KE

Good Morning, Faculty!

Please find the instructions for entering grades (and comments for students with grades below 70) attached. The procedure is nearly identical to interim grades with one important difference, grades are now input as numbers instead of selected from a drop-down menu. Due to this, we have a few clarifications:

1. ==**Enter whole numbers only**==. If decimal grades are found they will be rounded using the standard convention.

2. ==**The maximum posted grade permitted by Williston policy is 99**==. Grades found above 99 will be changed to 99.

3. For numerically-graded classes (as opposed to pass/fail classes) ==**please enter a failing grade as a number**==. Anything below 60 will be interpreted as a failing grade. For pass/fail classes, please select pass or fail from the status menu.

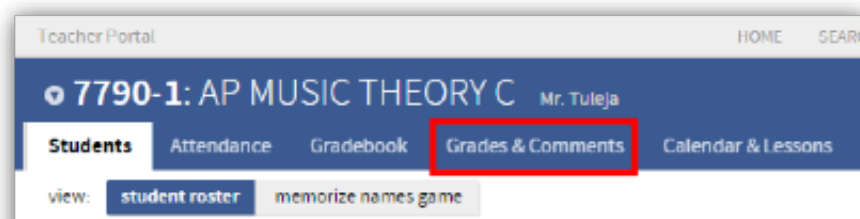Please don't hesitate to ask questions if you have them!
Kim

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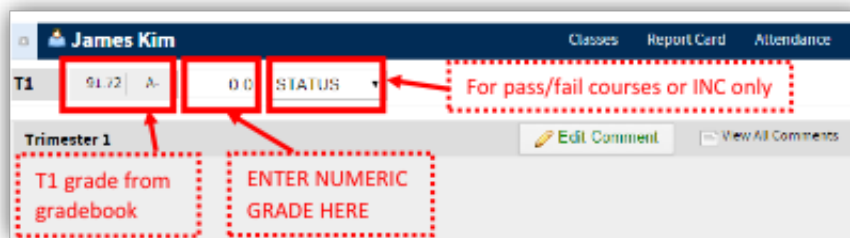kevelti@williston.com
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The Williston Northampton School inspires students to live with purpose, passion, and integrity.

Entering Term Grades & Comments in Veracross

1. Log into your teacher portal and click on the class that you'd like to enter grades/comments for.

2. Click on "Grades and Comments"

3. You will see a group of elements repeated for each student in the class. The four crucial elements are:

   a) **T1 Stats**: The numeric and letter grade from the gradebook are listed, for reference.
   b) **TRIMSTER GRADE**: Enter the numeric grade as a WHOLE NUMBER ONLY. Any decimals entered will be rounded later using the standard convention. Grades above 99 will capped at 99 and numbers below 60 will indicate a failing grade. The field will turn green to indicate that a change has been saved.
   c) **STATUS**: This menu is only for Pass/Fail courses or students receiving an Incomplete at the time of the grade posting. Leave this menu set to "Status" for all other students.
   d) **Edit Comment**: Opens the comment editor for students requiring a comment (grade <70.)

4. There is no need to "Mark as Ready" in Veracross. As with FAWeb, access to editing grades and comments will be turned off at the grade deadline. Subsequent changes will require a grade change form to be filed with the Academic Office.