

SUBMITTING GRADES IN ICUE

- Once you have reviewed your gradebook for accuracy. . .
- Go to the main menu and click submit.
- **Make sure** you are in **TERM 1**.
- Select the class you want to submit. (each one has to be done separately)

i-Grade [Assignments](#) [Reports](#) [Categories](#) [Options](#) [Submit](#) | [iCue Attendance](#) [Grades](#) [Log out](#)

[Main Menu](#) > [Submit grades](#)

Directions: Select a class from the Schedule. To change terms click the term link at the top of the table.

[Term 1](#) [Term 2](#) [Term 3](#) [Term 4](#)

Currently submitting all students. To change, click the filter button.
Students having Final Percent between 0 and 0

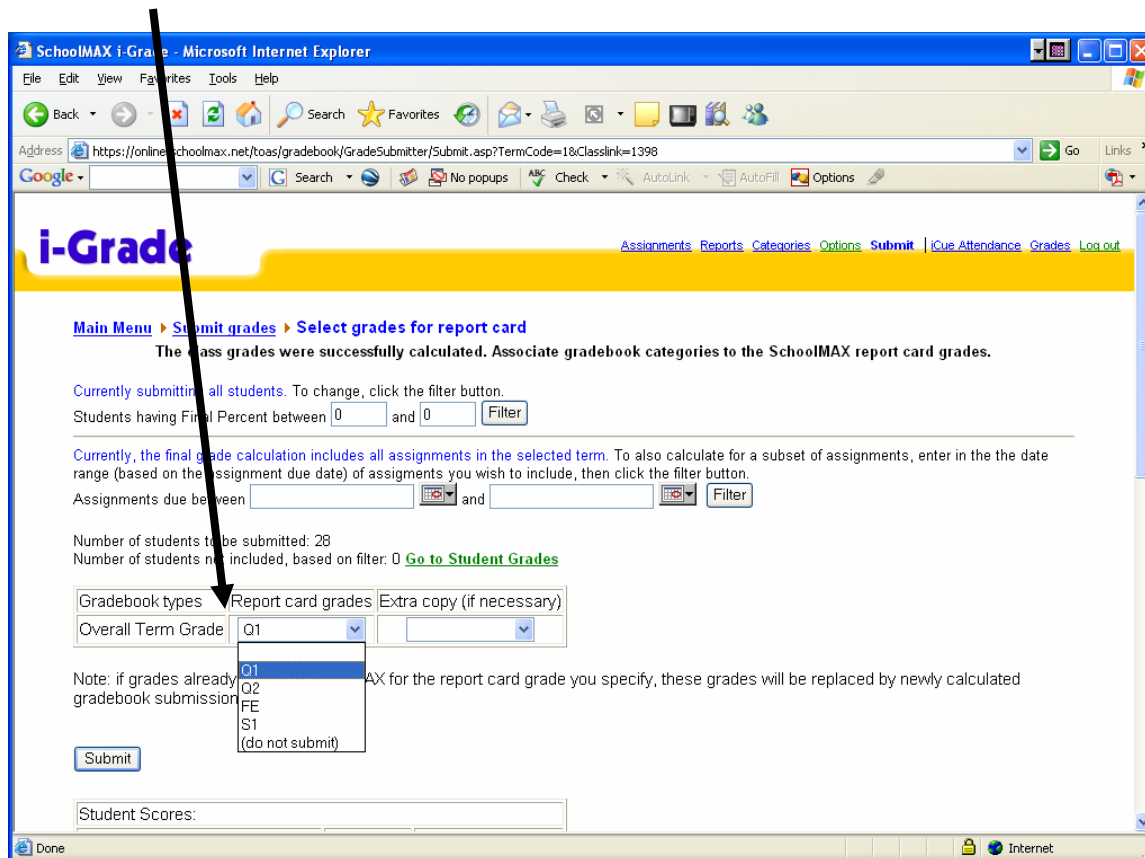
Currently, the final grade calculation includes all assignments in the selected term. To also calculate for a subset of assignments, enter in the the date range (based on the assignment due date) of assignments you wish to include, then click the filter button.
Assignments due between and

Class name	Period	Class ID	Last submit time and result
Amer Govt II	02	1398	Not submitted
Psychology II	04	1400	Not submitted
Amer Govt II	05	1399	Not submitted
Psychology II	06	1401	Not submitted
Sociology II	07	1402	Not submitted

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Once you have selected a class you can review the grades again. These are the grades that will be submitted to ICUE (the report card).

- The next screen is where your grades will be submitted. Make sure you click the drop down to **click Q1 for 1st quarter**.



- If you scroll down you will see each student and the grade that will be submitted to the report card. **Please check for accuracy.**
- **YOU CANNOT CHANGE A GRADE FROM THIS PAGE.** Once your grades have been submitted to the ICUE page you can edit them OR go back to the gradebook and edit them. Then resubmit.

Assignments due between [] and []

Number of students to be submitted: 28
 Number of students not included, based on filter: 0 [Go to Student Grades](#)

Gradebook types Report card grades Extra copy (if necessary)
 Overall Term Grade 01

Note: if grades already exist on SchoolMAX for the report card grade you specify, these grades will be replaced by newly calculated gradebook submission.

	Submitted?	Overall Term Grade
S		
S		
A	Yes	A
B	Yes	B-
B	Yes	B
B	Yes	B
B	Yes	B+
C	Yes	A-
C	Yes	B+
C	Yes	B+
E	Yes	D
F	Yes	F
F	Yes	F
G	Yes	B+
K	Yes	F
K	Yes	B
L	Yes	B+
L	8) Yes	C
M	2) Yes	F

- ✓ The ICUE page is your verification sheet. Print out and review ALL grades for accuracy.
- ✓ If you had made an error OR you would like to change a grade it is best to go back to your gradebook, adjust the grade and resubmit your grades.
- ✓ If you change a grade on the ICUE page, it does not update the igrade gradebook. This means the iParent page is not updated.