

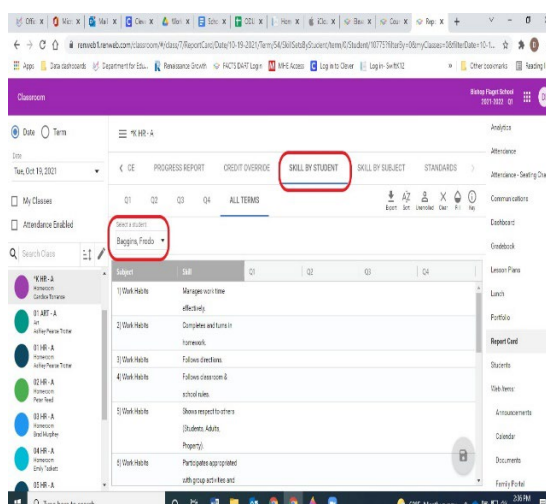
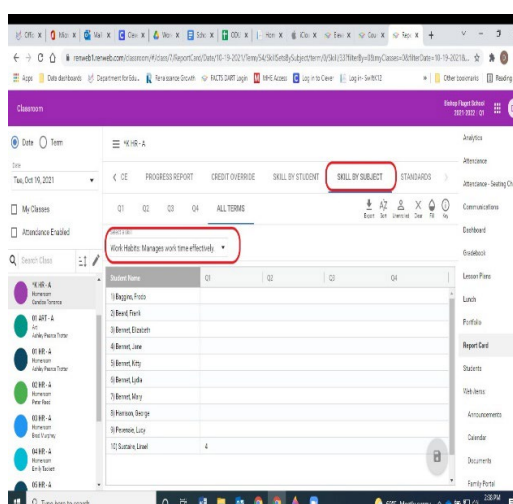
Entering the “grades” for Work Habits


Producing Report Cards- including adding Comments and grading Work Habits.

Password: KifQJbh3

Link to Video: [Click Here to Watch](#)

1. Go to your classroom.
2. Select **Report Card** on the right.
3. You will see tabs at the top.
4. Select the tab **Skill by Student** or **Skill by Subject**. **Skill by Student** allows teachers to select individual students and put in codes. **Skill by Subject** allows teachers to select the standard and input for all students.



5. Input the codes.
Grading Key:
1 = Support needed to meet classroom expectations
2 = Inconsistently meets classroom expectations
3 = Consistently meets classroom expectations
4 = Exceeds classroom expectations
6. Click the Save disk  at the bottom right hand side to save.