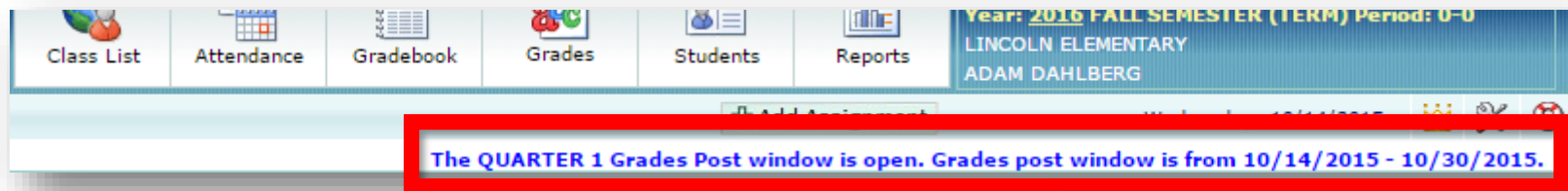


To record "Skills" scores and add comments to report cards

1. Make sure you see the message, "Today is a grade collection day for Quarter _". If you don't see this, the posting window isn't open yet.



2. In the top right corner, make sure that your homeroom is selected.



3. Click on "Grades". From the new screen, click the drop down menu called "Student List". Choose your first student. You will see the following for that student:

1. Type comments here. Keep it brief (2-3 sentences) or it will get cut off in the report card.

2. Enter scores here. Click on the "Legend" to see score equivalents.

3. Save after EVERY student. No, you don't have to, but you'll be glad you did if something goes wrong!

4. Click on "Next" to move onto the next student. You can come back and make changes to this until the posting window closes.

The screenshot shows a student report card entry screen. It has tabs for 'GP1 Notes', 'GP2 Notes', 'GP3 Notes', and 'GP4 Notes'. The first tab is active. The page contains sections for 'Personal Development' and 'Learning & Study Skills', each with 'Overall Grades' and 'Skill Level' rows. A table below has columns for '1st', '2nd', and '3rd' grades. A 'Legend' button is in the top right. At the bottom are 'Previous', 'Next', 'Clear', and 'Save' buttons. Annotations include a green box around the 'GP1 Notes' tab, a blue box around the '1st' column header, a purple box around the 'Next' button, and a pink box around the 'Legend' button. A pink arrow points from the 'Legend' button to the '1st' column.