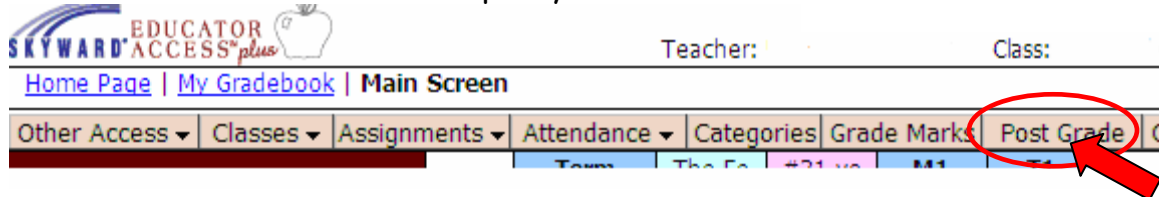


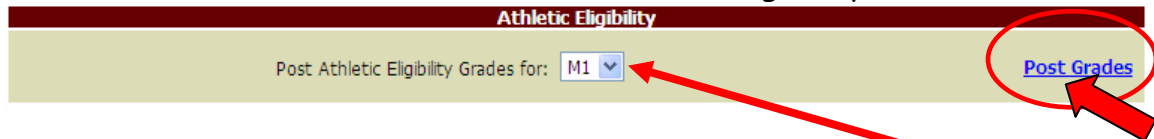
## Posting Athletic Eligibility

**Note:** These steps must be done for each active Gradebook.

1. Click on **Post Grade** at the top of your Gradebook.

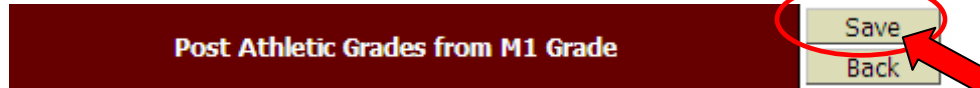


2. Click on the **Post Grades** button for Athletic Eligibility.



*Note:* Make sure you are posting grades for the proper term! Use the down arrow to select.

3. Click on the **Save** button. You are done.



**Note:** Grades can not be edited from this screen. If you wish to change a grade it must be done within the Gradebook itself.

*Many thanks to Heather Overstreet, Macomb CUSD #185, for help on this procedure.*