

# INOW: POST GRADES and ADD COMMENTS for REPORT CARDS

**NOTE:** Comments for report cards can only be added once grades are posted. If you **repost**, comments will be **deleted**. Make sure you recalculate before posting, and post grades before entering comments. Comments are added after posting under the **GRADES** tab. See **COMMENT** instructions below.

## POST GRADES

When you have entered all your grades and have check to make sure they are correct, you will post your grades in INow. Make sure you **RECALCULATE** before POSTING.

### RECALCULATE!!

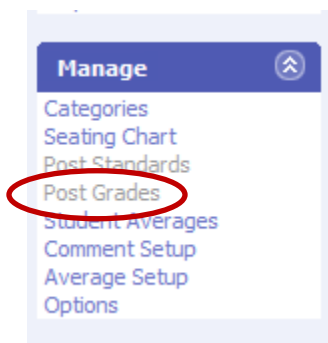
GO TO

CLASSROOM – GRADEBOOK

Select a class

On the left navigation column go to **MANAGE**

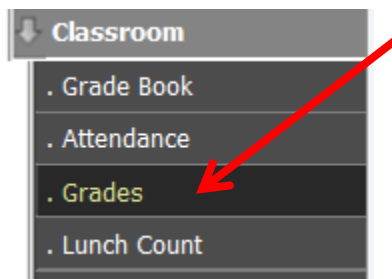
Under the MANAGE column you will see **POST GRADES**



## COMMENT

GO TO

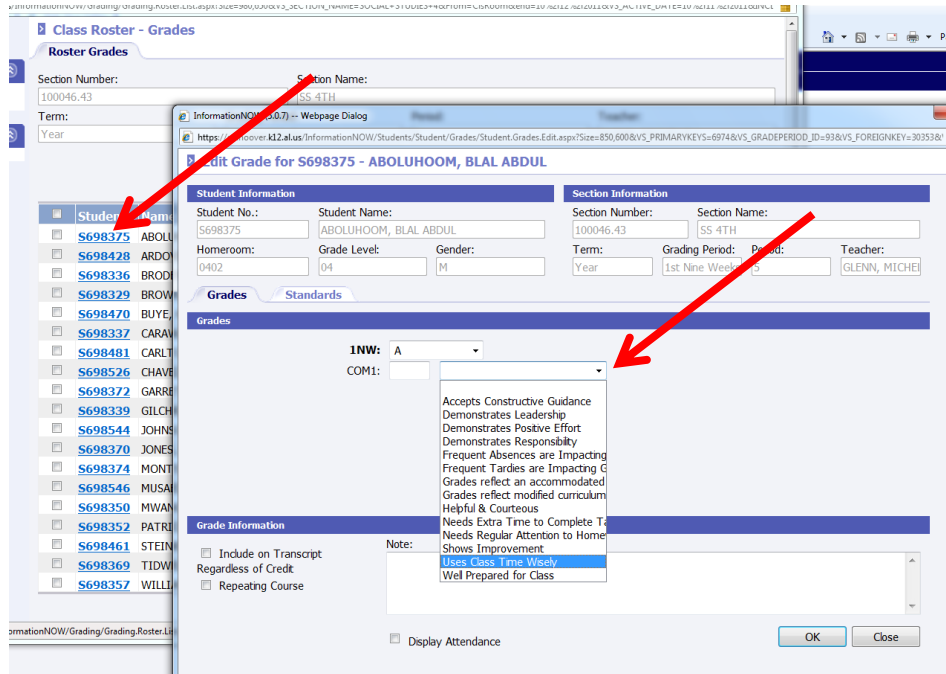
CLASSROOM – **GRADES** (not Grade Book)



# INOW: POST GRADES and ADD COMMENTS for REPORT CARDS

Select a class

Select a student by double clicking on the student number



You will see 1NW and COMq: in the middle of the screen.

Click on the drop-down arrow next to COMq: to select your comment.

Click **OK**

**REMINDER: If you have to repost, you will need to add comments again. Comments delete when you repost.**