

IGPro Posting Grades

Log in > go to a subject > choose appropriate end of term
spreadsheet (1st Prog., 2nd Prog. 1st Nine weeks Report Card, etc.)
Right Click in the appropriate column Heading (1st Prog, 2nd Prog. 1st Nine
Weeks Report Card, etc.)
Select Replace Task
Select Top selection>Next
Select Top selection>Next
Choose how grades are to be posted (letter or raw)>Next>Click Ok
(Remember n/a must be changed as well as grades over 100.)

Repeat for all subjects!!!!

On last subject you may export.
Select File> Export from Grade book.
Click appropriate date>Next
Click Export>check box to continue anyway> click OK
Click OK
Click No

Remember you must touch each subject before exporting!!!!!!!