

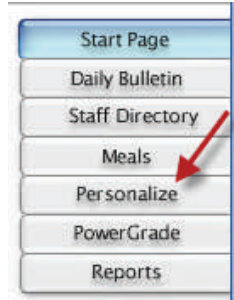
# PK Grade Entry

This guide will walk you through the steps of entering grades and comments for PK students.

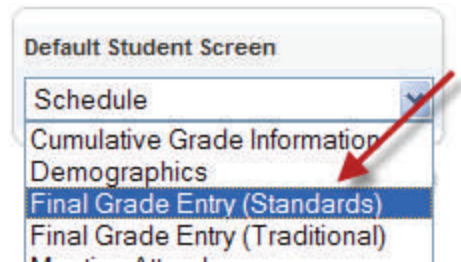
This process is much easier if you set your default student screen to the grade entry screen. After logging in click on 'Personalize' on the left side of the screen.

Click on 'Default Student Screen'.

Select 'Final Grade Entry (Standards), click Submit.



Function	Description
Change Password	Change current
Default Student Screen	Sets the initial s
Display Section Number	Show or hide th



## PK GRADE ENTRY

For PK students you only need to enter grades and comments for one class, 'PK4 Standards'.

Click on the backpack icon (Student Information) to view the students in this class.

You will see a list of names on the left side of the screen, click on the top name (either last name or first name, it doesn't matter).

If you changed your default student screen you will be see the grade entry screen where you can enter comments and grades. Otherwise select 'Final Grade Entry (Standards)' from the Select screens drop down list.

Here you can enter a comment for the student's height and weight. You can also select the appropriate grade for each standard from the drop-down list.

At the bottom of the page is the Overall Comment, this comment goes on the last page of the report card. Type all your comments here and then click Submit. Select the next student and continue.

P13(M-F) PK4 Standards



### Final Grade Entry

Select screens

This is the Final Grade Entry (Standards) screen

ELM.PK - Elementary Pre K Standards

ELM.PK.HT - Height Q1 Q2 Q3 Q4

4 ft, 1/2 inch

Q1 Comment:

Q2 Comment:

ELM.PK.WT - Weight

50 pounds

Q1 Comment:

Q2 Comment:

ELM.PK.GD - Gross Motor Development

ELM.PK.GD.01 - Skips/gallops/runs/hops P P

ELM.PK.GD.02 - Climbs up/down play equipment P P

ELM.PK.GD.03 - Exhibits hand-eye coordination (e.g. catch, throw, bounce) P P

ELM.PK.GD.04 - Demonstrates balance while moving P P

ELM.PK.FD - Fine Motor Development

ELM.PK.FD.01 - Builds with manipulatives P P

ELM.PK.FD.02 - Cuts with scissors E E

ELM.PK.FD.03 - Uses tools for writing and drawing P P

ELM.PK.FD.04 - Writes letters/name E E

ELM.PK.CM.99 - Overall Comment Q1 Q2

Q1 Comment: [REDACTED] is doing very well and is quickly learning new skills. He has learned all of the colors.

Q2 Comment: [REDACTED] is showing a lot of interest in learning to write and read.

Submit

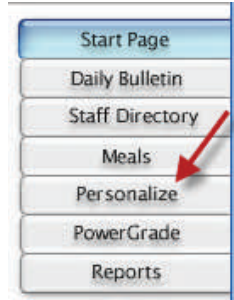
# K Grade Entry

This guide will walk you through the steps of entering grades and comments correctly for K students.

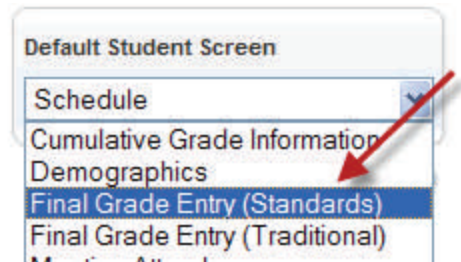
This process is much easier if you set your default student screen to the grade entry screen. After logging in click on 'Personalize' on the left side of the screen.

Click on 'Default Student Screen'.

Select 'Final Grade Entry (Standards)', click Submit.



Function	Description
Change Password	Change current
Default Student Screen	Sets the initial s
Display Section Number	Show or hide th

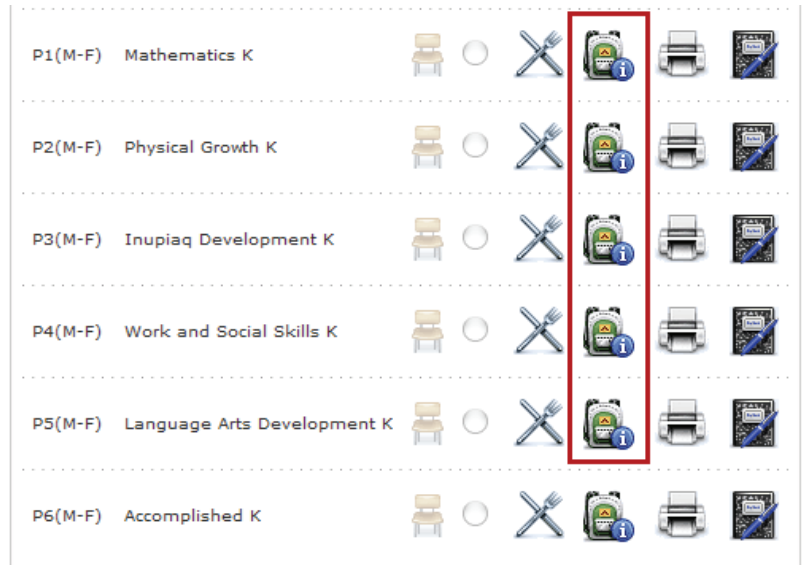


## K GRADE ENTRY

You will enter grades for Math, Physical Growth, Inupiaq Development, Work & Social Skills, and Language Arts. The 'Accomplished K' class is a placeholder for the items you circle on the report card after it is printed.

Click on the backpack icon (Student Information) to view the students in this class.

You will see a list of names on the left side of the screen, click on the top name (either last name or first name, it doesn't matter).



If you changed your default student screen you will be see the grade entry screen where you can enter comments and grades. Otherwise select 'Final Grade Entry (Standards)' from the Select screens drop down list.

Various standards are listed, you can select the grade from the drop-down list. If you don't see this screen select Final Grade Entry (Standards) from the student screen drop-down menu.

Enter your grades and comments, then click submit. You can then click on the name of the next student to enter their grades for this class. Once you are done with this class you can click on the next from the list on the left side of your screen.

