

schooltool.com

585.424.3590
585.437.0020

250 Alexander Street Rochester, NY 14607

# 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.

≡ Sschool <b>tool</b>		
Grade Book Editor 🗸 🚿	ENGLISH 11E Period 1, Day	
Grade Book Editor		
Grade Book Setup	STUDENTS	
Submit Marking Period Grades	alumn Widtha (Wida)	
Submit Progress Report Grades	olumin widths (wide) • 🕁 catego	
Submit Final Exam Grades	Sub Progress Report Grades	

#### 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.

INF	O ROSTER	ATTENDANCE	GRADES	ALERTS
ENC	GLISH 11E	[Period 1] [B	]	
View:	Grade book edito	r	✓ ← Back	G
	Grade book edito Grade book repo Grade book setu Submit marking	r ts period grades		
	Submit progress Submit midterm Submit final exar Override calculat	report grades exam grades n grades ed final averages		
	Submit SLO Scor Import Assignme	es ents/Grades		
0 - 0 - 0 - 0	Submit Employal Submit User Defi	bility Profile Scores ned Assessments		

### 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.

ELA	Grade 3				
View:	Grade book setup	~	Jump to:	ELA Grade 3 (S4)	~
+	Grade book setup Submit descriptor report card grades Submit midterm exam grades Submit final exam grades Submit SLO Scores Submit CDOS Submit Employability Profile Scores				
	Submit User Defined Assessments				

#### 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.

**<u>NOTE</u>**: For more detailed information on all of the <u>*new*</u> grade book submission screens, please reference our SchoolTool v.20.4 <u>Feature Documentation</u>.