

# Entering Term Grades

Use the following instructions to post grades for each of your classes.



1. Log on to [sis.mybps.org](http://sis.mybps.org)
2. Click the **Gradebook** tab, and select the check-box next to the section you want to grade.
3. Click the **Scores** side-tab.
4. Be sure the **Grade Columns** are set to **Term** and you are looking at the correct term.
5. Input all grades in the post columns.
6. When finished, go to the “Options” menu and select **Post Grades**.

## *Time-Saving Tips*

- Use the arrow keys on your keyboard to move around the columns and rows. Use your mouse to click directly into a cell.
- In the **Set Preferences** menu top right and the **Gradebook**, section, you can choose if you want the **TAB** key to move across columns or down rows.
- To select a comment, press **CTRL-L** to bring up a list of available comment codes.
- To enter the same value for all students, click on a cell and press **CTRL-D** or select “Fill Down Values” in the options menu. You can always change values after entering grades.