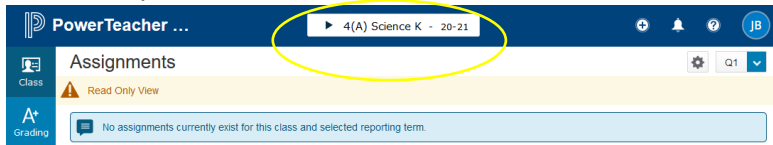


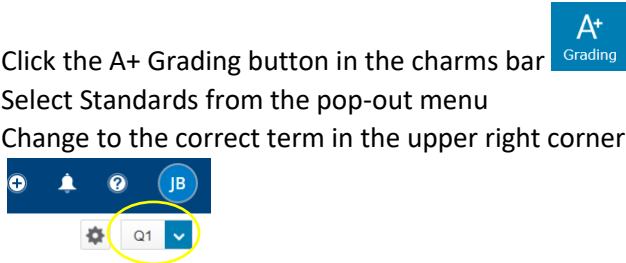
Enter Final Grade (Q1, Q2, Q3, & Q4) for PE, Music, Science, Social Studies, & Art (where taught) – Grades K-2:

(updated: 9/1/2020)

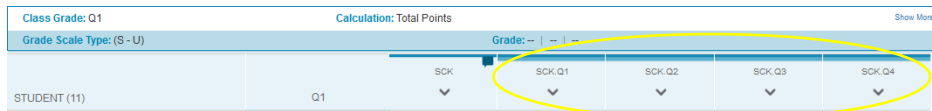
1. You will now use a Standards grade for Q1, Q2, Q3, and Q4 for PE, Music, Science, Social Studies, & Art (where taught) for grades Kindergarten, first, and second.
2. Make sure you are in the correct course



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)

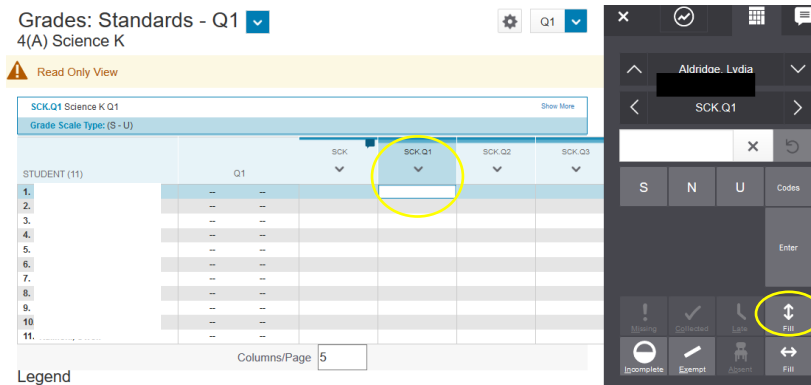



6. There are 5 standards listed for each course (Science Kindergarten standards are: SCK.Q1, SCK.Q2, SCK.Q3, and SCK.Q4; Science 1st grade will be SC1, Science 2nd grade will be SC2, etc...):



You will NOT use the SCK column at all.

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.