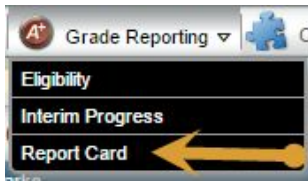


Entering Secondary Mathematics Benchmark Scores

- In TAC, click on the **Grade Reporting** tab (in the navigation bar across the top)



- Choose **Report Card** in the drop down menu.



Marks			Comments	
Term	CRES	CRS	CM1	CM2
[Dropdown]	[Dropdown]	[Dropdown]	[Dropdown]	[Dropdown]
[Dropdown]	[Dropdown]	[Dropdown]	[Dropdown]	[Dropdown]
[Dropdown]	[Dropdown]	[Dropdown]	[Dropdown]	[Dropdown]
[Dropdown]	[Dropdown]	[Dropdown]	[Dropdown]	[Dropdown]
[Dropdown]	[Dropdown]	[Dropdown]	[Dropdown]	[Dropdown]

- At the end of the course, the average percentage of Benchmark 1 and Benchmark 2 should be entered into the **CRS** column.
- The letter grade of the average needs to be entered into the **CRES** column.

Additional Notes:

- If you would like to keep an electronic record of Benchmark 1 and Benchmark 2:
 - Click on the **Gradebook** tab (in the navigation bar across the top)
 - Choose **setup** in the drop down menu.
 - Click on the Add Category button.
 - Click on the category drop down menu.
 - If you don't want this grade to count in your Marking Period grade, you can weight this category 0.

