

# Enter N for Social Development/Personal Behavior/Work Habits

## Language Arts only – K-1:

(updated: 5/8/2019)

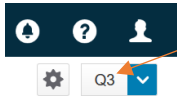
1. Enter these grades from your Language Arts class in your gradebook


2. Click the A+ Grading button in the charms bar



3. Select Standards from the pop-out menu

4. Change to the correct term to grade the Social Development/Personal Behavior grade (Q1, Q2, Q3, or Q4)



5. Open the filter by clicking the gear button to the right of the Term  and select Show Filter from the menu

6. Type in the standard identifier in the filter search box:

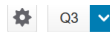
Kindergarten Social Dev/Personal Behavior: elak.sp.

1<sup>st</sup> grade Social Development: ela1.s.

1<sup>st</sup> grade Work Habits: ela1.wh.

Click Apply


Grades: Standards - Q3   
1(A) Language Arts K

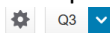


STUDENT (11)	Q3	ELAK.SP	ELAK.SP.1	ELAK.SP.2	ELAK.SP
1.	--	--	--	--	--
2.	--	--	--	--	--
3.	--	--	--	--	--
4.	--	--	--	--	--
5.	--	--	--	--	--
6.	--	--	--	--	--
7.	--	--	--	--	--
8.	--	--	--	--	--
9.	--	--	--	--	--
10.	--	--	--	--	--
11.	--	--	--	--	--

This will show you all the Social Development/Personal Behavior standards

7. Find the standard you want to grade and click inside the box underneath that standard next to the student you want to receive a grade and the Score Inspector (black box) will show on the right:

Grades: Standards - Q3   
1(A) Language Arts K



STUDENT (11)	Q3	ELAK.SP	ELAK.SP.1
1.	--	--	--
2.	--	--	--
3.	--	--	--
4.	--	--	--
5.	--	--	--
6.	--	--	--
7.	--	--	--
8.	--	--	--
9.	--	--	--
10.	--	--	--
11.	--	--	--

8. Enter an N for any standard the students need a grade for, then mark the Exempt button.

9. Click the Save button

10. **\*\*\*DO NOT USE THE FILL SIDeways BUTTON**  **!!\*\*\***