

## Directions for Putting CBA Scores Online – New EGP

1. Open up Grade-book and click on the *Standard* tab
2. Go to *Edit* and select *Class Options*
3. Click on the *Rubric* tab
4. Replace the 4-point Rubric (default) with the word “Reading”
5. Complete the table like the example below

1	18/18 Level 4 (Above Standard)	18
2	17/18 (Level 4) Above Standard	17
3	16/18 (Level 3) Meets Standard	16
4	15/18 (Level 3) Meets Standard	15
5	14/18 (Level 3) Meets Standard	14
6	13/18 (Level 2) Below Standard	13
7	12/18 (Level 2) Below Standard	12
8	11/18 (Level 2) Below Standard	11
9	10/18 (Level 1) Moving Towards Standard	10

6. Replace 5-point Rubric (default) with the word “Writing”
7. Complete the table like the example below

1	60-68 (Level 4) Above Standard	68
2	42-59 (Level 3) Meets Standard	59
3	26-41 (Level 2) Below Standard	41
4	0-25 (Level 1) Moving Towards Standard	25

8. Click on *Done*
9. Click *Chart* and select *Records...*
10. Click on the *Standard* tab
11. Complete the information required

**Standard Id:** Reading

**Standard Text:** District Reading Assessment

**Note:** District Reading Assessment

**Rubric:** Reading

12. Then click **Done**.
13. This next part is strange, but it works. On the left hand side of the screen there is a selection bar with your assignments for that class. You can choose any assignment you like (I don't think it matters). For Mr. Brewer, I decided just to choose the first assignment in the grade-book. Then that assignment appears in the first column in Standard. **Double click** on the assignment.
14. A box opens that should look familiar. There is a section in that box called "Other Info." Near the bottom there is a bar for **standards**.

Standard:

15. Click on the bar and select **Reading**.
16. Then click done.
17. On the screen, a second column should have appeared that says "District Reading Assessment." In this column you can type in the students' scores.
18. After you have finished the reading scores, repeat the process for writing.
19. Click on **Chart** and select **Records...**
20. Click on the **Standard** tab
21. Complete the information required.

**Standard Id:** Writing

**Standard Text:** District Writing Assessment

**Note:** District Writing Assessment

**Rubric:** Writing

22. Go back to the selection bar on the right side of the screen and choose a new assignment (it must be different than the assignment you used for reading).
23. A box opens with a section called "Other Info." Near the bottom is a bar for standards.

Standard:

24. Click on the bar and select **writing**.
25. Then click **Done**.
26. On the screen, a second column should have appeared that says "District Writing Assessment." In this column you can type in the students' scores.

\* All done! You can update your grade-book online and your new information should appear at the very bottom of the students' online report.