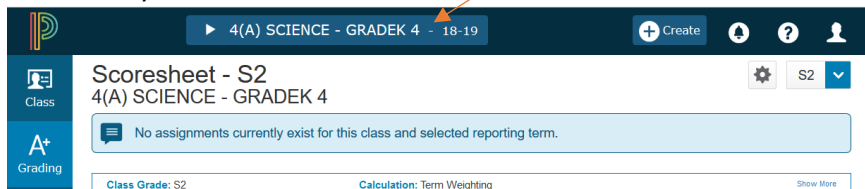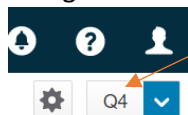# Enter Final Grade (Q1, Q2, Q3, & Q4) for Science & Social Studies – Grades K-2:
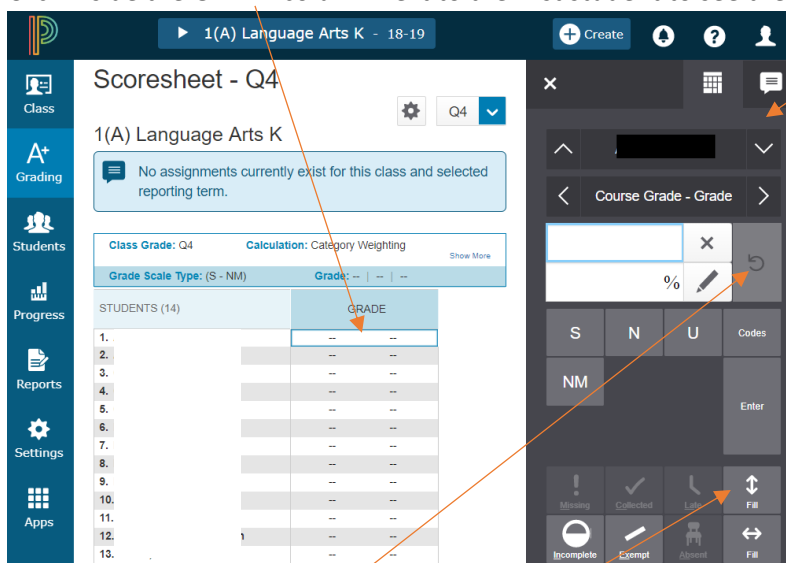
(updated: 8/9/2019)

1. Make sure you are in the correct course

2. Click the A+ Grading button in the charms bar
3. Select Scoresheet from the pop-out menu
4. Change to the correct term in the upper right corner (Q1, Q2, Q3, or Q4)

5. Click inside the GRADE column next to the first student to see the Score Inspector (black box) on the right

6. Enter an E, S, N, or U depending on your course/grade level

7. You can use the Fill up/down button here to fill the entire class with the same grade, then edit those that need to be different by clicking the GRADE box next to student who needs a different grade, clicking the refresh

button in the Score Inspector and entering the new score

8. Click Save