

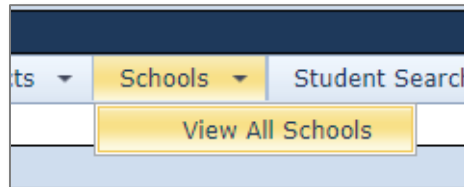
## How to Add Grades Manually

Users can add students' grades manually and through an import. This PDF covers adding grades manually. See [How to Add Grades via Import](#) on the [SCRIBE Help Desk](#).

Before grades can be added for a student, courses must be entered into SCRIBE. See [How to Add a Course Manually](#) and [How to Add a Course via Import](#) for more information on adding courses.

### Add Grades Manually

1. From the SCRIBE main menu, click **Schools > View All Schools**.



2. Click **View** next to the school where the student is enrolled whose grades you want to add.

**SCRIBE Home > School List**

The following are all the available schools.  
Click the View link to see additional details for a school. Click the Search link to filter the list of schools.

**Search**

Drag a column header here to group by that column

	School Number	School Name	District Name	Grades
View	1	Bayside Middle School	Test District	7 - 8
View	5	College	Test District	Post-Secondary -
View	CourseCompletion_Test	CourseCompletion_Test	Test District	K - Post-Seconda
View	4	DeGrassi Junior High	Test District	7 - 8
View	1234	GU-Maine Test	Test District	7 - 12
View	2	West Beverly High School	Test District	9 - 12
View	3	William McKinley High School	Test District	9 - 12

7 Items Pages: 1 - 1 (7 items) Page size: All

3. In the Students tab, click **View** next to the student whose grades you want to add.

**SCRIBE Home > School List > School Details**

★ **School Number:** 2 **School Name:** West Beverly High School

School Record School Year Details Staff **Students** Courses Services Student Groups Attachments

The following are the students enrolled at this school.  
Click the add button to enroll a student at the school.

**Search** Add


Drag a column header here to group by that column

	Student ID	First Name	Middle Name	Last Name	Birthdate	School	School-Student Id	Grade
View	432124	Bruce	Hulk	Banner	12/18/2004	West Beverly High School		12
View	108644	James	Bucky	Barnes	3/10/2002	West Beverly High School		11
View	789101	Luke		Cage	7/2/2004	West Beverly High School		11
View	108643	Peggy		Carter	4/9/2001	West Beverly High School		10
View	789789	Mike		Colter	8/26/2000	West Beverly High School		12
View	123456	Carol	Susan Jane	Danvers	10/4/2000	West Beverly High School		12
View	123458	Nick		Fury	7/4/2004	West Beverly High School		10
View	987654	Jean		Grey	6/3/2000	West Beverly High School		12

## How to Add Grades Manually

Note: Click the grey circle next to **Search** to reveal the Search Box. This will allow you to change the school year and/or narrow the students who are displayed in the student list by **Grade Level**, **Student Group** or **Program**. The **Advanced Search** will allow you to further narrow the student list or search for individual students by StudentID, name, gender, etc.

Click **Search** to filter results.

 **Search**

**School Year:**

2019 - 2020

**Grade Level:**

All Grade Levels

**Student Group:**

All Student Groups

**Program:**

☐ GEAR UP

☐ Talent Search


☐ EIP

☐ Upward Bound

☐ Outreach

☐ Not In Any Program

NOTE: Not In Any Program = anybody not associated to any program that is internally tracked.

 **Advanced Search**

Reset


Search

4. In the student's record, in the **Enrollment Tab**. Scroll down to the **Report Card** box.

SCRIBE Home > School List > School Details > Student Details

★ Student ID: 123456

Student Name: Carol Susan Jane Danvers



Demographics

Notes

Family

Enrollment

Standardized Tests

Participation

Groups

Attachments

College Enrollment

Year - School: 2019 - West Beverly High School

Select

Status

Entry Code:

Exit Code:

Entry Date:

Exit Date:

Entry Note:

Exit Note:

Edit

Student Enrollment Demographics

School-Student Id:

ESL: No

IEP: No

Homeless: Yes

Reduced-Price Lunch: No

English Language Proficiency:

Is Eligible for ACT Fee Waiver: Unknown

In Foster Care: No

Edit

Report Card

School: West Beverly High School

School Year: 2019 - 2020

Report Card Details

Retained In Grade: No

Primary School: Yes

Grade Level: 12

On-track to Graduate HS: Unknown

Student Pathway:

Edit

Add Course

Course Name	Course Number	Standard Course	Course Type	Course Level	Credits	Q1	T1	Q2	S1	T2	Q3	Q4	S2	T3	Summe	Final (Final)
No data to display																

## How to Add Grades Manually

Note: To add grades for this student for a previous year or different school at which they were enrolled, select a different **Year – School** from the dropdown menu at the top of the page. Click **Select**.

Demographics	Notes	Family	Enrollment	Standardized Tests	Participati
<b>Year - School:</b> 2019 - West Beverly High School <span>Select</span>					
Status: 2019 - West Beverly High School					
<b>Entry Code:</b>		2018 - Bayside Middle School		<b>Exit Code:</b>	
<b>Entry Date:</b>		2017 - Bayside Middle School		<b>Exit Date:</b>	
<b>Entry Note:</b>				<b>Exit Note:</b>	

- Before grades can be added, courses must be added for this student. Courses must be added to SCRIBE for this school, then added to the student's record.

Click **Add Course**.

Add Course			
Course Name	Course Number	Standard Course	Course Type

- Check the box(ex) next to the course(s) in which the student is enrolled and has grades. Click **Assign**.

<b>SCRIBE Home &gt; Add Course to Report Card</b>						
Student ID: 123456    Student Name: Danvers, Carol    CDS Code: West Beverly High School    School Year: 2019 - 2020						
Choose the courses to add and click the assign button.						
<input type="checkbox"/>	Course Name	Course Number	Standard Course	Course Type	Course Level	Credits
<input type="checkbox"/>	IB English I 9th	10014152IBwbhs	English/Language Arts 9		International Baccalaureate	0.50
<input type="checkbox"/>	English I 9th	10014152wbhs	English/Language Arts 9			0.50
<input type="checkbox"/>	IB English III 11th	10034145IBwbhs	English/Language Arts 11		International Baccalaureate	0.50
<input type="checkbox"/>	English III 11th	10034145wbhs	English/Language Arts 11			0.50
<input type="checkbox"/>	IB English IV 12th	10044145IBwbhs	English/Language Arts 12		International Baccalaureate	0.50
<input type="checkbox"/>	English IV 12th	10044145wbhs	English/Language Arts 12			0.50
<input checked="" type="checkbox"/>	AP English Language and Composition	10125145wbhs			Advanced Placement	0.50
<input type="checkbox"/>	Literature AP	10135154wbhs			Advanced Placement	0.50
<input type="checkbox"/>	AP Spanish Language	12025000wbhs			Advanced Placement	0.50
<input type="checkbox"/>	French I	12364901wbhs				0.50
<input checked="" type="checkbox"/>	French II	12374101wbhs				0.50
<input type="checkbox"/>	French III Pre AP	12385001wbhs			Advanced Placement	0.50
<input type="checkbox"/>	Pre-Algebra Intl Bacc	PreAlg2019IBwbh	Pre-Algebra		International Baccalaureate	0.50
<input type="checkbox"/>	Pre Algebra	PreAlg2019wbhs	Pre-Algebra			0.50
<input type="checkbox"/>	Trigonometry	Trig2019wbhs	Trigonometry			0.50
<span>Assign</span> <span>Cancel</span>						

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7. Now the courses will be displayed in the student's Report Card box in the Enrollment Tab.

Add Course																	
Course Name	Course Number	Standard Course	Course Type	Course Level	Credits	Q1	T1	Q2	S1	T2	Q3	Q4	S2	T3	Summe	Final (Final)	
AP English Language and Composition	10125145			Advanced Placement	0.50												
French II	12374101				0.50												
Political Science	27339000				0.50												
Web Design II Dreamweaver	3154000w				0.50												

Note: Click the trash can icon next to a course to delete the course from the student's record.

8. Click the pencil icon under the term for which you want to add a grade.

9. If grades are lookup (letter), select the grade for each course for that term using the dropdown menu. If grades are decimal (numbers 0-100), there will be a box to enter the number grade.

Add Course																	
Course Name	Course Number	Standard Course	Course Type	Course Level	Credits	S1 Course Grade											
AP English Language and Composition	10125145wbhs			Advanced Placement	0.50	<div> <input type="text"/> <div> A+ A A- B+ B B- C+ </div> </div>											
French II	12374101wbhs				0.50												
Political Science	27339000wbhs				0.50												
Web Design II Dreamweaver	3154000wbhs				0.50												
						Q1	T1	Q2	S1	T2	Q3	Q4	S2	T3	Su		
Enrollment Status																	
Enrollment Level																	

10. Once all grades have been entered, click **Save**.

Add Course																	
Course Name	Course Number	Standard Course	Course Type	Course Level	Credits	S1 Course Grade											
AP English Language and Composition	10125145wbhs			Advanced Placement	0.50	A+ ▼											
French II	12374101wbhs				0.50	B ▼											
Political Science	27339000wbhs				0.50	A ▼											
Web Design II Dreamweaver	3154000wbhs				0.50	B- ▼											
																Save	Cancel

11. Repeat steps 8-10 for all terms for which you have grades for the student. Once all grades have been entered for all terms, grades are entered and complete.

## How to Add Grades Manually

### Additional Resources

[How to Add a Course Manually](#)

[How to Add a Course via Import](#)

[How to Add Grades via Import](#)

[How to Run a Student Transcript – Course Grades Export](#)

Log into the [SCRIBE Help Desk](#) using your SCRIBE log in.