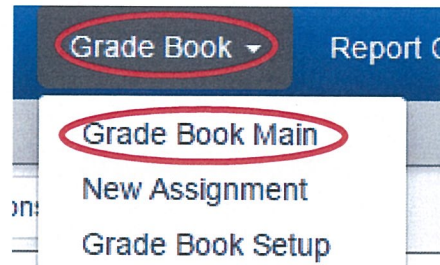
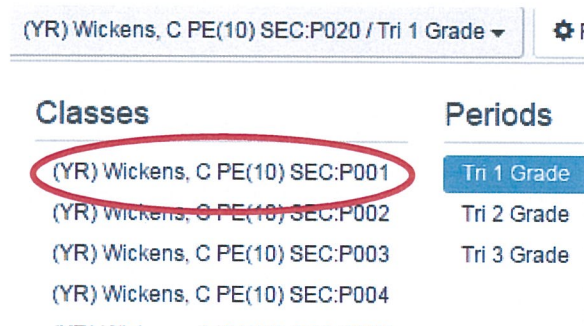


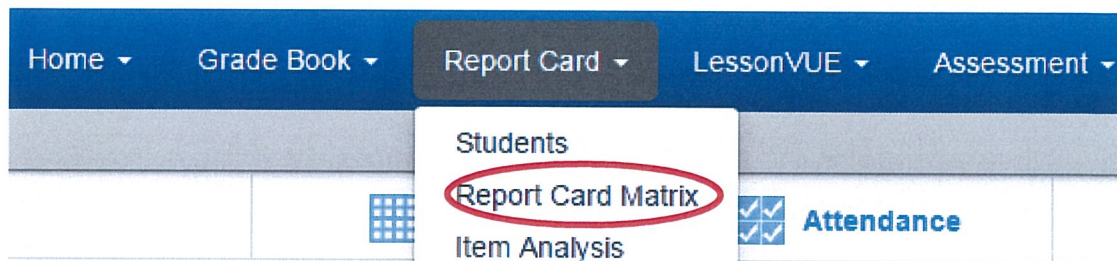
1. Click on the 'Grade Book' tab on the blue bar and choose 'Grade Book Main' from the dropdown menu



2. Using the dropdown menu with your name, course, and grade select the section you want to grade



3. Next, go to the blue bar click on the 'Report Card' tab and click on 'Report Card Matrix' on the dropdown menu and you should see the class you want to grade. Follow the steps on the **Online SBPR by Class Directions** to score the SBPR.



4. You will need to go back to **step 2** in order select the next section (group of students) you want to grade. You will then go to **step 3** and follow the instructions. You will repeat this for all the sections you are responsible for scoring.

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