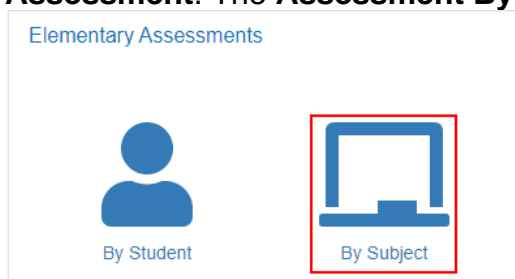# Enter Trimester Grades for Rice Standards Based Report Cards (Responsive)
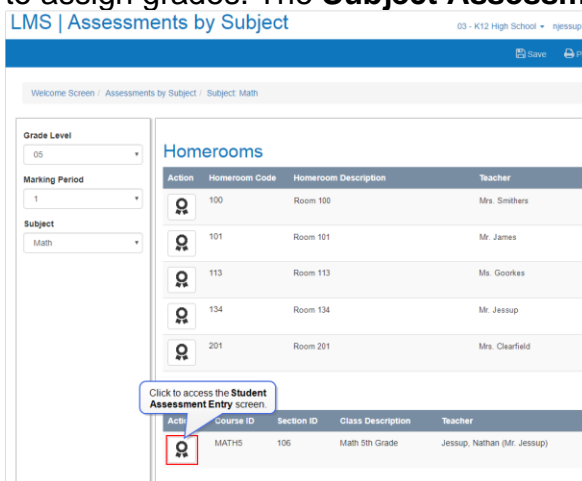
Assessment By Subject

This screen gives you a list of students in the selected course section. You can enter grades and comments for all students from that group for a single subject.

1. From the **Welcome** screen, click **By Subject** found under **Elementary Assessment**. The **Assessment By Subject** screen opens.

   o Alternatively use the menu, go to **My Gradebooks** > **Elementary Assessment** > **Assessment By Subject**.

2. Select the **Grade Level** from the drop-down.

3. Select the **MP (Trimester)** from the drop-down.

4. Select the **Subject** from the drop-down. A list of homerooms and classes displays.

5. Click the **Assign Grades** icon next to the homeroom or class for which you want to assign grades. The **Subject Assessment Entry** screen opens.

6. Enter the **Grades**.
7. Enter **Comments** using comment codes or free form text.
8. Click **Save**.
9. Move to the next student.

Example of one of our screens at Rice.

Grade: 02   Class: Reading - Grade 2   MP: 1

	TRI1	TRI2
Decodes words using phonics	☐	
Recognizes sight words (MP1 = 100; MP2 = 200; MP3 = 300)	☐	
Shows comprehension by answering questions related to text	☐	
Reads accurately and fluently on grade level	☐	

Comments

TRI1	TRI2	TRI3

COMMENTS   Show comments   🖶 Print comments
Code: [Enter code]   [Add]

☰ -   ✕
☰ -   ✕

Show comments   🖶 Print comments

Enter Comments: Click on Show Comments to see the comments:

Remember to **SAVE**!!!!!