Adding Reading Level

To import the Reading Level
Select course Reading Workshop
Left click Tools – Import Assignment Sets
Left click on Elem Current Reading Level
Adding Reading Level

1. Left click on **Reading Level** to highlight.
2. Import To: Scroll down to find **Reading Workshop**.
3. Hold down the **Ctrl** key and select appropriate quarters.*
4. *If Reading Level was imported the prior quarter do NOT reimport.
5. Let click on **Import Set**.

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**Teacher Gradebook**

1. Change View to **View Letter Grades**.
2. Left click in the cell and type the **Reading Level***(capital letter), press Enter.
3. Reading Level has no impact on the Reading grade.
4. *Refer to Reading Level guide for appropriate level.
Adding Reading Level

If the Reading Level does not appear in your gradebook....

Left click on View – Edit

Display Grade Card Scores and Final Grades