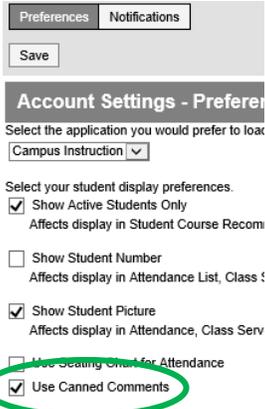
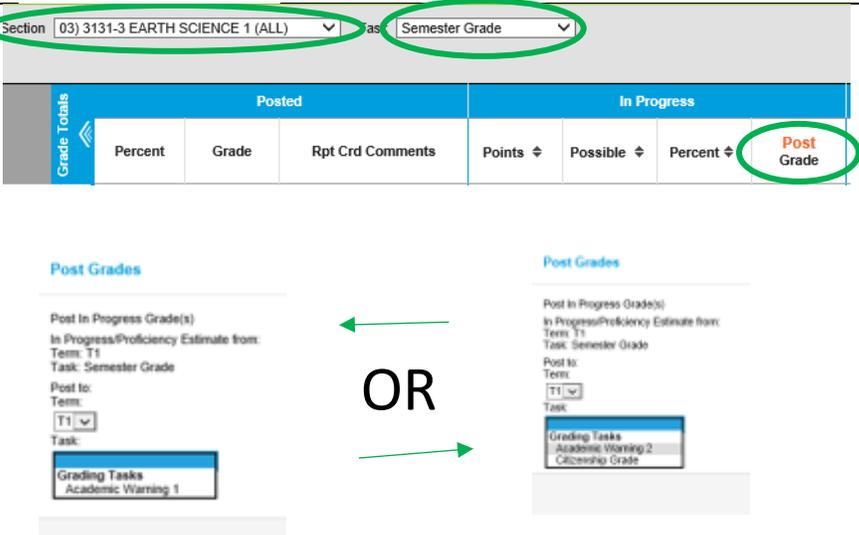
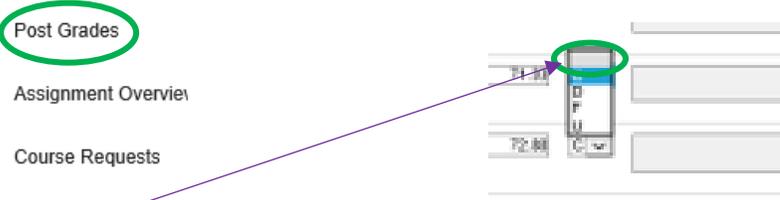


Posting Academic Warnings - No warnings are given to Grit classes

<ul style="list-style-type: none"> Go to “Grade Book” then at the bottom of the list on the left, select “Account Settings” & make sure “Use canned comments” is selected & click “save” 	
<ul style="list-style-type: none"> Click “Grade Book”, & select the class section you want to work with & stay on “Semester Grade” Expand “Grade Totals” & click “Post Grade” & choose the task “Academic Warning 1 or 2” depending on which one is active Click “ok” 3 times Click “Save” 	
<ul style="list-style-type: none"> You now have “CC” available to add comments. Add a comment to all students receiving an academic warning (no positive comments) Click “save” 	
<ul style="list-style-type: none"> We don't give warnings to students with a C, but IC does. So you need to take those out. Here's how: Click “Post Grades” from the list on the left side of the screen/Select the section. Click on the arrow next to a student with a C, and choose the “blank” option Click “SAVE” 	
<ul style="list-style-type: none"> To see your classes again, in grade book, choose Task “Semester Grade” 	
<p>Repeat this process for all classes</p>	