ProgressBook® GradeBook — Adding DataMap MAP Assessment Scores to Report Cards

1 In the **Report Card Builder**, select or create a standards-based (**Elementary**) report card (as designated on the **General** tab).

2 Select an elementary report card template size.

3 Beside **Display DataMap assessments?**, select **Yes**.

4 Click **Save**.

5 In the banner, click **Template**. In a new row, select the appropriate DataMap template piece in the **Option** drop-down list. Edit the settings for the template piece as desired.

6 In the banner, click **DataMap**.

7 On the **Periods** tab, in the row of each desired DataMap period, in the **Start** and **End** columns, enter or select the appropriate dates for the testing period.

8 In the **Include** column for each of the desired periods, select the checkbox.

9 Click **Save**.

10 Click the **Assessments** tab.

11 On the **Assessments** tab, in the **Core Subject** drop-down list, select the overall subject whose MAP scores you want to display on the report card.

12 In the **[Subject] Score** row, in the **DataMap Subject** column drop-down list, select the score you want to import.

13 In the **[Subject] Percentile** row, in the **DataMap Subject** column drop-down list, select the score you want to import.

14 Click **Save**.

15 Click the **Mappings** tab.

16 On the **Mappings** tab, in the row of each **Subject Area**, select the desired report card template piece from the drop-down lists in the desired period(s).

17 Click **Save**.