

Howdy Writing Foundations Families!

To give you better real-time access to your student's records, I am switching to an online record keeping program called **Engrade**.

I will no longer be sending periodic email reports because now you can log in anytime day or night to keep track of how your student is doing in Writing Foundations. To see your student's scores, do the following:

1. Get Your Access Code

See the attached slip of paper given in class with this handout. The code tells Engrade which scores belong to your student. Your code looks similar to writingfoundations-xxxxx-yyyy.

2. Sign Up

Once you have your code, you will need to sign up for an Engrade account. In just a few simple steps, you will create a username and password. **Go to <http://www.engage.com/signup> to make your account.**

3. Log In

Once logged in, you will be able to review your student's Writing Foundations scores.

Whenever you want to check your student's scores, just log in anytime, and you'll see everything that I have recorded so far. As always, if you find any errors, just let me know. I'm still working on that data-entry achievement award...

Please let me know if you have any questions!

Ms. B.

ms.b@writingfoundations.com

**Engrade Score Key:**

**m** = assignment has officially been declared missing/not done – counts as a score of 0 until assignment is turned in.

**blank** = assignment has not been officially declared MIA yet – it does not count against the student's score... yet.

**0** = student has actually earned 0 points on the assignment.

Parents, keep this ↑ portion.

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Students, return this ↓ portion for 20 Class Participation points.

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Student's name \_\_\_\_\_

Class \_\_\_\_\_

*Dear Ms. B.,*

*My student has given me the Engrade information.*

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*Parent's Legible Signature ;-)*