


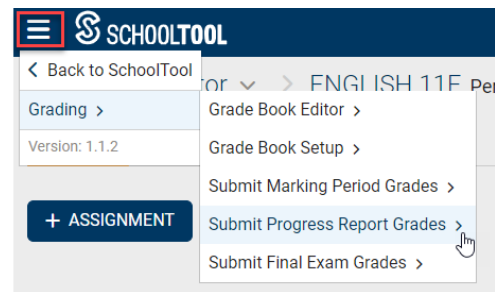
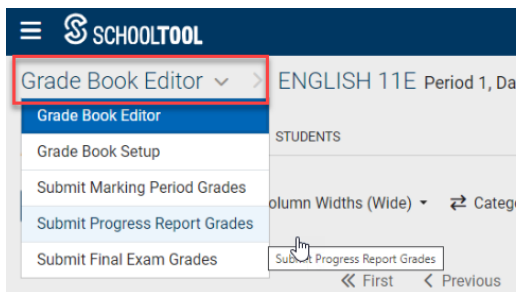
Submitting Grades in SchoolTool: Traditional vs. Descriptor

Traditional Grade Submission

With SchoolTool's most recent update, v.20.4, three new submission screens were added to the new grade book feature: Submit Progress Report Grades, Submit Marking Period Grades, and Submit Final Exam Grades. Currently, any of the other submission screens can only be accessed in the legacy version of the grade book.

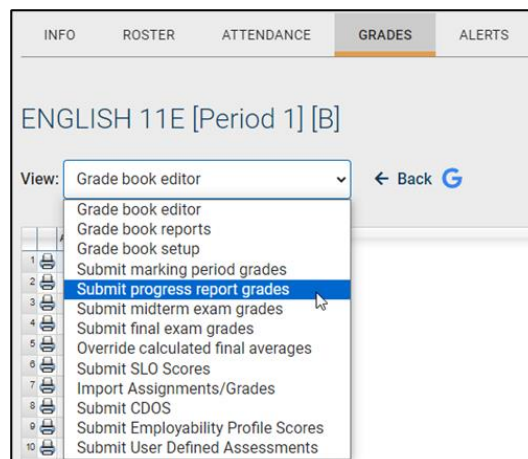
New Grade Book Users

If configured for your district, each new Submit screen can be accessed by using the drop-down menu available in the breadcrumb trail across the top of your screen or by using the Main Menu  and selecting the Grading option to change your grade book screen.



Legacy Grade Book Users


If you are currently using the legacy grade book, you can navigate to the Grades tab and select the appropriate submission screen from the View drop-down as pictured below.

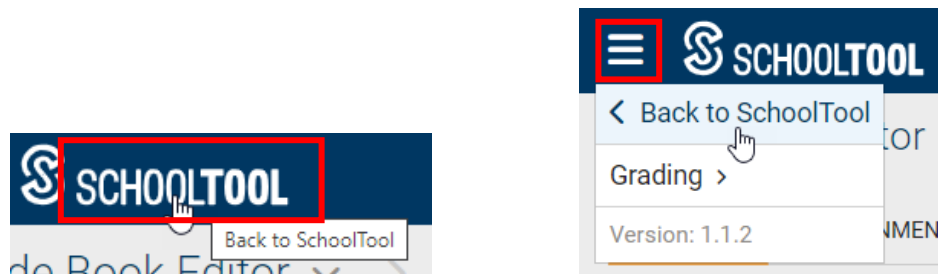


Submitting Descriptor Progress Report and Report Card Grades

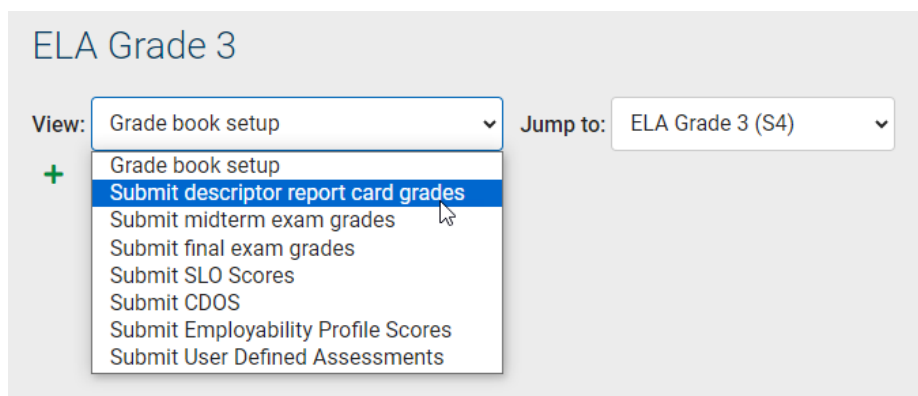
Currently, the submission screens for descriptors are **only** available in the legacy grade book.

New Grade Book Users

If you are currently using the new grade book, you will need to return to SchoolTool by clicking on either the SchoolTool logo, or the Back to SchoolTool option from the Main Menu  when you are ready to Submit Descriptor Grades.



Both of these options will direct you to the legacy grade book > Grades tab where you can select “Submit descriptor report card grades” or “Submit descriptor progress report grades” from the “View” drop-down.



Legacy Grade Book Users

If you are currently using the legacy grade book, when you are ready to Submit descriptor grades, you can navigate to the Grades tab and select the appropriate option from the View drop-down as mentioned and pictured above.

*The redesign and transition of grade book submission screens from the legacy version to the new grade book is an iterative process that will take place over several future releases.

NOTE: For more detailed information on all of the *new* grade book submission screens, please reference our SchoolTool v.20.4 [Feature Documentation](#).