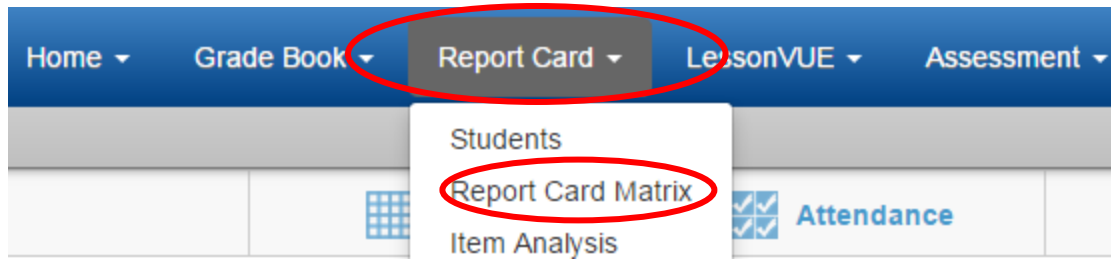
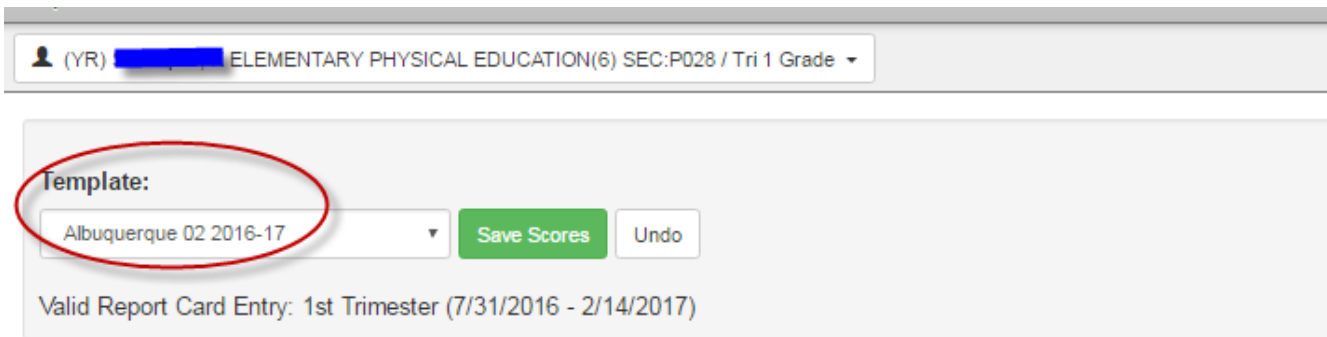


PE and Fine Arts SBPR Entry

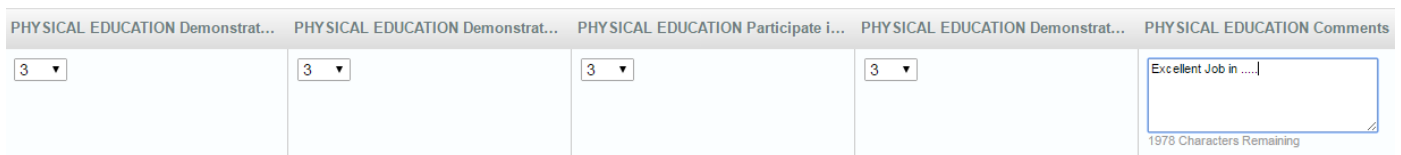
1. Navigate to the blue bar click on the 'Report Card' tab and click on 'Report Card Matrix' on the dropdown menu.



2. Use the dropdown menus to select the 'Class' you want to grade, the Trimester under 'Grading Period', and the Template (some classes might have two templates). *Note- we are working on adding teacher name and grade aligned with this section number.
****Note- Homeroom teacher is responsible for setting templates. Please don't change this! If any questions, please collaborate with homeroom teacher to clarify template being used.**



3. You will then see a list of students for that section along with the corresponding scoring categories. Use the drop down menu to select the appropriate **effort score** and the **numerical scores**. The green arrows will populate all students with the same score all the way down the list and can be adjusted accordingly for any student. ***NEW this year- you can type in comments that will print on the report card!**



PE and Fine Arts SBPR Entry

4. Please SAVE your work!

Report Card Matrix

Class: (YR) Berry, K PE(10) SEC:P002	Grading Period: Tri 1 Grade	Template: Albuquerque 02 2015-16	<input type="button" value="Save Scores"/> <input type="button" value="Undo"/>
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