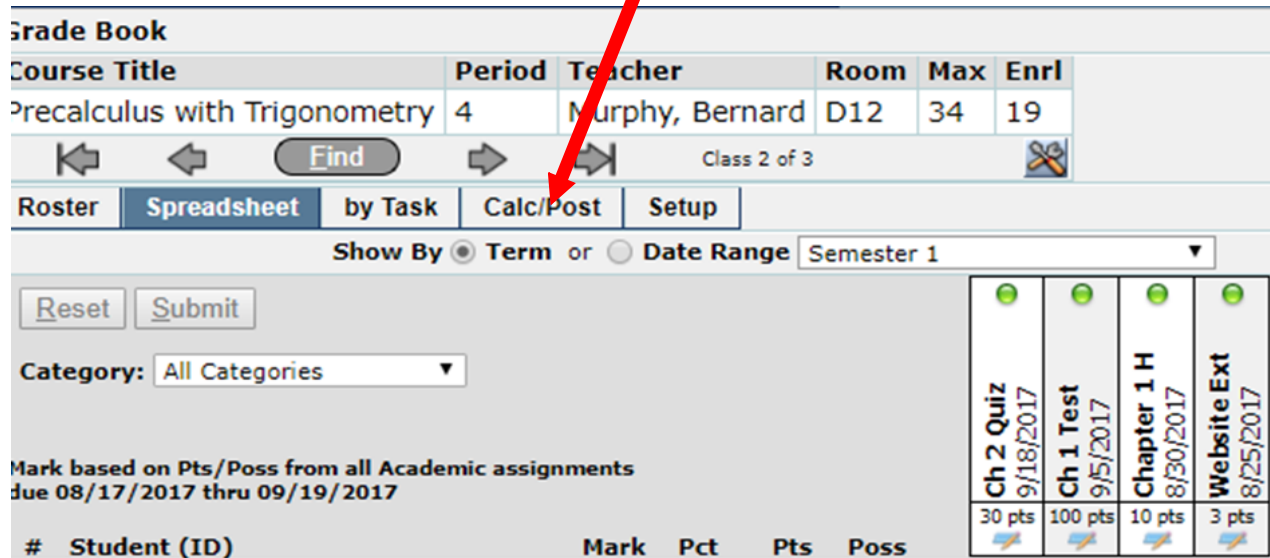


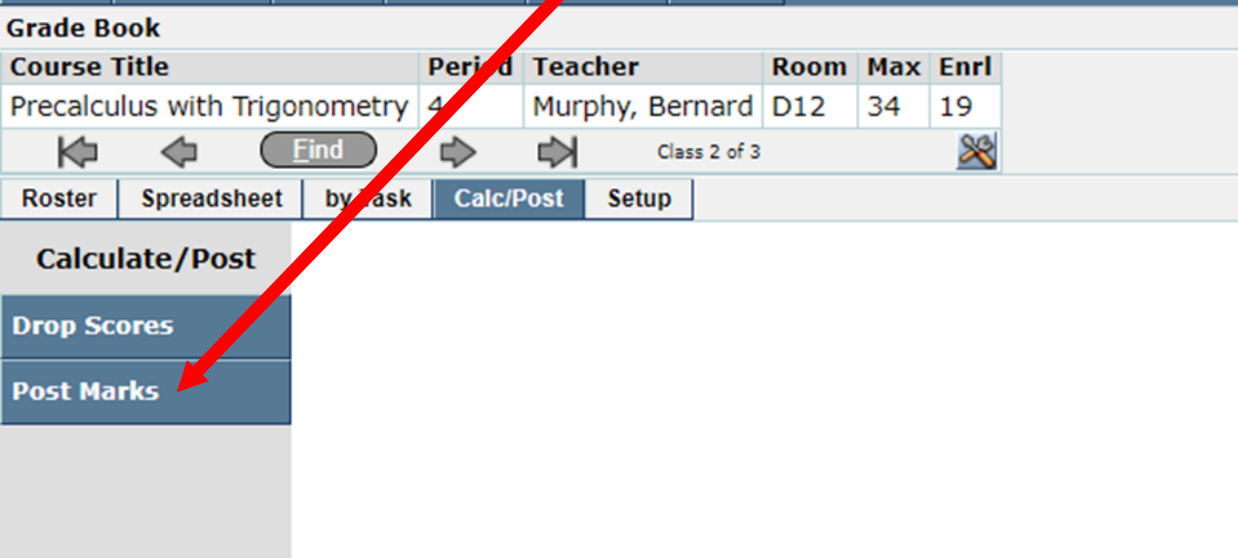
- Log into Q and go to your Gradebook
- Open one of your classes
- Find the **Calc/Post** button



The screenshot shows a Gradebook interface for a course titled "Precalculus with Trigonometry". The interface includes a table with columns for Course Title, Period, Teacher, Room, Max, and Enrl. Below the table are navigation buttons (Find, left arrow, right arrow) and a "Class 2 of 3" indicator. A red arrow points to the "Calc/Post" button in the navigation bar. Other buttons include "Roster", "Spreadsheet", "by Task", and "Setup". The "Show By" dropdown is set to "Term" and "Semester 1". There are "Reset" and "Submit" buttons, and a "Category" dropdown set to "All Categories". A note states "Mark based on Pts/Poss from all Academic assignments due 08/17/2017 thru 09/19/2017". A table on the right shows assignment details:

Assignment	Due Date	Pts	Poss
Ch 2 Quiz	9/18/2017	30 pts	30 pts
Ch 1 Test	9/5/2017	100 pts	100 pts
Chapter 1 H	8/30/2017	10 pts	10 pts
Website Ext	8/25/2017	3 pts	3 pts

Then, click on **Post Marks**



The screenshot shows a software interface for a grade book. At the top, there is a header 'Grade Book'. Below it is a table with columns: Course Title, Period, Teacher, Room, Max, and Enrl. The first row contains 'Precalculus with Trigonometry', '4', 'Murphy, Bernard', 'D12', '34', and '19'. Below the table is a navigation bar with buttons for 'Roster', 'Spreadsheet', 'by task', 'Calc/Post', and 'Setup'. The 'Calc/Post' button is selected, and a dropdown menu is open, showing 'Calculate/Post', 'Drop Scores', and 'Post Marks'. A red arrow points from the text above to the 'Post Marks' option in the dropdown menu.

Course Title	Period	Teacher	Room	Max	Enrl
Precalculus with Trigonometry	4	Murphy, Bernard	D12	34	19


Navigation: Roster | Spreadsheet | by task | **Calc/Post** | Setup

Dropdown menu (under Calc/Post):

- Calculate/Post
- Drop Scores
- Post Marks**

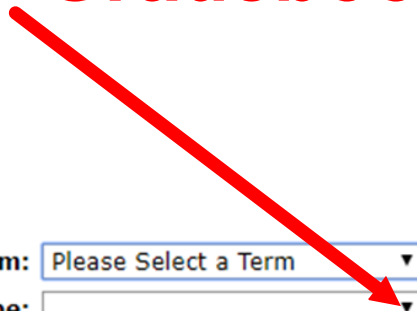
In the **Post to Term:** drop down box,
choose the correct grading period.

Post to Term: ▼
Mark Type: ▼

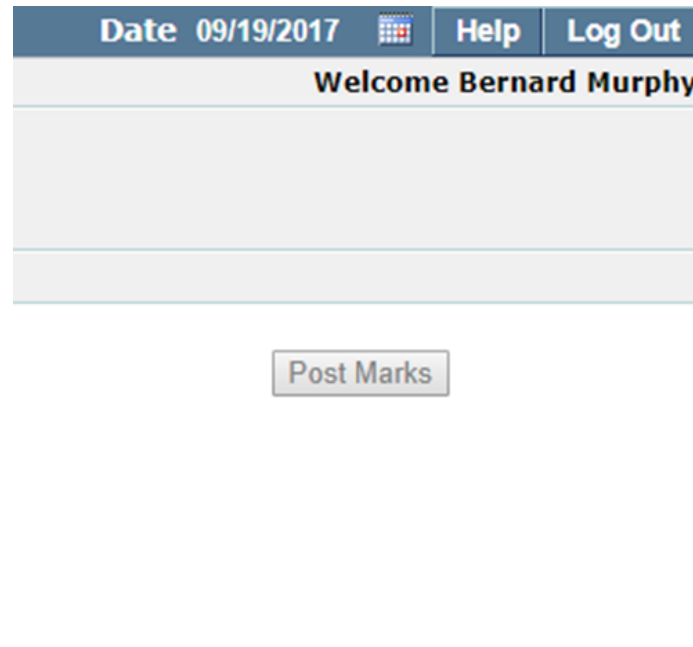


In the **Mark Type**: choose
Academic - Gradebook

Post to Term: ▼
Mark Type:



Then, in the top right of the screen click on the **Post Marks** button.



Repeat these steps for each of your classes, and you are done posting grades.

