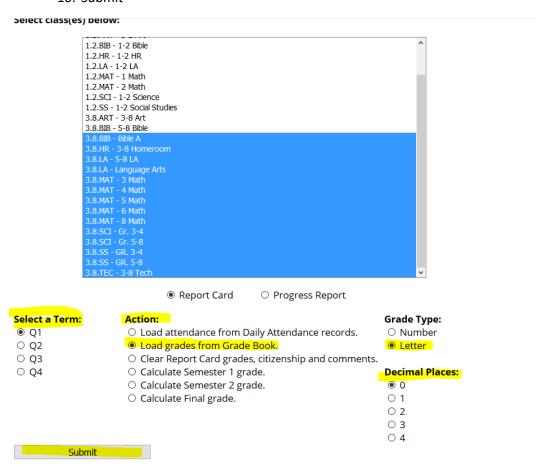
How to Mass Upload Grades from Gradebook to Report Card

- 1. Log in to RenWeb
- 2. Go to System
- 3. Database Tasks
- 4. Report Card Load
- 5. Select a Term
- Select an Action
 - a. Load Grades from Grade Book
- 7. Select Grade Type. IT SHOULD ALWAYS BE LETTER
- 8. Select Decimal Places: It can be zero.
- 9. Select Classes.
 - a. Choose either individual classes or you can choose all classes at once.
- 10. Submit

Return



11. Once Submit is selected the process is done. The grades should be on the student Report Card.

Questions?
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