

Once comments have been reviewed:

1. Using only Firefox or Internet Explorer go to <https://14188faweb.blackbaudondemand.com> (the same site you enter reports in)
2. Login with your user name and password (may have to do this twice)
3. click on the gradebook icon next to your first class
4. using the "Marking column" drop down menu select "SEM 1"
5. If you do not see a comment status column click the "customize" button and check off the "Comment Status" box and click ok.
6. Look for any "Editing Needed" and edit those comments by putting your cursor in the green back round "SEM 1" cell and clicking the "comments" button.
7. Once you have edited a comment change its status to approved.
8. When all the comments in a class read "Approved" click the "save" button near the top of the page and select your next class out of the "class" drop down menu.
9. When all of your comments are approved for all of your classes click the "posting status" tab in the second blue bar.
10. Click the "ready" button next to "change all to:"
11. Lower school is now done, if you have middle school classes then change the "marking column" drop down menu to "Effort1" and click the "ready" button next to "change all to:" Middle school is now done!