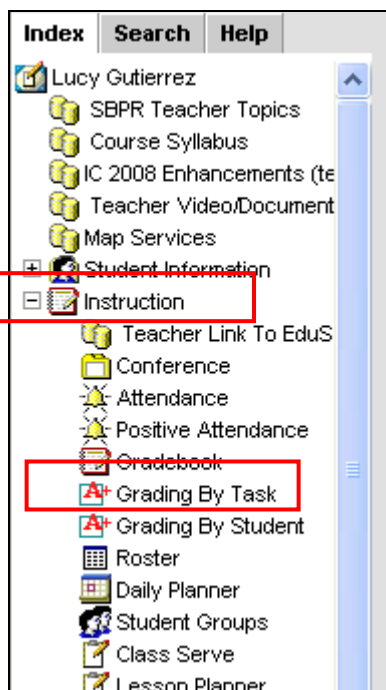


Using fill down of N/A (Not assessed at this time)

The following will outline how to use the Fill Down feature when entering SBPR scores. This process will make checking for Missing Marks using the Grades Report easier for teachers and administrators.

- Use the **Fill Down** feature when applying N/A (Not assessed at this time) for standards that do not apply during a reporting period or standards that have not yet been addressed in instruction.
- Filling in scores for all standards is required for all schools using the SBPR generated from Infinite Campus (canned SBPR) - blank scores are not auto filled in with N/A.
- Link for **Fixes and Enhancements - IC 2008** - http://techtraining.dpsk12.org/ic/QRG_PDF/Instruction/Fix-Enhance_2008.2.6.pdf
- Link for **End of term scoring** - http://techtraining.dpsk12.org/ic/QRG_PDF/Instruction/SBPR_EOT-scoring.pdf

Using Fill Down feature

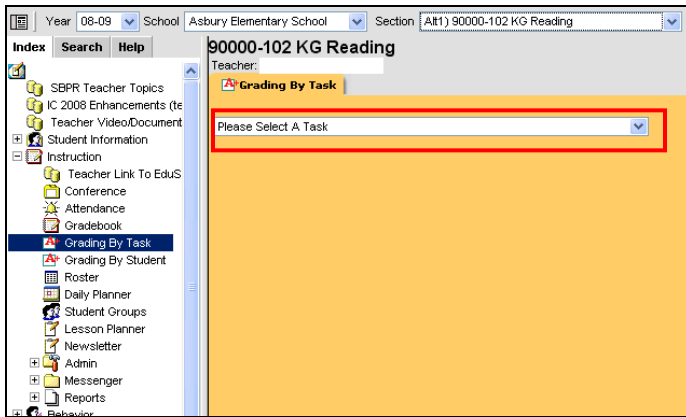


To Enter Scores:

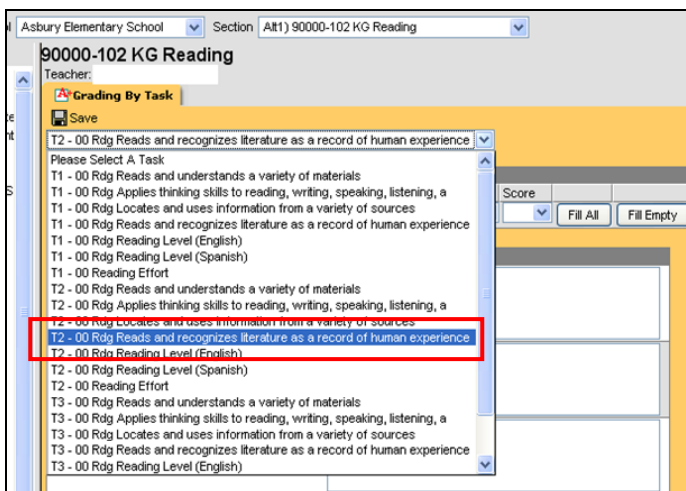
1. Expand **Instruction**
2. Select **Grading by Task** from the IC index for any section.

In the Grading by Task window

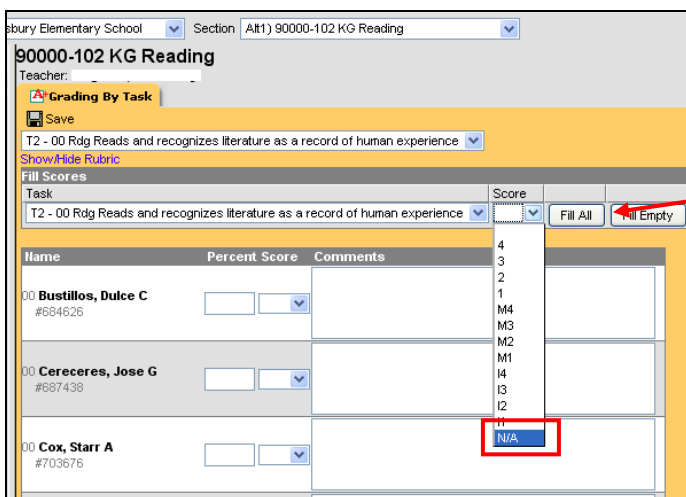
1. Expand the **Please Select a Task** drop down menu.



2. Choose the Standard being scored.



1. Choose the **N/A** score, or any score from the Score drop down menu.



2. Select **Fill All** (The selected score will fill in for every active student listed.)
3. Adjust individual scores if desired.
4. Save.