

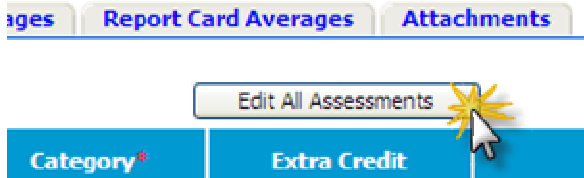
Publishing for Home Access Center - Retroactive Cleanup

On your Teacher Access Center **Home Screen** – click the **Def** link for the first class in your list.

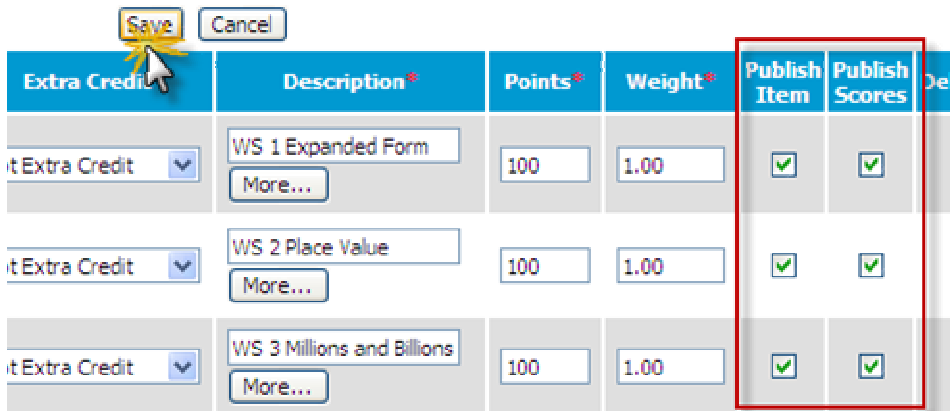


Correctly Published	Not Published	Incompletely Published																				
<table border="1"> <tr> <td>Publish Item</td> <td>Publish Scores</td> </tr> <tr> <td>✓</td> <td>✓</td> </tr> <tr> <td>✓</td> <td>✓</td> </tr> </table>	Publish Item	Publish Scores	✓	✓	✓	✓	<table border="1"> <tr> <td>Publish Item</td> <td>Publish Scores</td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </table>	Publish Item	Publish Scores					<table border="1"> <tr> <td>Publish Item</td> <td>Publish Scores</td> <td>Publish Item</td> <td>Publish Scores</td> </tr> <tr> <td>✓</td> <td></td> <td></td> <td>✓</td> </tr> </table>	Publish Item	Publish Scores	Publish Item	Publish Scores	✓			✓
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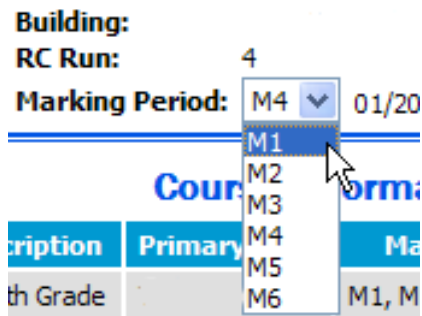
If you do not see green checkmarks for all assessments, click the **Edit All Assessments** button.



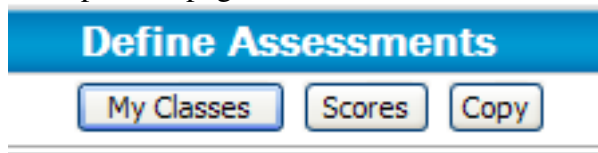
Check all unchecked boxes then click the **Save** button.



Use the drop down menu at the top of the screen to navigate to *all previous marking periods* and perform the same steps as above.



After editing the current and all previous marking periods, click the **My Classes** button at the top of the page.



Click the **Def** link for the second class in your list and repeat the steps above.



Grades 9-12: In order to publish retroactively for the previous semester, on your Teacher Access Center **Home Screen**, click **Graded Courses**. This will display both first and second semester courses.

