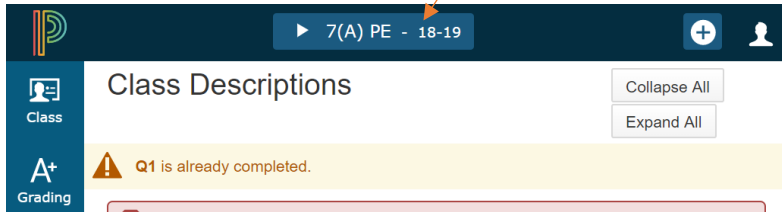


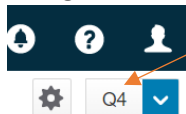
Enter Final Grade (Q1, Q2, Q3, & Q4) for PE & Music – Grades K-2:

(updated: 8/9/2019)

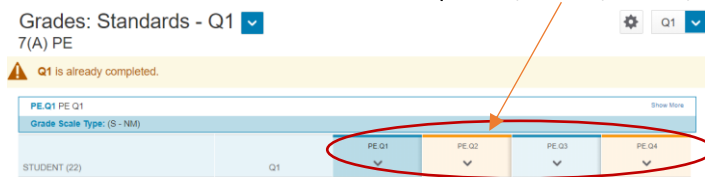
1. You will now use a Standards grade for Q1, Q2, Q3, and Q4 for PE and Music for grades Kindergarten, first, and second.
2. Make sure you are in the correct course (for PE and Music, you can change the names of your courses so you can better tell which class is which by going to Settings in the charms bar, click Class Descriptions)



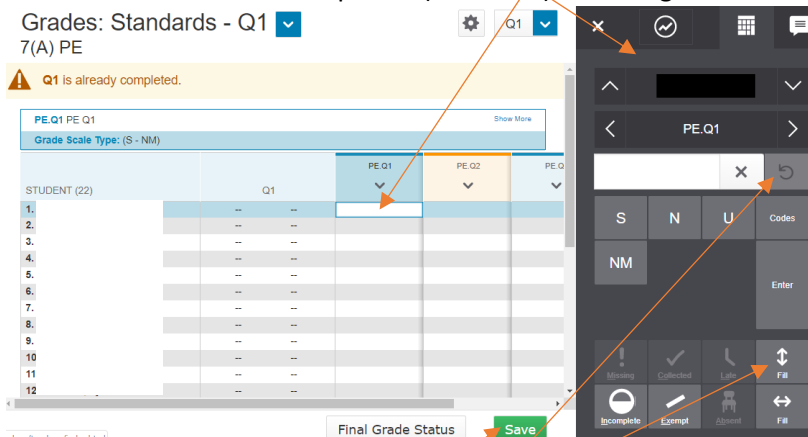
3. Click the A+ Grading button in the charms bar
4. Select Standards from the pop-out menu
5. Change to the correct term in the upper right corner (Q1, Q2, Q3, or Q4)





6. There are four standards listed here (PE.Q1, PE.Q2, PE.Q3, and PE.Q4):



7. Click inside the box underneath the correct standard (same as the term you selected in step 5) next to the first student to see the Score Inspector (black box) on the right



8. Enter an E, S, N, or U depending on your course/grade level
9. You can use the Fill up/down button  here to fill the entire class with the same grade, then edit those that need to be different by clicking inside the box with the grade next to student who needs a different grade, clicking the refresh button  in the Score Inspector and entering the new score
10. Click Save
11. Repeat for each Kindergarten, first, and second grade class you have.
12. *****Please note, if you also teach PE and/or Music Grades 3 and up, those classes will enter grades using this guide: [Enter ESNU for Q1Q2Q3Q4](#)**