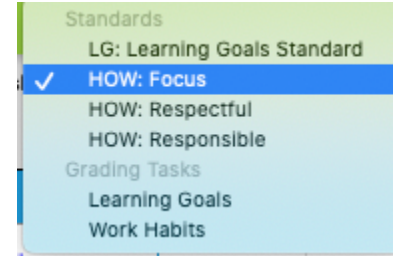


MAMS IC Progress Report Refresher

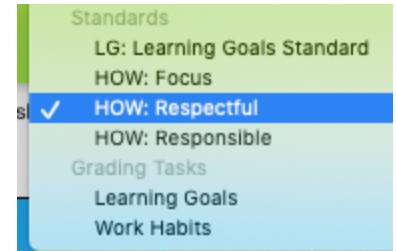
First: You will enter scores for HOW: Focus under the Posted column. Hit "Save" once you have finished entering the scores.

Do NOT waste time putting comments in here as they will not be displayed on the progress report.



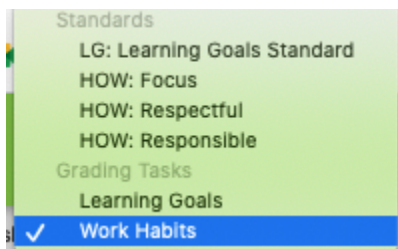
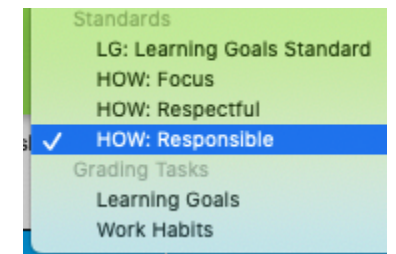
Next: You will enter scores for HOW: Respectful under the Posted column. Hit "Save" once you have finished entering the scores.

Do NOT waste time putting comments in here as they will not be displayed on the progress report.



Next: You will enter scores for HOW: Responsible under the Posted column. Hit "Save" once you have finished entering the scores.

Do NOT waste time putting comments in here as they will not be displayed on the progress report.



Finally: You will select Grading Tasks: Work Habits. Here you will see the three HOW you entered on the far right of the screen. You will see and Post the average of those scores to the progress report by clicking the orange Post link. Here, you will enter in comments that will appear on the progress report having to do with the HOW score. Hit "Save" once you have finished posting scores and entering comments.

This final step is paramount because it is what actually puts the scores and comments on the progress report.