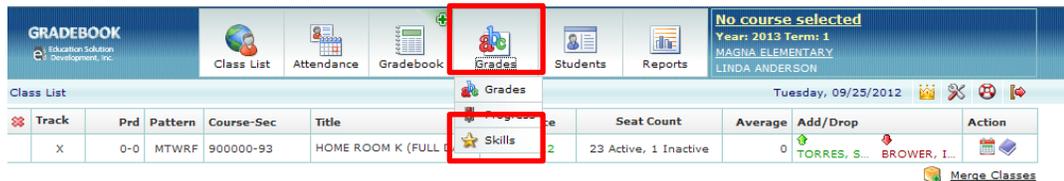


How to Do Kindergarten Benchmarks/Post Final

Kindergarten Benchmarks can be entered and updated at anytime per quarter.
Teachers will need to still post Skills during the posting window for end of term grades.

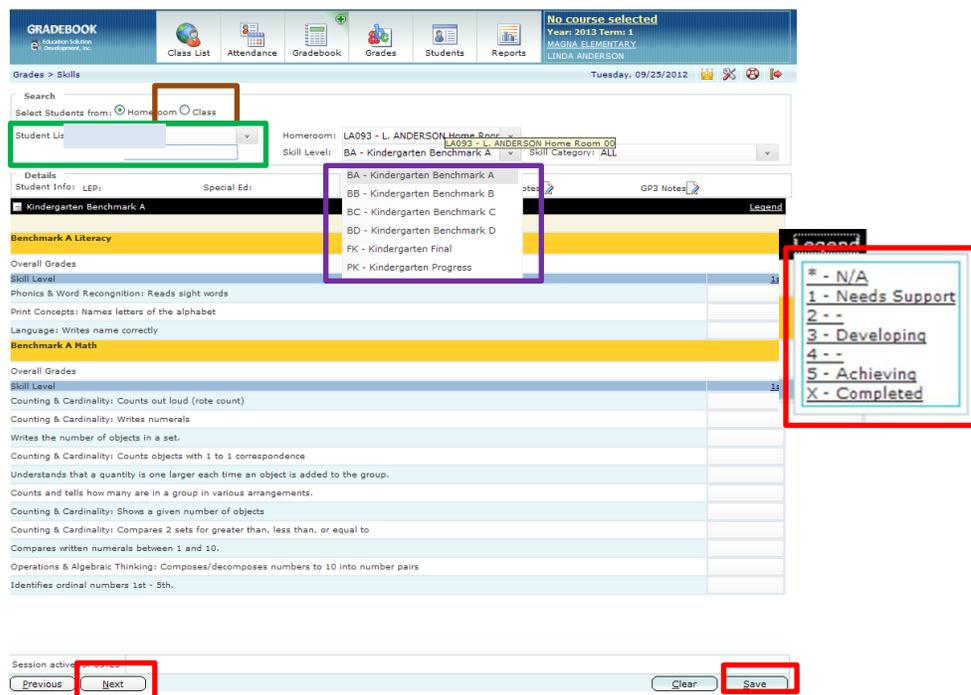
1. In the gradebook off the **Function Bar**, click the **Grades** icon and then in the drop down, choose **Skills**



2. Then at the Course Selector, make sure you choose your **Homeroom**.



3. Select Students from: Choose **CLASS**, then, choose the Student from the **Student List**, then choose the **Skill Level**. Then enter your scores in the boxes to the right:
 - a. Kindergarten Benchmark A= 1st quarter (choose this as we are in 1st qr.)
 - b. Kindergarten Benchmark B= 2nd quarter
 - c. Kindergarten Benchmark C= 3rd quarter
 - d. Kindergarten Benchmark D= 4th quarter



- Enter the scores following the Legend drop down found at the top right corner of the page, then click **SAVE** at the bottom right. Choose the next student by clicking **NEXT** at the bottom left corner and repeat steps.
- Once the Benchmarks are posted, the scores will transfer over to the Final Report Card for the End of Quarter Grades. When the Posting Window is open, Kindergarten teachers will then need to post the **Life Skills** by clicking the **Skill Level - Kindergarten Final**. This is where you can add comments per student by clicking on the **GP1 Notes** (1st quarter). There is a limit of 2 short lines, if you need to add more then we suggest you type all comments in a Word document and staple it to the report card.

- Scroll down to the bottom and enter scores for the **Life Skills and Study Habits** for each student. Once you enter the scores, then click **SAVE**. Then click **Next** at the bottom left corner to go to the next student. Continue repeating the process till all students are completed.

Skill Level	1st	2nd	3rd	4th
Follows directions and procedures				
Stays on task				
Participates appropriately				
Accepts responsibility for own behavior				
Respects others				

Last modified 10/11/12