

How to Add Citizenship Points and Marks

Use the Citizenship area to add behavior points, review a student's citizenship history, override a calculated citizenship mark, and finalize citizenship marks when grading is complete.

Adding Points

- Open the **Citizenship** tile
- Search for the student or select the student from the list
- Select the behavior you want to assign to the student
- Save or apply the selected behavior, if prompted
- Select **History** to review all behaviors that have been added for the student

Override a Citizenship Mark

- Select the **Finalize** tab
- Search for the student or select the student from the list
- Locate the student's calculated citizenship grade
- Use the drop-down menu next to the calculated citizenship grade to select the override mark
- Save or apply the change, if prompted

Finalize Citizenship Mark

- Select the **Finalize** tab
- Review the citizenship marks to confirm they are correct
- Select **Finalize All** to finalize marks for all students or finalize marks one student at a time as needed

Important Reminder

After adding points, applying overrides, finalize the citizenship marks so the updated information displays correctly for parents and students on report cards