

## Senior Grade Processing – COL

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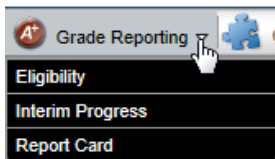
During Continuity of Learning (COL), secondary students will earn either a 'P' – Passing, an 'ICOL' – for Incomplete or a letter grade if students opt in. Students that opt in for a letter grade must contact the teacher by Friday, May 22<sup>nd</sup>. These directions will guide you on how to load your gradebook and override grades to adhere to the COL standards or how to use the Mass Update feature to enter your grades manually.

### Schoology to TAC Integration

The nightly integration between Schoology and TAC will not change. The sync process from Schoology to TAC begins every evening at 9:00 pm. Assignment grades entered into Schoology before that time will be included in the synced term grades. TAC receives the grades by 5:15 am the next day. Be sure to account for this timing when completing your Report Card grading.


#### Step 1 – Login to TAC

- Navigate to Teacher Access Center (TAC)
  - [www.fcps.org](http://www.fcps.org) | Teacher Access Center
- Click on the **Grade Reporting** Dropdown.
- Select **Report Card**.



Select Class.

#### Step 2 | **Option 1 – Load Grades** to Report Card Screen & Complete Updates

- From the Report Card Screen, click the Load from Gradebook icon  to bring grades from the **Gradebook | Entry** screen to the **Gradebook Reporting | Report Card** screen for the entire class.

BUSINESS AS USUAL

Load Grades for **ALL** students. During Report Card processing time for underclassmen, you will repeat this process and load the gradebook for ALL students again.

- Make Grade Overrides
  - Leave grade as is if the parent opted for a letter grade
  - Select 'P' if student is to receive a 'P' on their report card
  - Select 'ICL' if the student is to receive and 'ICOL' on their report card

- Enter Comments. You may enter them one at a time or use the Mass Load feature

Comments	
CM1	CM2
10	
11	
12	

- Save.

Step 2 | Option 2 – Manually Enter Grades on the Report Card Screen & Complete Updates

- From the Report Card Screen, Click on Mass Update icon on the Term Column



- Update ALL students with a 'P', Click Apply

**Mass Update Marks** ✕

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Mark Description Term

Update  
marks with

Override Existing Marks

Clear all marks

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- Made Grade Overrides
  - Enter a letter grade A-F or ICL for students that will not receive a P  
Note: You must get approval from Principal to issue an 'F' during COL

Marks	
Term	
P	
P	
ICL	
ICL	
A	

- Enter Comments. You may enter them one at a time or use the Mass Load feature

Comments	
CM1	CM2
10	
11	
12	

Note: All Report Cards will contain a comment reflecting COL Learning for Term 4.

- Save.