

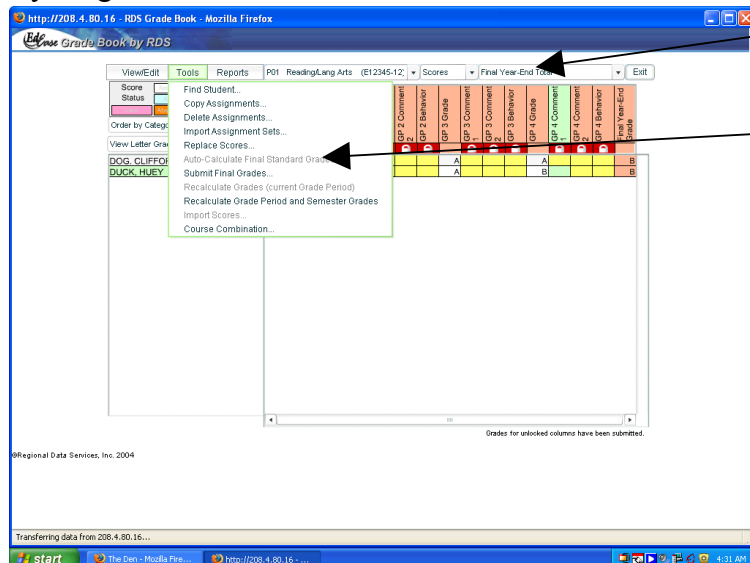
# Elementary: ED EASE GRADEBOOK SUBMIT GRADES to RDS/MICKEY

## SUBMIT GRADES TO RDS/Mickey (Student Management System) for each grading period during the year.

*Note: Course Setup and Import of “Standards Assignment Sets” for the year must be done Before you can enter student grades in the Ed Ease GradeBook.*

If you have a NEW Student that you will not record a final grade in the grading period, enter “NA” for “Not Applicable” and no grade will be submitted for the student.

1. If the current teacher has blank grades, the original teacher’s grades will be pulled into the report card. The assumption being made in this case is that the student hasn’t been in the new class long enough to receive a grade. (Withdrawn student grades – uncheck hide withdrawn. Give grades to your WD students when appropriate.)
2. Grades can be submitted, repeatedly, as long as the administrator has this feature unlocked. There will be a specific timeline for grade submission. Each submission will over-write the previous one.
3. Update: 3/08: Teacher will no longer be warned if they are submitting blank grades; the submit process will proceed as normal. Blank grades will be ignored, and will not be submitted to RDS.
4. VERY IMPORTANT!!!! If you make **changes to a student’s final grade(s)** AFTER the grading window is locked, give the information to your secretary to enter the grade change in RDS/Mickey for the student’s grade history and change the grade in your gradebook.



1. Click on **Final Year-End Totals**
2. Change to **LETTER GRADE VIEW**
3. Click on **Tools**
4. Click on **Submit Final Grades**
5. Do the above process for EACH COURSE/SUBJECT for each grading period during the year.

1.  
**Note:** Grades will be recorded electronically to the RDS Student Management System student history record.

Revised: 03/14/08