**Posting High School Academic Warning Tip Sheet**

*Path: Campus Instruction > Grade Book*

Open the ***Grade Book***

Select a ***Section*** for posting ***Academic Warnings***

Select the ***Semester Grade Task*** (this task is used for posting all High School grades)

Click on **POST** located above Grade on the ***In Progress*** section of the grade book.



The post grade window opens.

This window shows the *Source*  and *Destination* of the grades you are posting.

The *Source* will be Semester Grade.

Change the *Destination* to ***Academic Warning 1.***

Click on OK

The following ***WARNING*** will appear. Click OK

The next ***WARNING*** appears. Click OK

Notice that the grade book is now displaying the ***Academic Warning 1***task.

Click on the **cc** next to the posted ***Academic Warning*** to add a *Canned Comment.*

If you do not see the **cc** next to the posted grade, open the ***Settings Tab*** and under ***Preferences*** flag the option ***Used Canned Comments.***

Once grades are posted and canned comments have been added, click on  as the final step to save the posted grades and canned comments.