

PARENT GRADING

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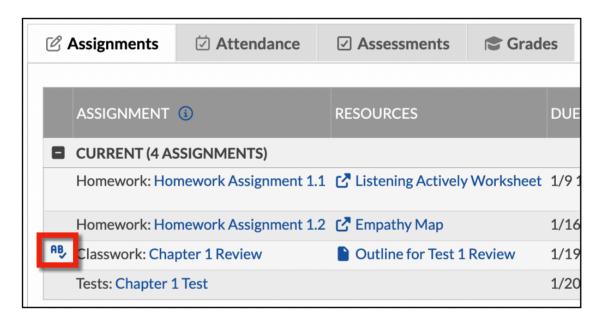
I. Select the AB Icon

- A. Log into your member account
- B. Navigate to the Class Dashboard by selecting the graduation cap or "Classes" from the very top menu (depending on whether your site has icons or words on the menu).



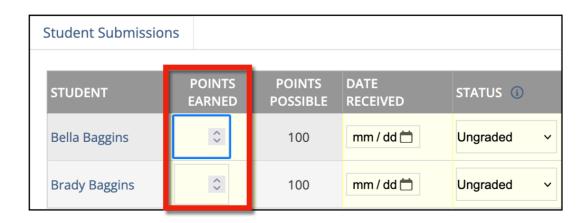


- C. From the Class Dashboard, select the name of the class in which you want to assign a grade. This will take you to the Class Home Page.
- D. Scroll to the bottom to see the Assignments section. If the teacher has configured an assignment to allow for parent grading, there will be a little "A-B-Check" icon immediately to the left of the assignment name. Select that.



II. Enter the Points Earned & Date Received

A. On the Student Submission page, enter the number of points earned for your child(ren).





- B. As soon as you've entered the points earned and click anywhere else on the page, the Status will change to "Completed On Time."
- C. You can also input a specific Date Received, if you'd like.

