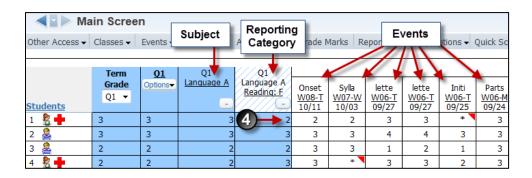


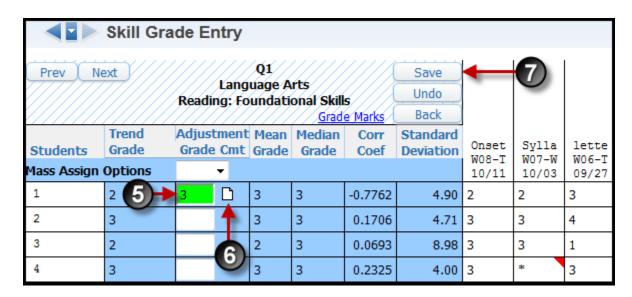
Report Cards for PE and Music Grades K-2

Task A – Finalize the Quarter Grades

- 1. Open the "Standards Gradebook" for Physical Education or Music.
- 2. Ensure that the event scores are entered in the gradebook for each section.



- 3. Review the calculated trend grade for students.
- 4. If you need to edit a calculated grade, click on a score within the column.

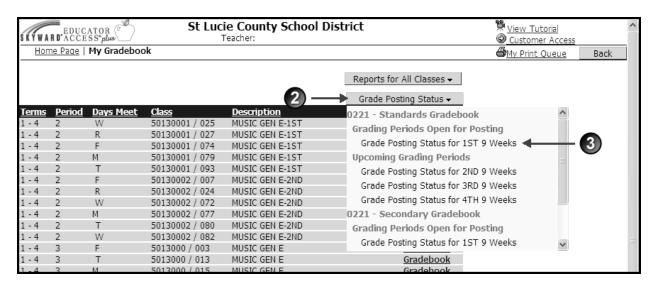


- 5. In the Adjustment Grade column, enter the new score for the student.
- 6. If desired, use the Comment paper to add a reason for the change.
- 7. Click "Save" when finished.
- 8. Modifying the score in the reporting category will adjust the subject grade, so you would only need to adjust the grade in the reporting category.



Task B - Mark Posting Complete

- 1. To notify your administrator that grade posting is complete, navigate to the screen where you can select your various gradebooks (*My Gradebook Screen*).
- 2. Hover over the "Grade Posting Status" button.



- 3. Click "Grade Posting Status for ..." the current grading period under the "Standards Gradebook" listing.
- 4. Click the "Mark All as Completed" button.
- 5. Click "Back" to return to the My Gradebook screen.

