



PERSONALIZED LEARNING SYSTEMS

Elementary Grade Passback (EGP) App Checklist

For a successful EGP App experience ask yourself...

Browser - Have I...

- ☒ used Chrome or Firefox?

PLS Homepage - Have I...

- ☒ downloaded the Elementary Gradebook Quick Start? bit.ly/quickstartPDF

Grade Setup Screen - Have I...

- ☒ checked the last two checkboxes under Visibility Settings? bit.ly/QSPart1
- ☒ selected Default Elementary for gradebook and Mastery Scale? bit.ly/QSPart1Video

Mastery Screen - Have I...

- ☒ adjusted the Mastery Settings? bit.ly/QSPart4
- ☒ changed the calculation to **Average** (Decaying Average is default)? bit.ly/QSPart4Video
- ☒ checked that Default Elementary is selected for Mastery Scale? bit.ly/QSPart4

Assignments - Have I...

- ☒ tagged assignments with custom learning objectives? bit.ly/QSPart2
- ☒ entered grades in the gradebook? bit.ly/QSPart3

EGP App Screen - Have I...

- ☒ launched and authorized the EGP app from my course(s)? bit.ly/Part7A
- ☒ reviewed and considered the rounding rules? bit.ly/roundingrulesDOI
- ☒ reviewed, overridden and entered grades as needed? bit.ly/enterELDgrades
- ☒ used the correct comments? bit.ly/ELCommentCodes
- ☒ limited my comments to three per entry field and eight per student? bit.ly/EGPcomments
- ☒ saved my grades periodically and clicked the submit button when I finished entering grades? bit.ly/EGPhandout
- ☒ resolved any possible error messages? bit.ly/EGPerrors

MiSiS - Have I...

- ☒ used either the EGP App or MiSiS to enter grades (not both)? bit.ly/EGPBestPractices
- ☒ used MiSiS to run the Teacher Verification Report (CA Content Standards)? bit.ly/TVRCommonCore
- ☒ used MiSiS to record warning notices, if needed? bit.ly/MiSiSRetentionWarning

For additional EGP resources, please visit achieve.lausd.net/egp.

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