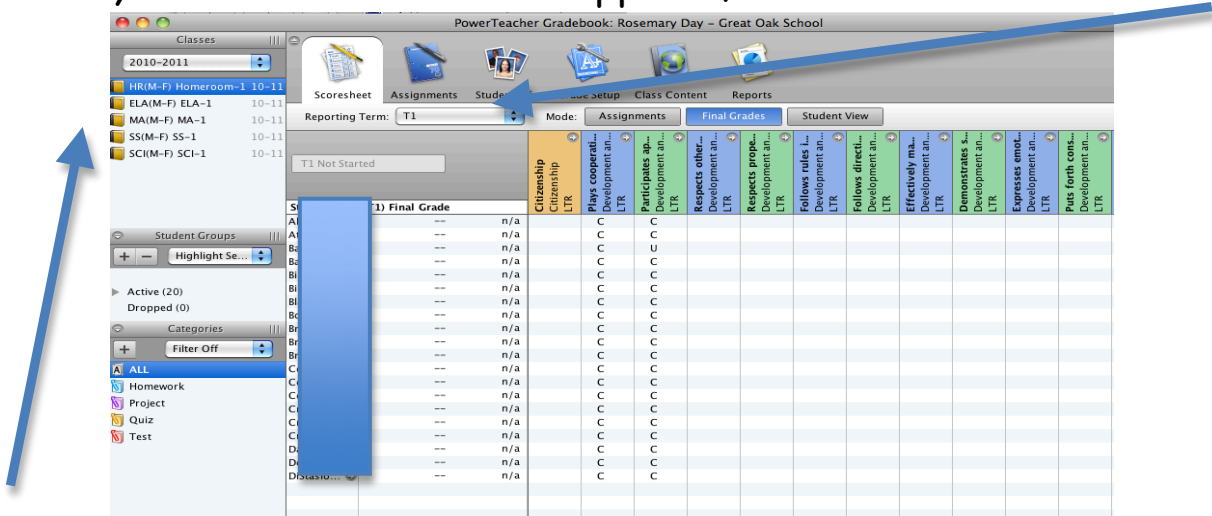
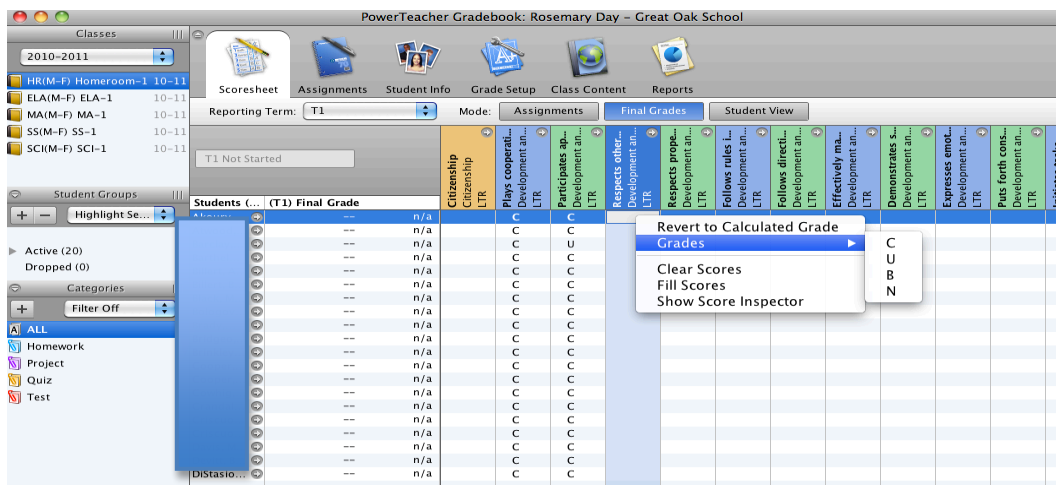


# How to - Enter Student Grades

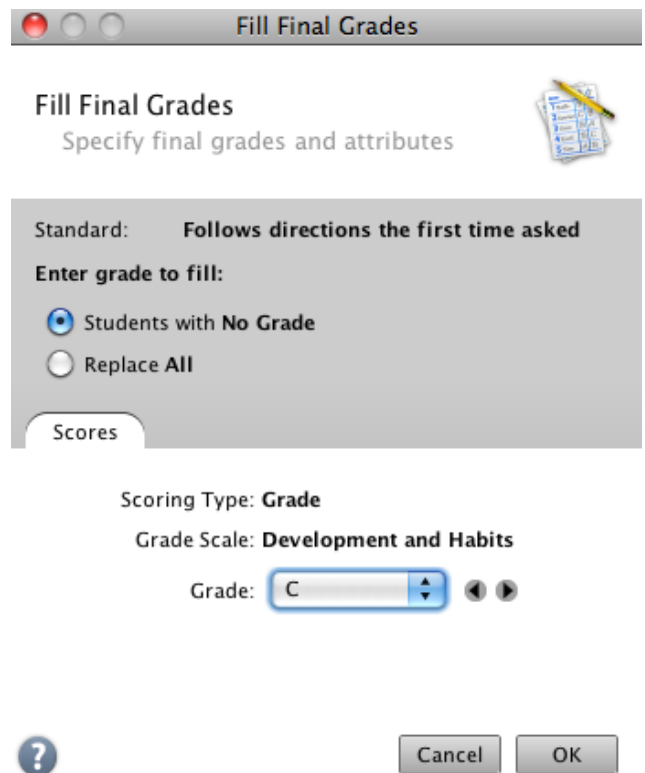
1. Once your Gradebook screen appears, CHECK FOR CORRECT TERM



- Next select the correct class in the correct year. Normally the default setting is current year. Remember the student comments are associated with Homeroom
- There are several tabs at the top, select the Scoresheet tab, highlighted in white in this picture.
- To have the standards show, select the FINAL GRADE box so the standards appear on the page as represented by the alternating BLUE and GREEN boxes as pictured above.
- Select the standard you want to grade. Right click in the white box for the first student. A prompt will appear allowing you to select a grade for that student or FILL SCORES for all the students in that column... YOUR CHOICE!



6. To Fill Scores down, you can either enter a default grade for all students ( 3 or C ) by entering that choice into your first student.



7. In this picture if you clicked OK, all students would get a C that didn't already have a grade. This allowed you to score those who received above or below the desired "default"

8. Allows remember to apply your choices by selecting OK or Save Changes.

9. When you change classes or terms, PS will prompt you to save Scoresheets. SELECT YES in most cases.

