

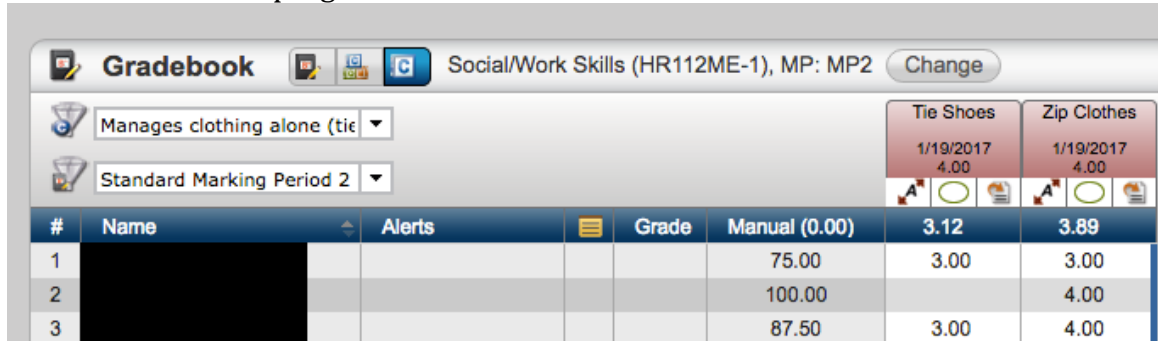
Kindergarten Grade Entry

There are a couple of scenarios that I need to cover since not everyone uses their gradebooks the same. Please find the scenario that applies to you. These scenarios apply to all classes, not just Social/Work Skills.

Scenario 1:


You have created at least one assignment for each standard and entered the marks in your gradebook. (This would be my suggested method to handle your classes, not just Social/Work Skills. The only difference would be that math and written expression grades would calculate...you would just use this screen to override any marks you need to override)

- From the gradebook, access the SBGB Detail mode by clicking on the block with the C on the top right hand side



#	Name	Alerts	Grade	Manual (0.00)	Tie Shoes	Zip Clothes
1				75.00	3.00	3.00
2				100.00		4.00
3				87.50	3.00	4.00

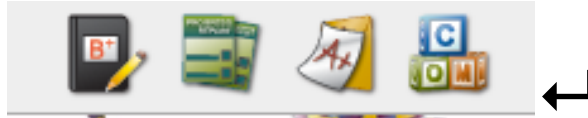
- You can see the standard by looking at the drop down under Gradebook. You'll have to go through the screen for each standard.
- You will notice that the assignments and average show, but no grade is showing in this class. This is because this is the manual entry method. (Again, math and written expression grades would calculate)
- You need to go through and enter the corresponding mark for each student. Save when finished. By manually entering your marks on this screen for each standard, the changes are made permanently here. You will load your grades on the competency screen and you won't have to make any changes there.
- As a refresher, if you want to go strictly by percentage, 90-100 is M, 70-89 is P and 0-69 is NY.
- Once you have checked/override marks on this screen, you are ready to load your marks on the competency screen for the report card. Either go to **Grade Reporting>Competencies** along the top of the screen, or go back to your

home screen and click on the **Competencies** icon.  Hit the **Load** button and the marks from your SBGB detail screen will be loaded. Hit **Save** when finished.

Scenario 2:

You have no assignments created and nothing entered into your gradebook.


- In this instance, you cannot enter grades on the SBGB Detail screen as described above. Since there are no assignments, there is nothing to which to tie the standard mark in the gradebook.
- To load your report card grades, you must enter everything through the competency screen.



- Once you pull up the competency screen, there are two different views. The **Grid View** will have a list of all of the students on the left side of the page and then a list of all standards across the top of the page. This would be the view you would use if you wanted to enter one standard mark for all students before moving on to the next standard.

- The second view option is the **List View**. With this view, you will highlight one student's name and it will bring up a list of all standards for that student in that subject. This would be the preferred method if you wanted to complete one student at a time instead of one standard at a time.

Competency	MP1 Marks	MP2
Listens attentively	P	<input type="text"/>
Follows directions	M	<input type="text"/>
Works independently	M	<input type="text"/>

- The other advantage of the **List View** would be that it has an option to view multiple marking periods side by side. To see the multiple marking periods, you would just click on the  icon on the top right.
- Keep in mind, by entering your competency grades just on this screen, if something would happen and they would disappear (like happened last MP), you will have to manually re-enter them. This is why I would suggest that at some point in the future, you begin creating at least one assignment per standard. Your grades are more secure when you follow scenario 1.

***As always, be sure to save frequently instead of waiting to save until the end.**