

## Instructions for adding learning behaviors to the report card

1. Click on learning behaviors in your class list.
2. Make sure the Reporting term is set to Q1
3. Create an assignment. I would give it zero points possible and call it learning behaviors. You are only going to enter information in the standards area so the points do not matter.
4. Under the standards tab of the assignment check the items that you would like to make a mark on the report card for.
5. Go back to the score sheet. Enter a plus or a minus for that student under the standards area of the assignment.

A plus means improving a minus means needs improvement and nothing entered means all is well!

I'm not positive we have to create an assignment. We might just be able to make sure you are in Q1 and then click final grade and mark the standards that need attention. I won't know this until we print one time. If the process changes for next quarter I will let you know.