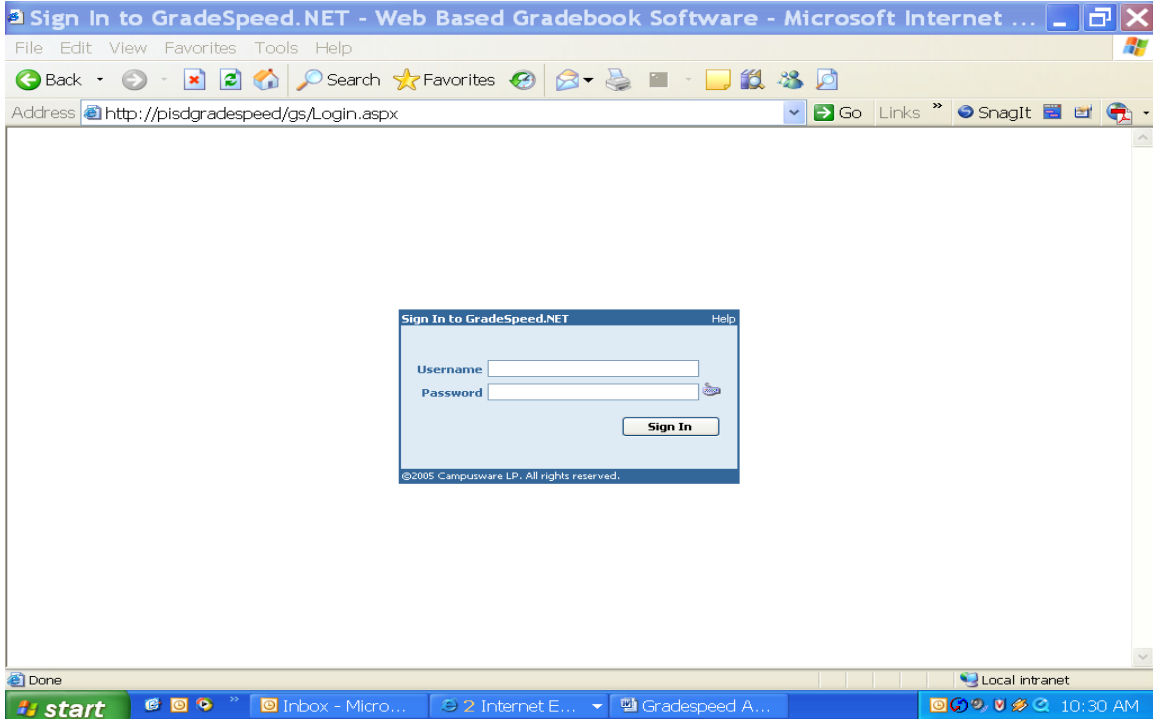
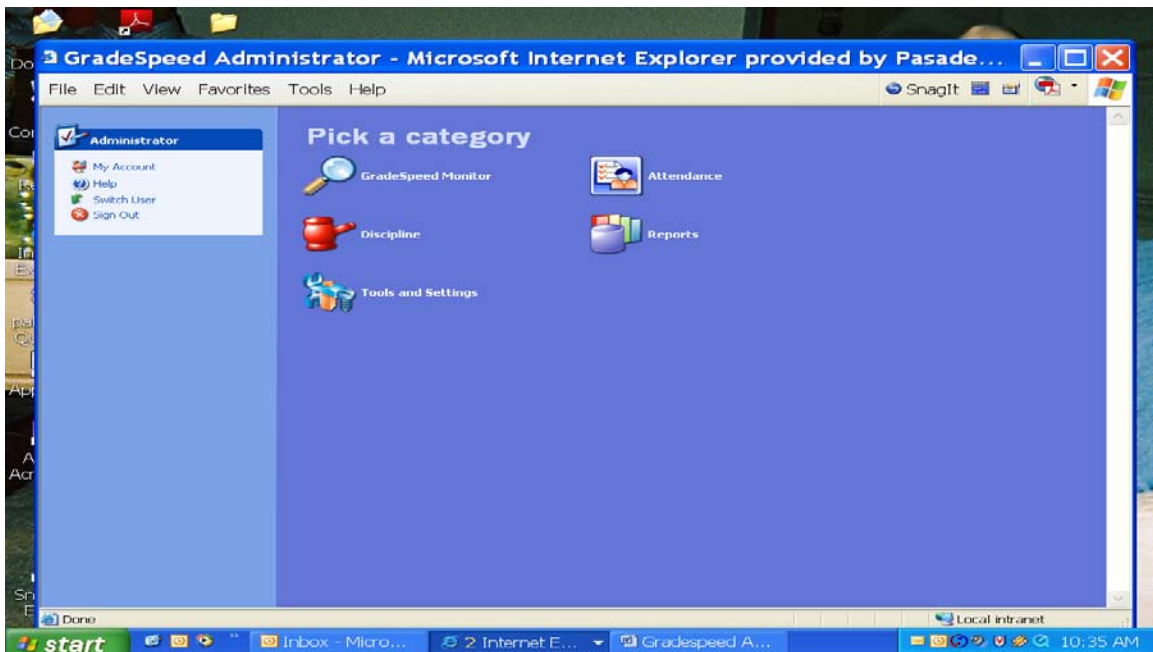


## Gradespeed Activity Codes

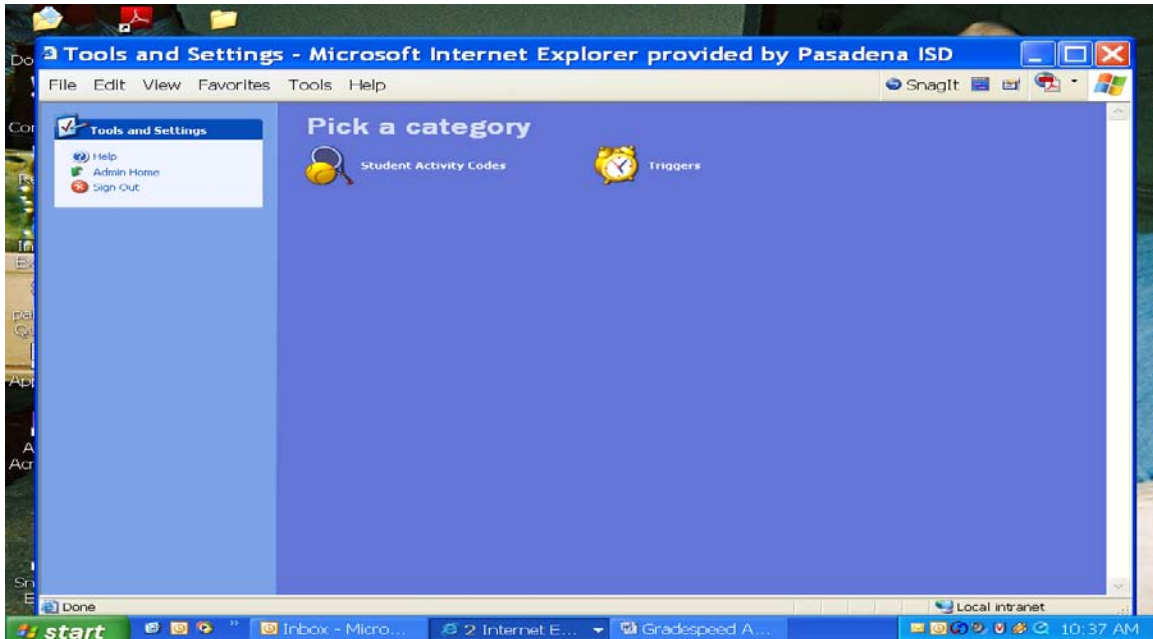
Log in to gradespeed using the same login and password that you use for everything else.



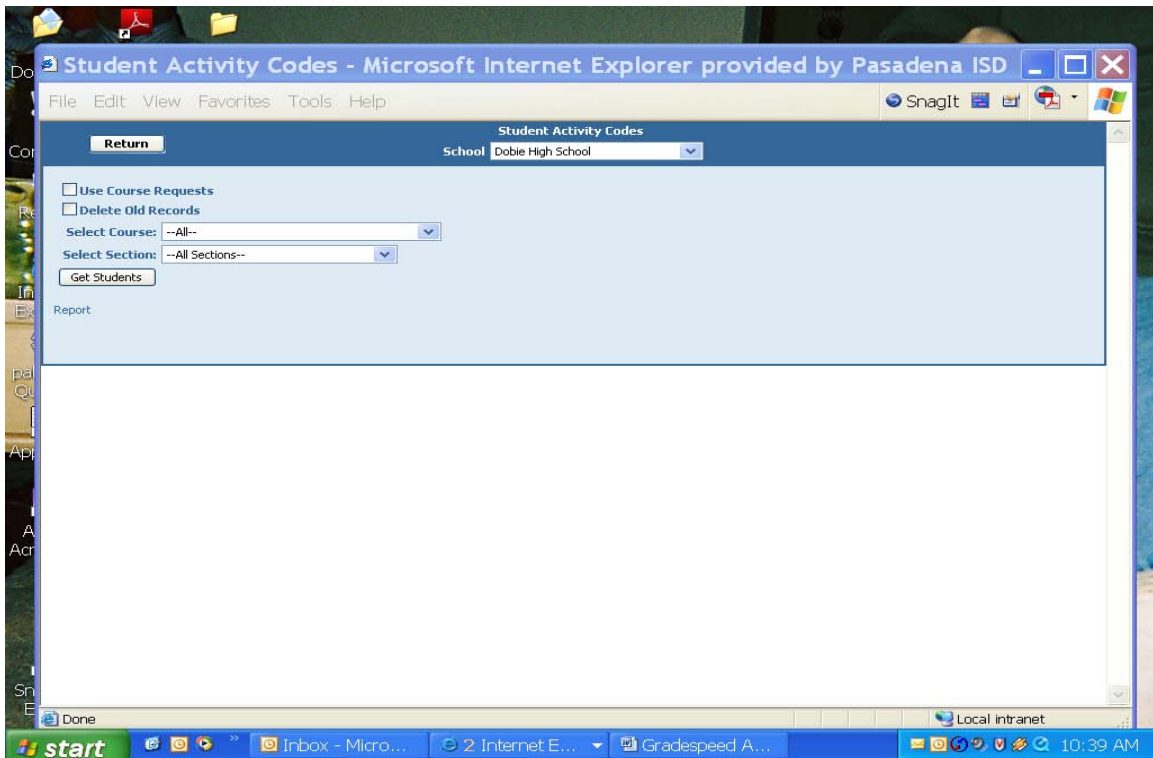
After you sign in you click on Tools and Settings



Then you click on Student Activity Codes



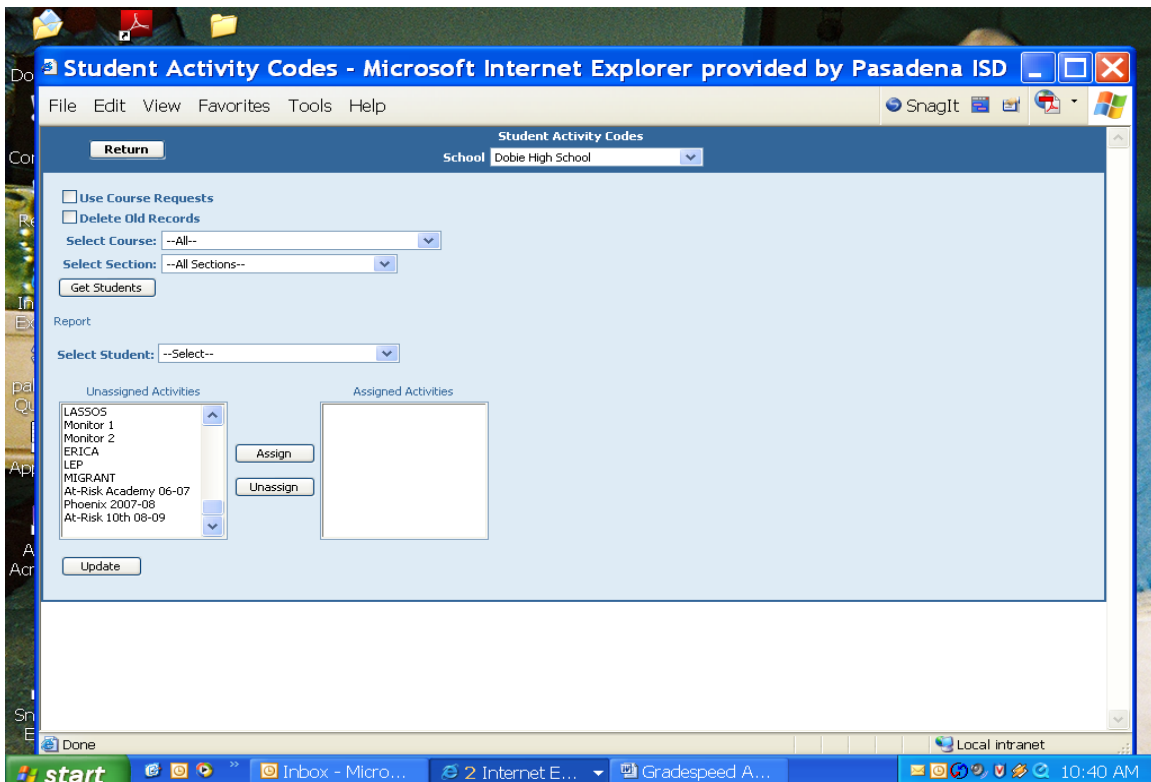
When this screen comes up you will click on Get Students



When this screen comes up, you will see Select Student and the drop down arrow. You will also see the Unassigned Activities box on the left.

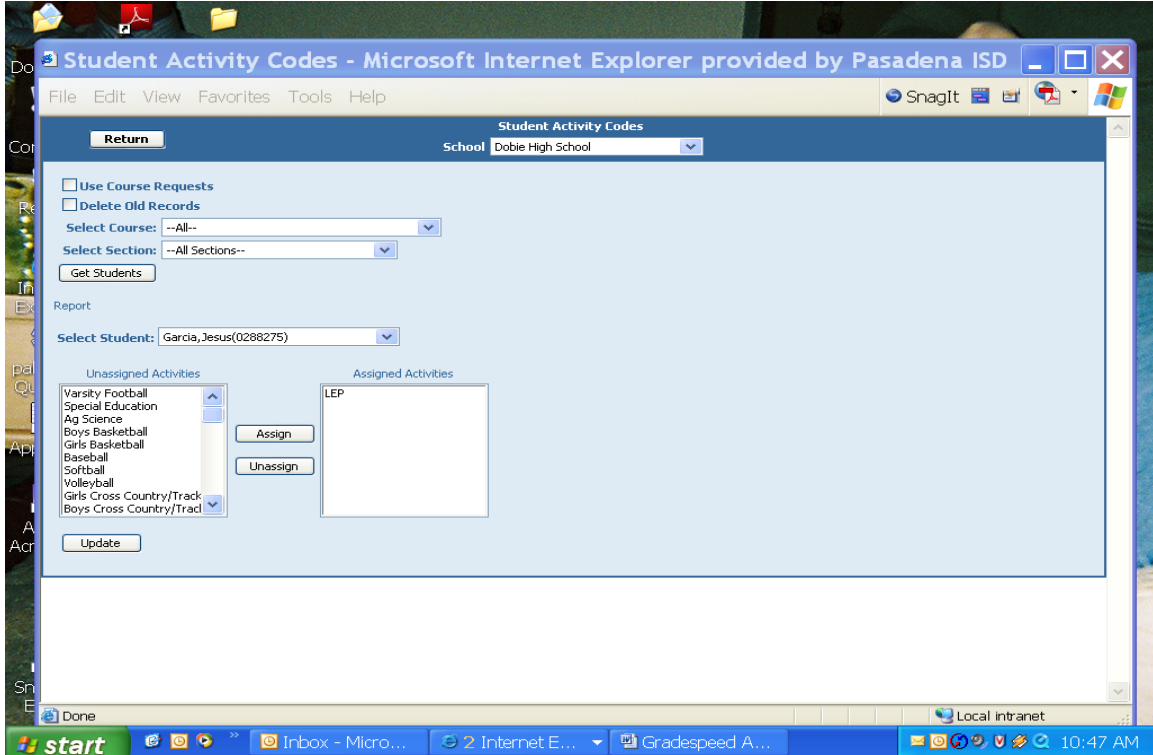
If you are adding an Activity for a student you click on the arrow beside Select Students and find the student you need to assign an Activity.

Click on the student name, and then click on the Activity that you want to assign. Click Assign and then click Update. **YOU MUST CLICK UPDATE FOR THE ACTIVITY TO BE ASSIGNED.**

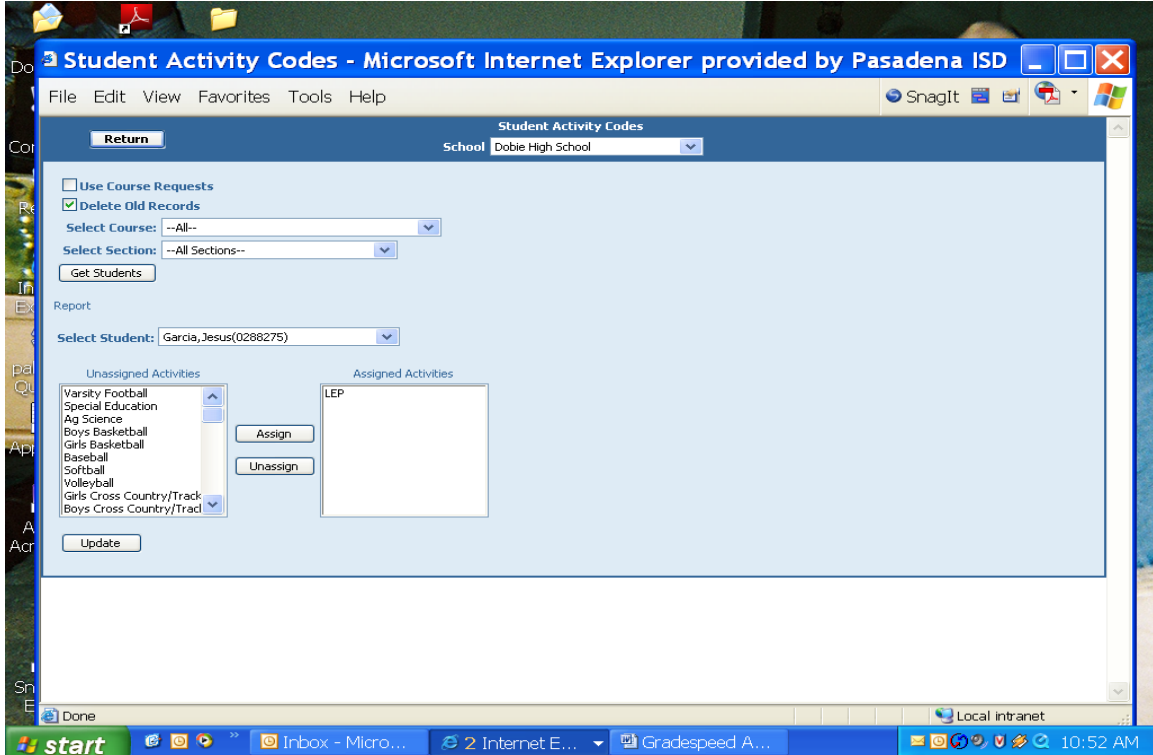


You will need to assign the LEP Activity code for all your LEP students. You will need to assign the Migrant Activity code for all your Migrant students. You will also need to assign the M1 or M2 Activity code for all the monitor students.

This is the way the screen will look if a student already has a LEP Activity code.



When a student **exits** you will need to delete their LEP Activity code.



You must click on **delete old records**, click on the student name, click on unassign, and then click on update for the record to be deleted.

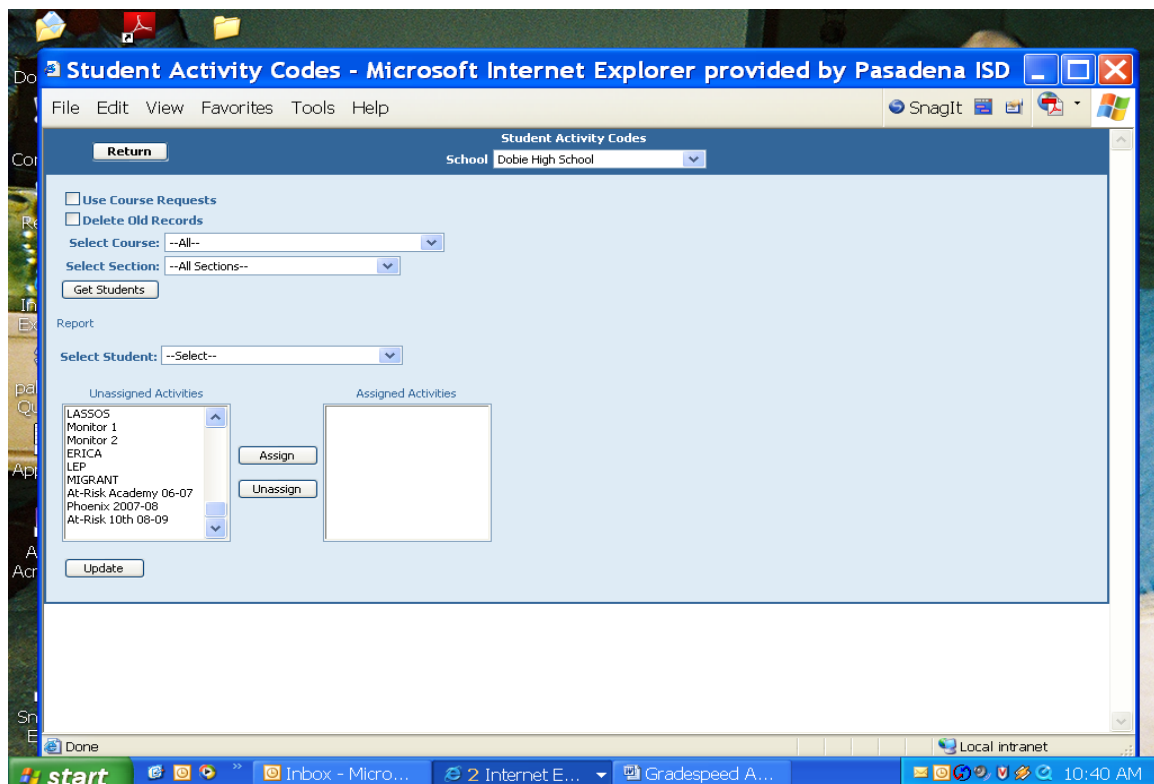
**Be sure that you unclick delete old records when you need to assign an Activity code.**

### To assign a Monitor 1 Activity code:

When this screen comes up, you will see Select Student and the drop down arrow. You will also see the Unassigned Activities box on the left.

If you are adding an Activity for a student you click on the arrow beside Select Student and find the student you need to assign an Activity to.

Click on the student name, and then click on the Activity that you want to assign. Click Assign and then click Update. **YOU MUST CLICK UPDATE FOR THE ACTIVITY TO BE ASSIGNED.**



### To assign a Monitor 2 Activity code:

You must delete the Activity for the Monitor 1 before you assign the Monitor 2 Activity.

When this screen comes up, you will see Select Student and the drop down arrow. You will also see the Unassigned Activities box on the left.

If you are adding or deleting an Activity for a student you click on the arrow beside Select Student and find the student you need to assign or unassign an Activity to.

Click on the student name, and then click on the Activity that you want to assign. Click Assign and then click Update. **YOU MUST CLICK UPDATE FOR THE ACTIVITY TO BE ASSIGNED.**

**To delete an Activity:**

You must click on **delete old records**, click on the student name, click on unassign, and then click on update for the record to be deleted.

**Be sure that you unclick delete old records when you need to assign an Activity code.**