

# eSchoolBook

*This training guide explains how to enter pass/fail grades into eSchoolBook.  
(for teaching assistant and other pass/fail courses)*

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To post pass/fail grades in eSchoolBook:

1. Click on Class Administration tab, Grades tab, Post Report Cards hyperlink, and choose the appropriate marking period from the dropdown list.

Enter a P or F in the Actual Grade (yellow) column AND in the Posted Grade column.

(DO NOT click Copy Scores & Grade)

Click Update.

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2nd Marking Period  using grades for: 2nd Marking Period

	Score	Grade	Exclude	Posted Score	Posted Grade	Actual Grade
	0%	F	<input type="checkbox"/>	0 Updated: 01/08/2010	P	P
	Score	Grade	Exclude	Posted Score	Posted Grade	Actual Grade