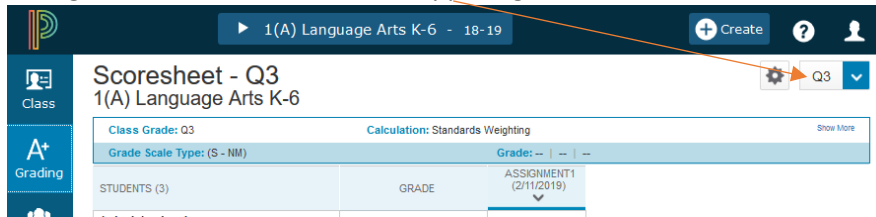


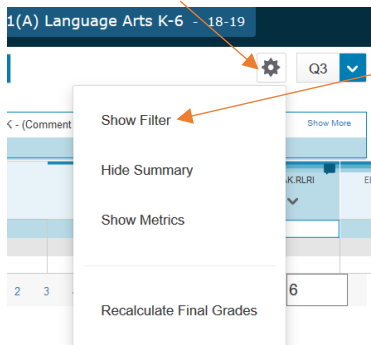
# Enter Q1,Q2,Q3,Q4 Grades for ELA and Math for Report Cards – K-2:

(updated: 5/8/2019)

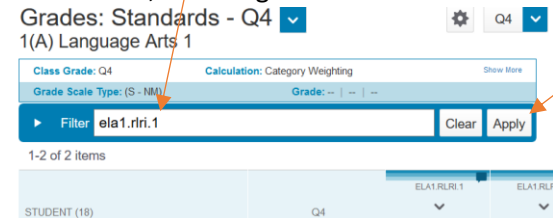
1. Change to the correct Term in the upper right corner of Gradebook:



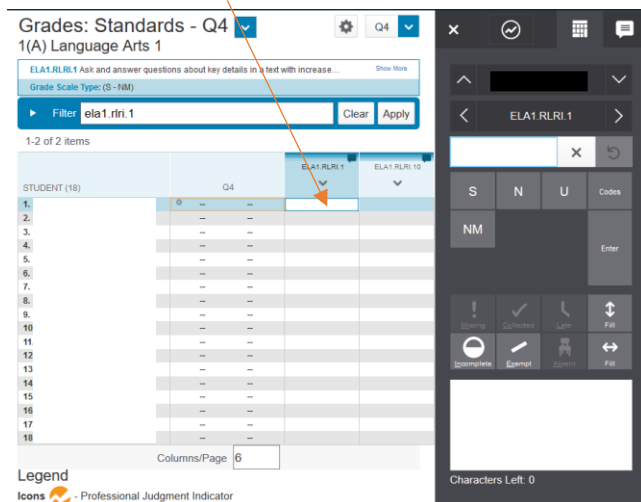
2. Click the A+ Grading button on the charms bar
3. Select Standards from the menu
4. Select the Gear button next to the Term and select Show Filter




5. Search for the standard you want to put a grade in for and click Apply -  
(\*\*Kindergarten standards start with elak. for Language Arts or mk. for Math, 1<sup>st</sup> grade standards start with ela1. or m1., and 2<sup>nd</sup> grade standards start with ela2. or m2.\*\*\*)



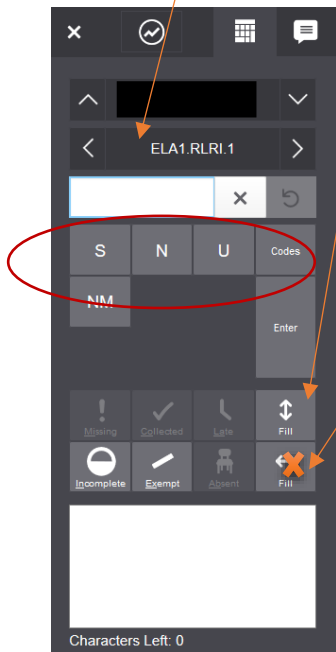
6. Click inside the box next to the first student's name to see the Score Inspector (black box) on the right



7. Click the correct grade for the student in the Score Inspector.

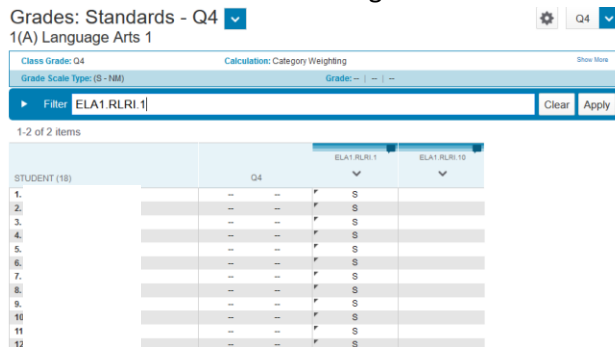
You can use the Fill button  to fill the same score for all students in the list.

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



8. When you are done, click the Save button bottom right to save the scores.

9. Your screen will look something like this:



10. You will do this for all quarters for all standards that appear on the report card.