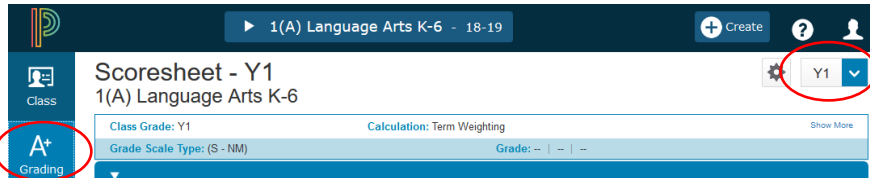


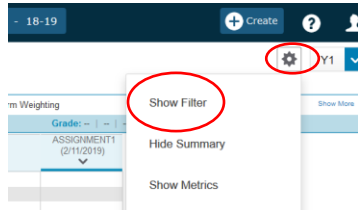
## Enter Promotion Grade Level – Grades K-2:

(Updated: 8/26/2021)

1. Promotion Grade Level is entered in your Language Arts class
2. Click A+ Grading button on the charms bar
3. Select Standards from the menu
4. **\*\*\*Change to the Y1 Term in the upper right corner of Gradebook\*\*\***  
**(IF YOU MISS THIS STEP YOUR PROMOTION GRADE LEVELS WILL NOT SHOW UP ON THE REPORT CARD)**



5. Select the Gear button next to the Term and select Show Filter

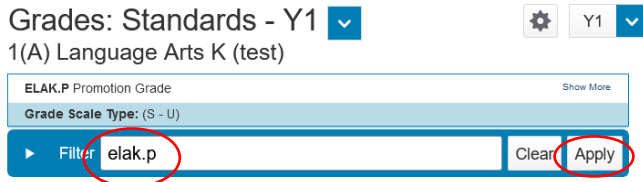


6. Search for the standard called elak.p and click Apply

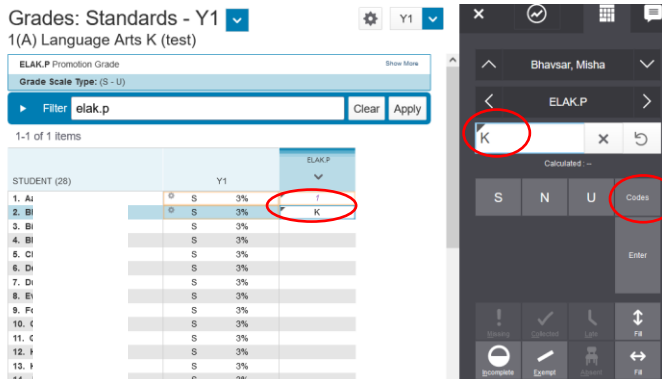
NOTE: elak.p = Kindergarten

ela1.p = 1st grade

ela2.p = 2nd grade



7. Click inside the box underneath the standard and enter either a k, 1, 2, or 3 depending on promotion grade level for each student



\*TIP: click the Codes button to see the 1,2,3 and K or use your keyboard to type them in

8. Click Save