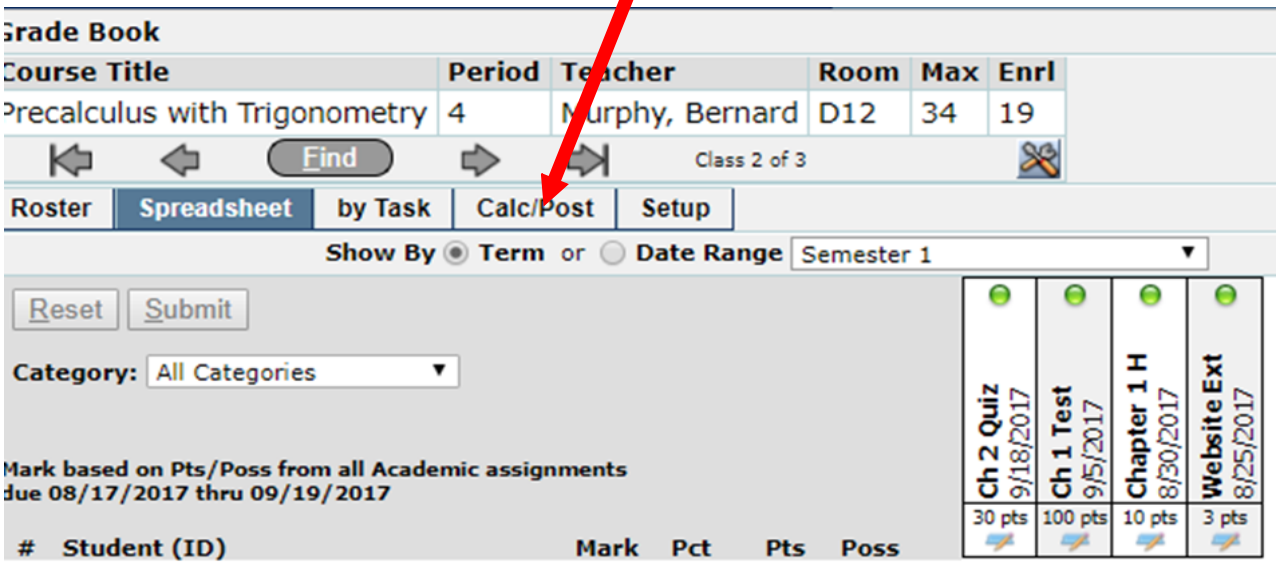
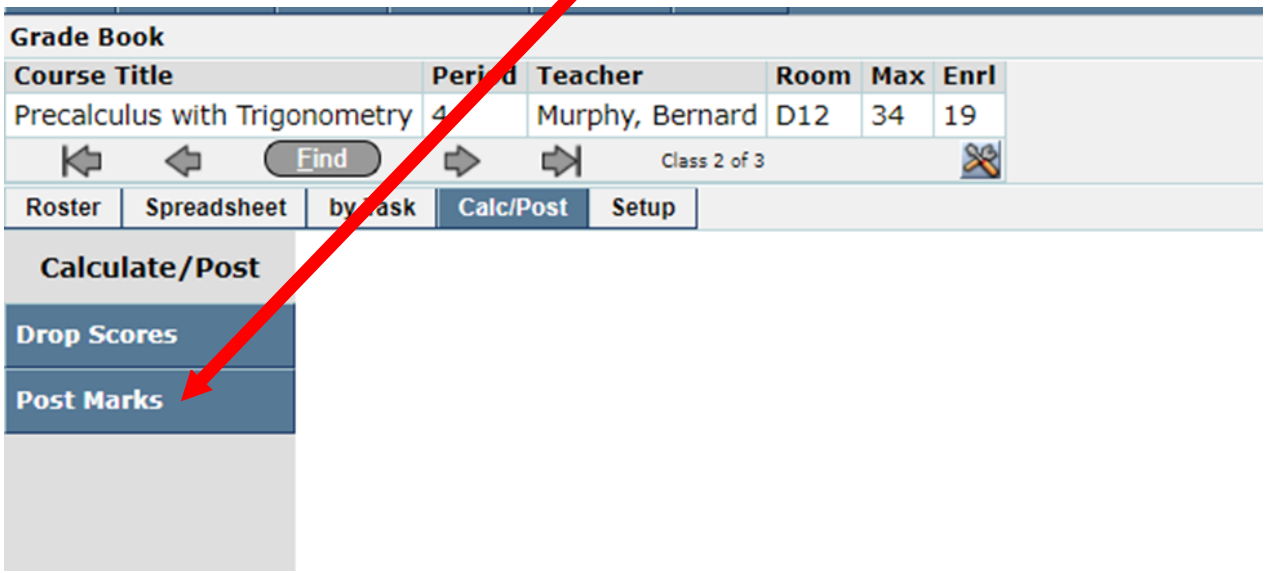
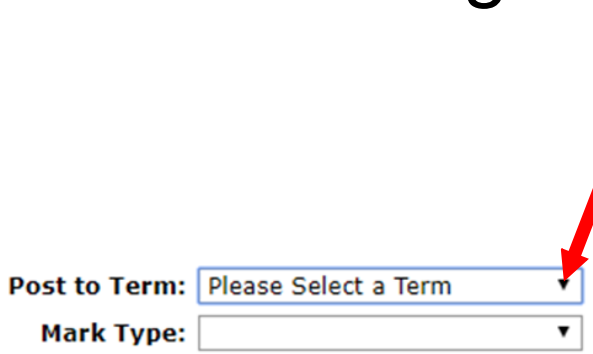
- Log into Q and go to your Gradebook
- Open one of your classes
- Find the **Calc/Post** button



Then, click on **Post Marks**

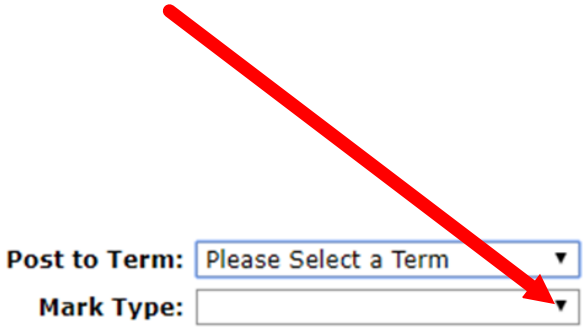


In the **Post to Term:** drop down box, choose the correct grading period.

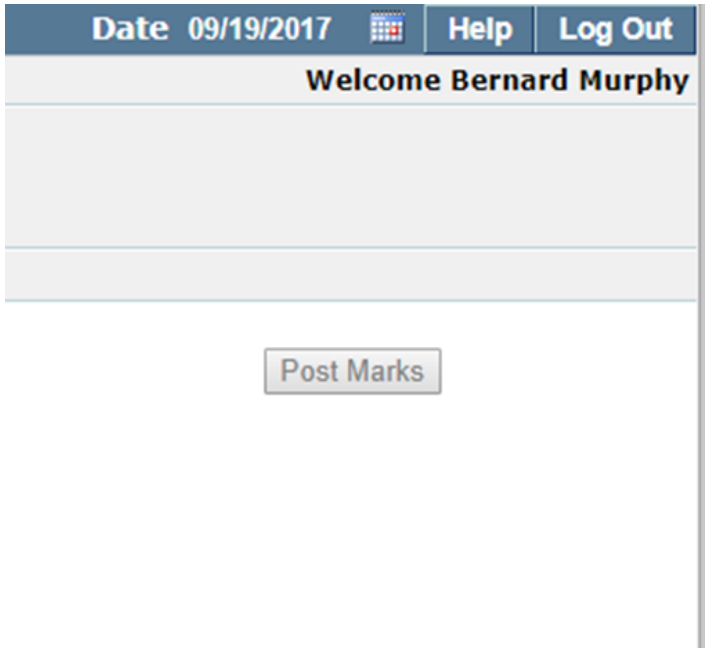


In the **Mark Type**: choose

Academic - Gradebook



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.