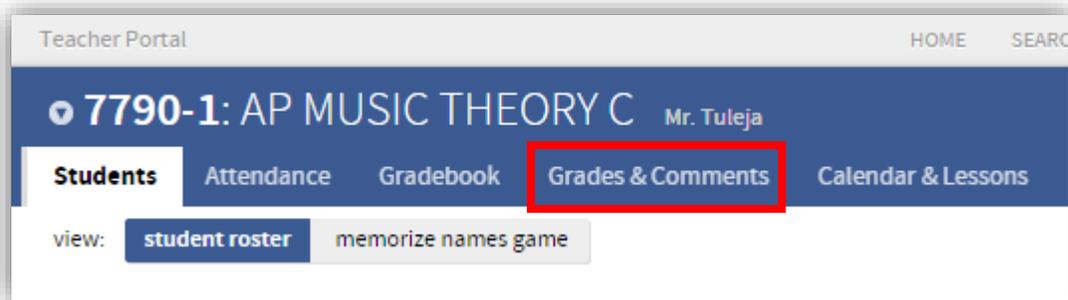# Entering Mid-Term Grades & Comments in Veracross

1. Log into your teacher portal and click on the class that you'd like to enter grades and 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) **STATUS**: This menu is only for students who are receiving a Pass, Fail, or Incomplete at the time of the grade posting. Leave this menu set to "Status" for all other students.
   b) **MID-TRIMSTER GRADE**: Select the mid-trimester grade range from this menu. (This option will not be visible for Pass/Fail classes.) The field will turn green to indicate that a change has been saved.
   c) **T1 Stats**: The numeric and letter grade from the gradebook are listed, for reference.
   d) **Edit Comment**: Opens the comment editor for the student.
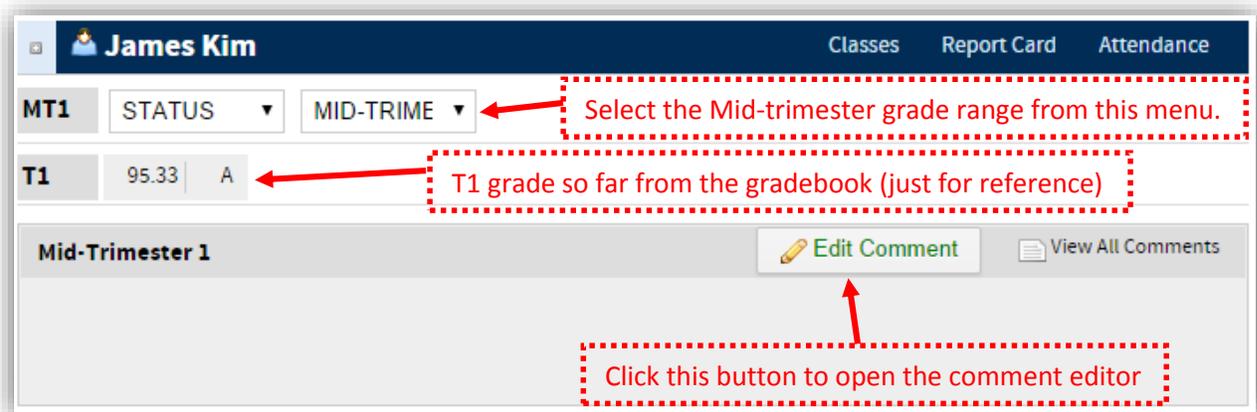
4. Click on "Edit Comment" to open the comment editor. Be sure to click "Save Comment" to save your entry. *It is still advisable to save a copy of your written work as a Word document on your OneDrive so you have a copy for future reference and to lessen any chance of work being lost.*
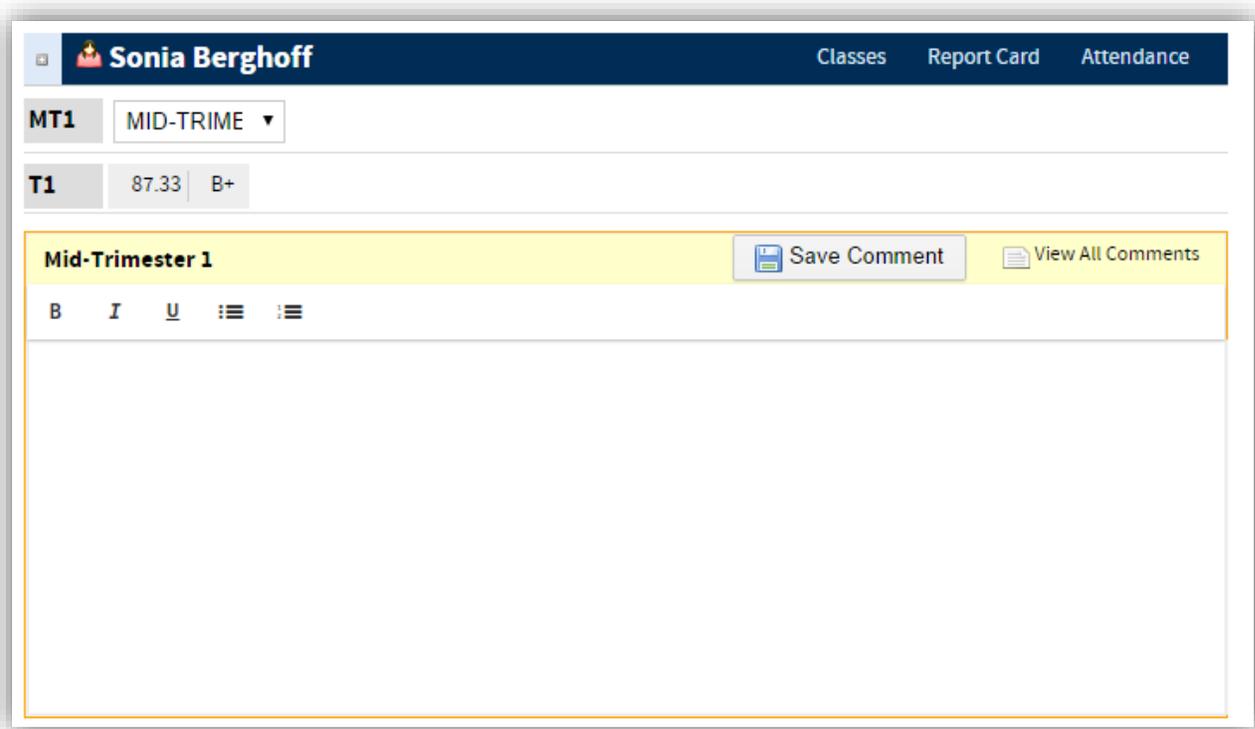
5. There are also links available to help you in your comment writing including current classes, this year's report card, attendance, and view all comments from the year. Some of these links won't have anything to see during the first term.

6. 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.