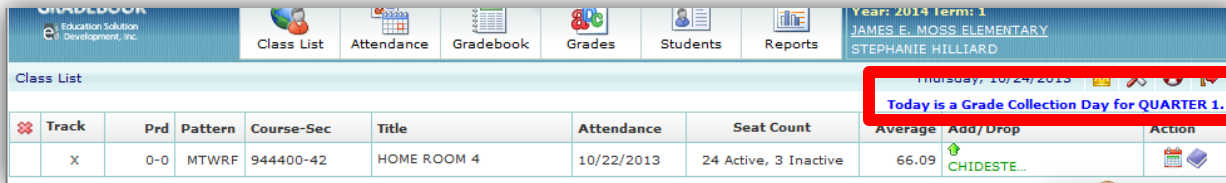
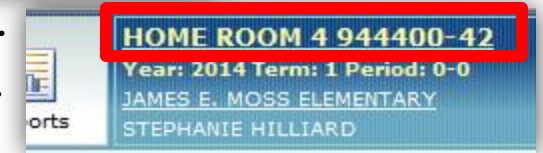
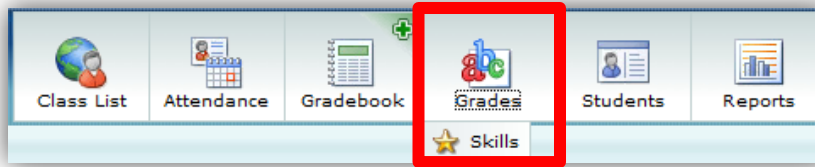


To score "Skills" and add comments to report cards

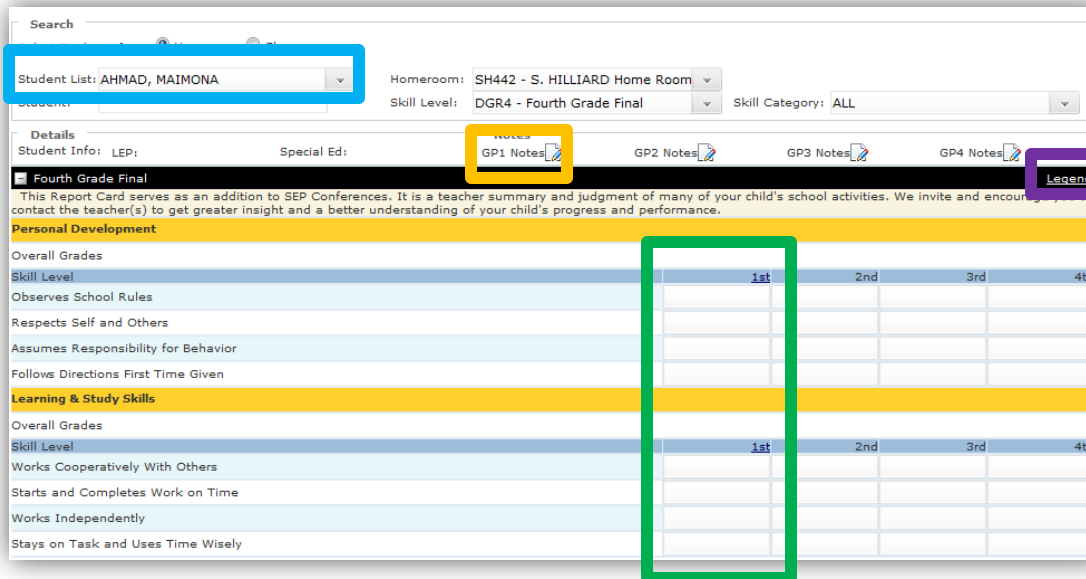
1. Make sure you see the message "Today is a grade collection day for Quarter ___". If you don't see this, the posting window isn't open.



2. In the top right corner, make sure that your homeroom is selected.
3. When you click on Grades in the top menu, Skills will drop down. Click on that.



4. Your first student will automatically come up. You can enter Skills scores in **Quarter 1** and you can enter comments in **GP1 Notes**. There is a **legend** that you can open to see score equivalents.



Once you've entered all the info for that student, click "Save" in the bottom right, and then "Next" in the bottom left to move to the next student on your list. Save often! 😊