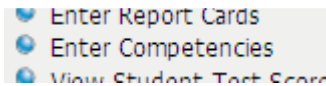


**SunGard Pentamotion GradeBook - PreK3, PreK4 & K Competencies**

1. Login to the Gradebook

2. In the left pane left-click on “Enter Competencies”



3. Left-click on the appropriate Marking Period

Competency	Marking Period
Kindergarten Competencies	MP1,MP2,MP3,MP4,MP5,MP6

4. Your student roster will appear

Student List

Student ID	Student Name	Home Room
	Alvarez, Odette	104
	Avala Roman Dominon	104

5. Left-click on the student name and the competencies will be displayed

Competencies

Competency	CMP
INTEGRATED LANGUAGE ARTS	<input type="text"/>
Knows Rhyming Words	<input type="text"/>
Identifies Capital/Lowercase Letters	<input type="text"/>
Identifies Begin End Letter Sound	<input type="text"/>
Recalls Sequence of Events	<input type="text"/>
Identifies Frequency Words Introduced	<input type="text"/>
BILINGUAL	<input type="text"/>
Oral Development	<input type="text"/>

6. Left-click on the pull-down arrow next to the competency

Code	Description
I	Improvement Needed
M	Mastery
N	Not Introduced
P	Part of the Time
S	Satisfactory

7. Left-click on the desired competency and then left-click on **OK**
8. When finished at the bottom of the screen left-click on **Save**
9. Left-click on **Student List** to return to class roster
10. Continue above process until all students are complete

NOTE:

Can also add a **Free Text Comment** to an individual student by left-clicking on

[Free Text Comment](#)

at the bottom of student competency screen