Students Achieve One Page Overview – No Print

**Step 1:** **Initialize your class.**

* Manage tab>Classes>Class Sectionsclick the word initialize.
* Check off ALL the boxes for just your grade as you are selecting for the whole year. (Don’t select all as it could grab multigrade)

**Step 2:** **Create or Import Assignments**

* Touch Marks Entry – via the main shortcut or Assess>Classroom>Touch Marks Entry
* Click the New Assignment button – or the import assignment button.
* Name the assignment, give it a date, check off outcomes, hit save.

**Step 3: Mark the assignment**

* Click the column title to highlight all, or touch individual white boxes or cells
* Click the mark you desire to go into the highlighted cells. (no need to save)
* Choosing completion codes will enable them to be viewed online and enable a report that can print only NHI assignments.

**Step 4:** **View the Student Analysis**

* Click Student Analysis in Shortcuts, or from the Analyze tab at the top.
* Look at marks, make professional judgments if needed
* Click the tiny word reports and choose marks verification for outcomes – print or save that.
* Click the tiny word reports and choose CSL’s for the current term – print or save that.

**Step 5:** Show (via email or paper) your administrator your marks verification sheets.

Export will be requested by your admin and will occur when he/she has verified the building is ready.

**Step 6:** **Enter comments for the report card in Maplewood.**

* Enter marks/review report cards will get you to Maplewood
* Click Marks/Comments by class or by student
* Click the tiny notepad icon to add a comment to one student, click the underlined topic title of the whole topic to write a topic that can be applied to all or groups of students.
* Save. Spell Check.
* A comments preview report is available under print report cards.

*Details on all steps with pictures and videos found in the full manual.*