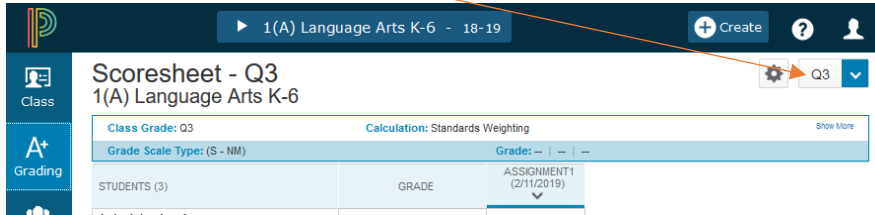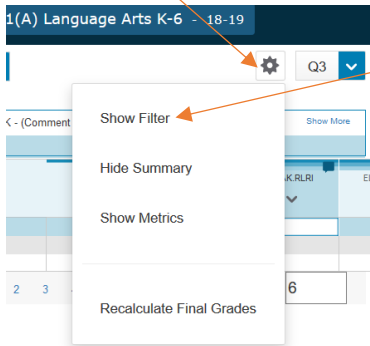# Enter Guided Reading Level ONLY Language Arts Classes – K-2:
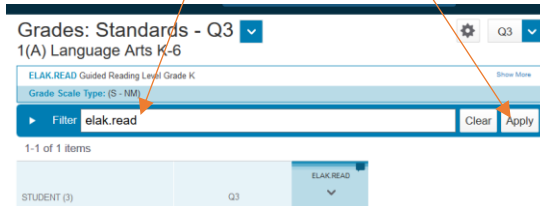
(updated: 5/8/2019)

1. Change to the correct Term in the upper right corner of Gradebook:
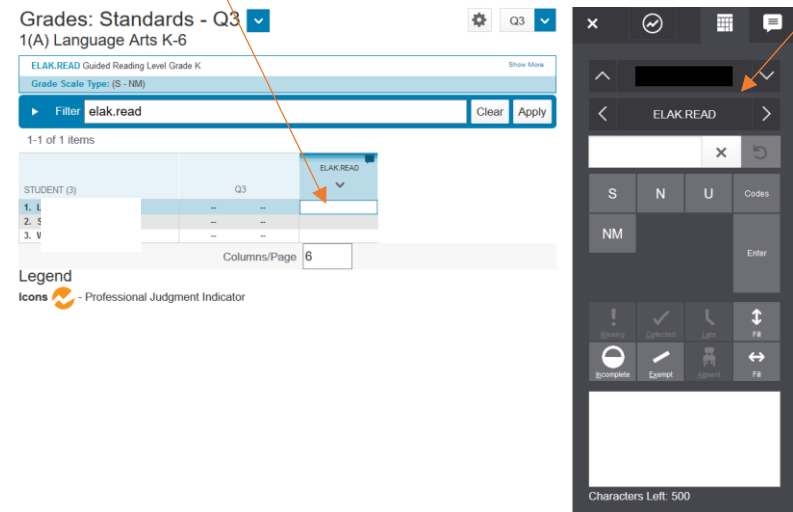

2. Click the A+ Grading button on the charms bar
3. Select Standards from the menu
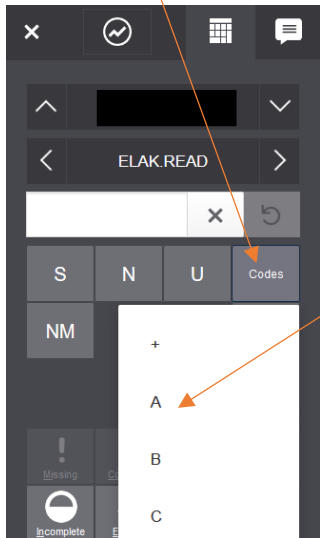4. Select the Gear button next to the Term and select Show Filter

5. Search for the standard name for Reading Level and click Apply
   (***For Kindergarten type elak.read, for 1st grade type ela1.read, for 2nd grade type ela2.read)
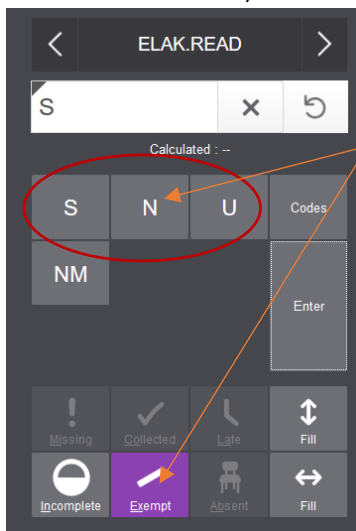

6. Click inside the box next to the first student's name to see the Score Inspector (black box) on the right

7. Click the Codes button in the Score Inspector and select the Reading Level of the student

- NOTE: If you need to enter an N, S, or U as the reading level, you will need to use the S, N, or U button next to the Codes button, then click the Exempt button

8. Change to the next student and enter their reading level
9. When you are done, click the Save button bottom right to save the scores.
10. Your screen will look something like this: