FIRST AND SECOND GRADES

Grades 1 & 2 will have letter grades of: Skill Sets need to be

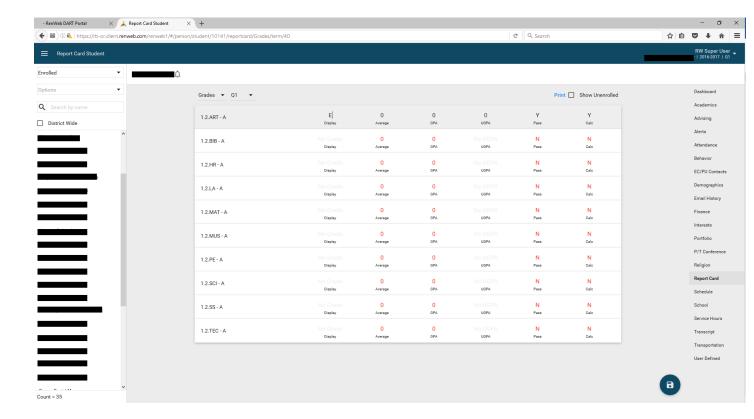E-Excellent   ~ Need for Improvement

S- Satisfactory   + Exemplary Progress

N-Needs Improvement

To Enter Grades

- Main Menu
- Academics
- Report Card Student
- Select Student
- Enter Grades-Click on where it says NO GRADE and enter letter grades there.
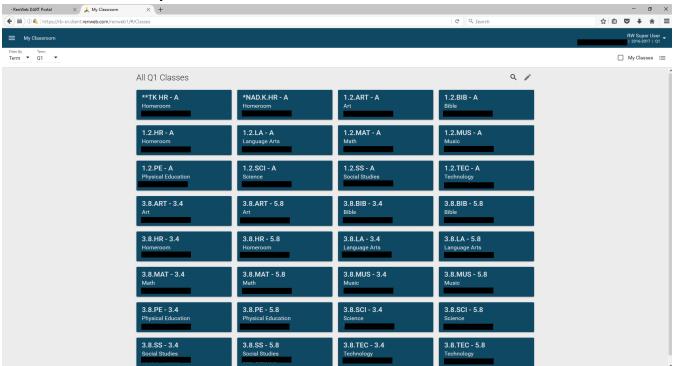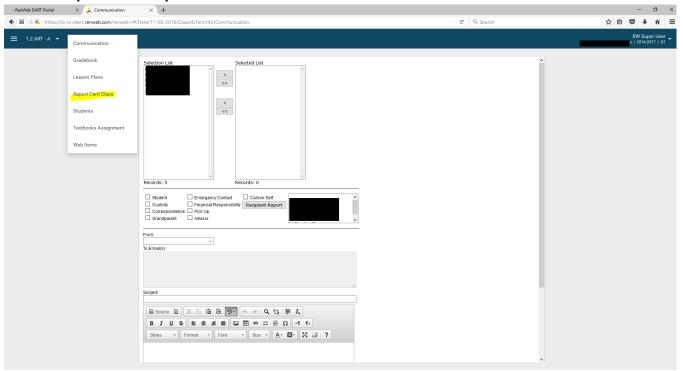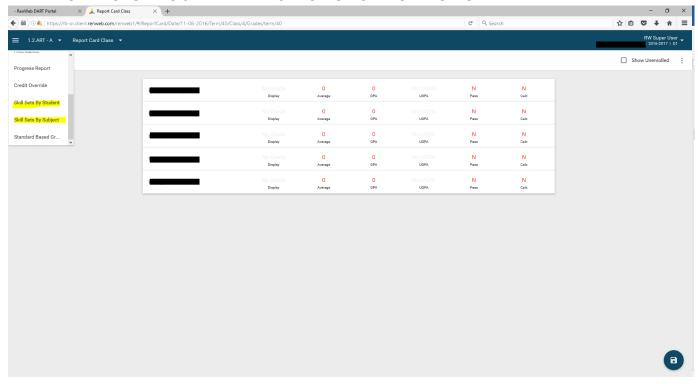- DON'T FORGET TO SAVE WITH Orange BUTTON ON BOTTOM.

SKILL SETS

- **My Classroom**
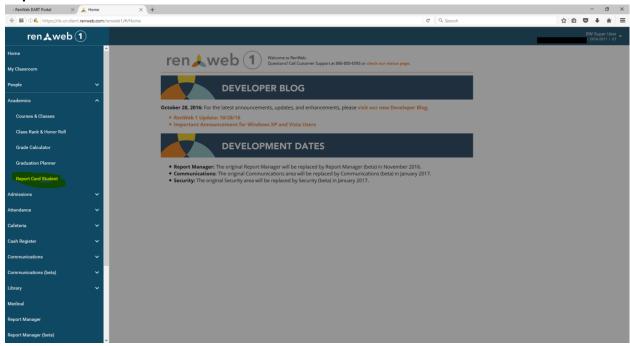 - **Select any 1.2 class**

- **Drop down to Report Card Class**

- **Drop down to Skill Sets**
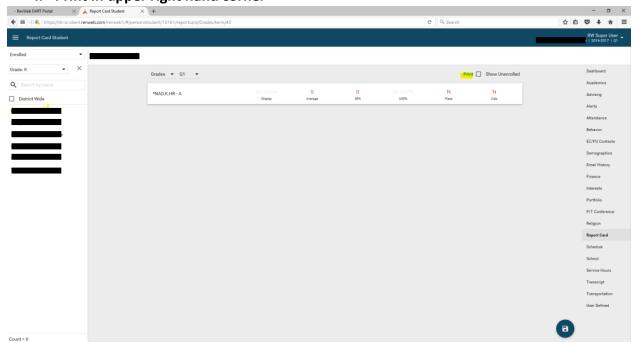- **DON'T FORGET TO SAVE WITH BLUE BUTTON ON RIGHT BOTTOM**

REPEAT FOR 1.2 ALL CLASSES

TWO OPTIONS TO PRINT

1. **Main Menu**
   a. **Report Card Student**

   b. **Select a student**
      i. **Print in upper right hand corner**
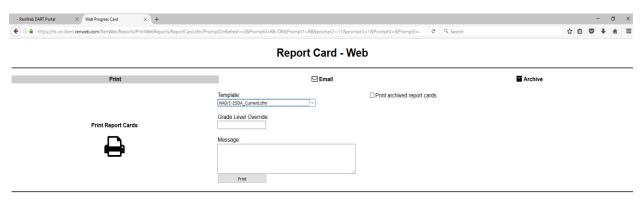
2. **Main Menu**
   a. **Report Manager**
   b. **Academics**
   c. **Report Card(Web)**
   d. **Select a grade**
   e. **Double arrow over all students from Selection List to Selected List**
   f. **Print**

G. Select Print

H. Select NAD 1-2SDA_Current.cfm for Template

DONE WITH 1 & 2 Grades