



4. To enter scores, Click on the bucket to fill in the scores that are already there. You must choose GP Avg Grade. Then, you can click on the score next to the student and change it if you need to. Make sure the fill grade is matching the GP Grd on the left.

The screenshot shows a web browser window with the URL `schools.org/gb/gb_grd_progress.aspx`. The page features a navigation menu with icons for Class List, Attendance, Gradebook, Grades, Students, and Reports. A table displays student progress data. A dropdown menu titled 'Fill Options' is open over the 'Grd' column, showing options: 'Sem Avg W/O Exam', 'GP %', and 'GP Avg Grade' (which is highlighted with a red box). A red arrow points to the 'Grd' column header in the table.

Active)	GP			Progress							
	Pct	Grd	E	U	T	Grd	Citi	1	2	3	4
	73.41	C	0	0	0						
	100.00	A	0	0	0						
	100.00	A	0	0	0						
	89.77	B+	0	0	0						
	95.91	A	0	0	0						

5. To enter Citizenship you need to type in the number and hit the down arrow key to move to the next student. There is NOT a fill option for this.

The screenshot shows the same web browser interface, but the 'Fill Options' menu is closed. The 'Citi' column in the progress table is highlighted with a red box. The table structure is the same as in the previous screenshot.

Active)	GP			Progress						
	Pct	Grd	E	U	T	Grd	Citi	1	2	
	73.41	C	0	0	0					
			0	0	0					
	100.00	A	0	0	0					

6. To enter a performance code, just type in a number for the code. Once you type the number it will show you what the code is.

	GP					Progress		
	Pct	Grd	E	U	T	Grd	Citi	
(Active, 0 Inactive)						1	2	3
<a href="#">[EL J.]</a>	73.41	C	0	0	0	2		
<a href="#">[VIS C.]</a>			0	0	0			
<a href="#">[A.]</a>	100.00	A	0	0	0			
<a href="#">[M.]</a>	100.00	A	0	0	0			
<a href="#">[M.]</a>	100.00	A	0	0	0			

7. To view what the Performance Entry Codes are, Click the blue info code .

Code	Description
0	Shows Improvement
1	Makes good use of time
2	Contributes to class activities
3	Capable of better and/or more work
4	Poor test performance
5	Excessive absences and/or tardiness
6	Does not complete assigned work
7	Disinterested attitude
8	Disruptive influence
9	Parent/Teacher consultation requested

6. Then click **SAVE**. Repeat these steps 2-6 choosing another Course or Concept from the Course Selector dropdown.



Once your staff are all done posting, then your STS/LMITS can start printing your progress reports.