

Sonis Gradebook - Post Grades to Student Records

For faculty who use the Sonis as their gradebook for all assignments.

Audience

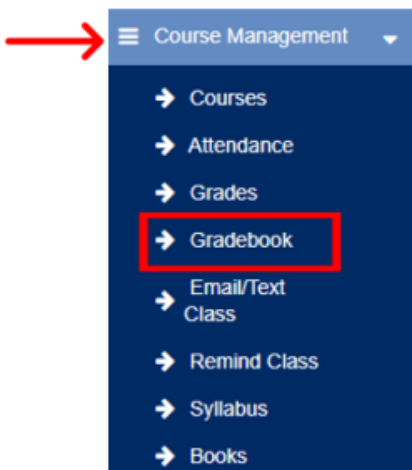
Faculty	✓
Staff	✗
Students	✗
Others	✗

Step-by-step guide

- [Step 1: Access Gradebook](#)
- [Step 2: Access Section Setup](#)
- [Step 3: Input Scores/Grades](#)
- [Step 4: Browse Grade to Post to Student Records](#)

Step 1: Access Gradebook

Login into Sonis and select 'Gradebook' under Course Management.



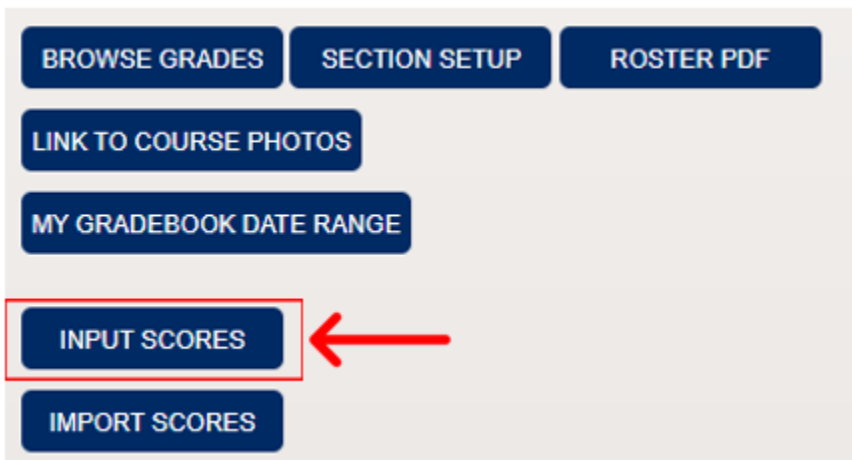
Step 2: Access Section Setup

Select the correct 'School Year', 'Semester', and 'Course'. Allow the system to load the course.

A screenshot of the Sonis Section Setup form. The form has three dropdown menus: 'School Year', 'Semester', and 'Course Section'. Each dropdown menu is currently empty, and there are small downward-pointing arrows on the right side of each dropdown box.

Step 3: Input Scores/Grades

Select the course and click on 'INPUT SCORES'



Select the 'Weighting Element' from the drop down. Type the 'Possible Score' of 100. Type in a 'Score Desc.' The 'Short Desc. is optional.

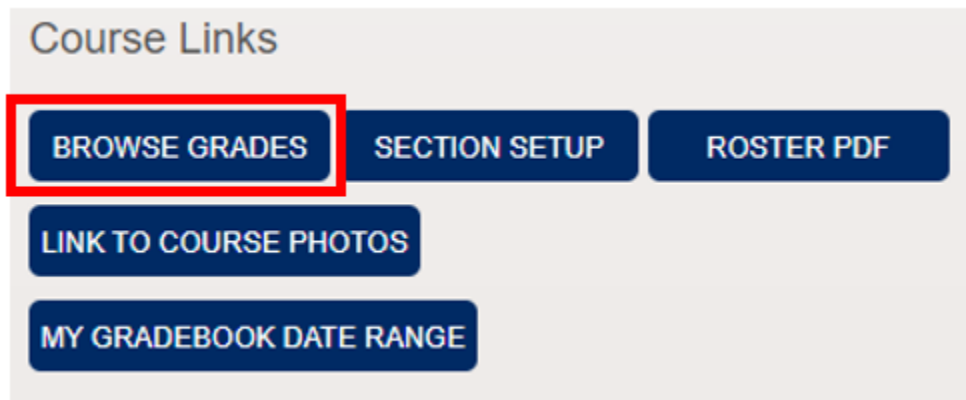
Type in scores when done select 'INPUT SCORES'.



Step 4: Browse Grade to Post to Student Records


After every assignment/exam/quiz/ATI grading element has been inputted into the Gradebook you must post grades to student records. This will allow student to view their current grade and average.

Click on 'BROWSE GRADES'



Scroll down to the bottom of the page and click on 'POST GRADES TO STUDENTS RECORDS'

***Do not check the box to 'Final Grade' (this step is only when all grades have been posted and need to be made official).

Final Grades 

POST GRADES TO STUDENTS RECORDS

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