

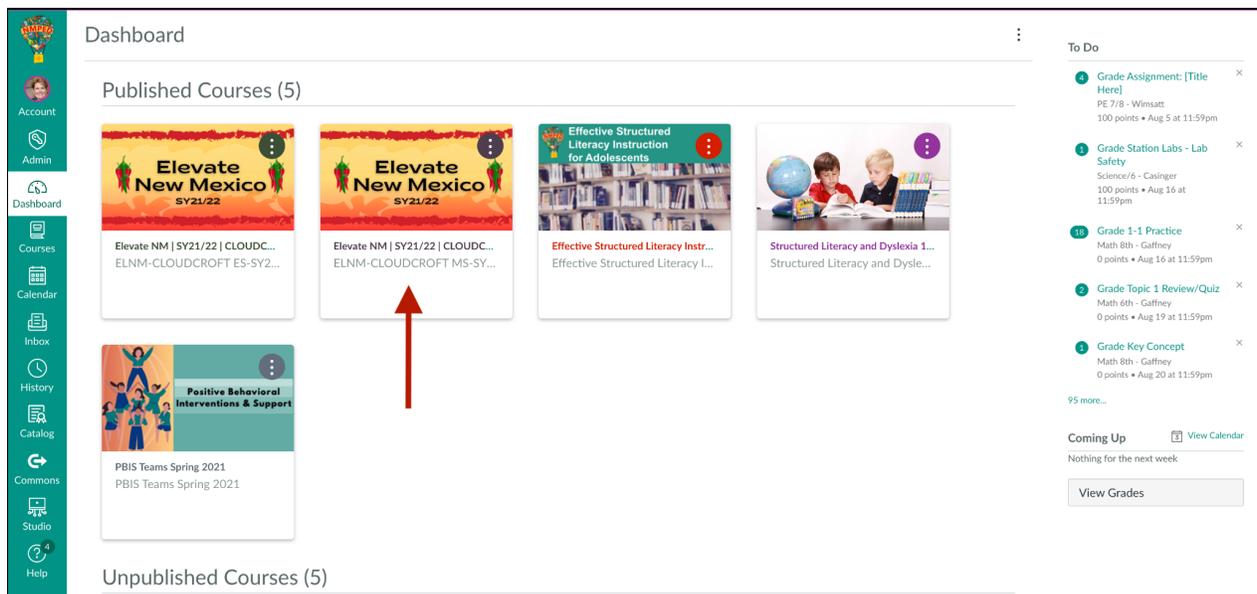
Elevate NM | View/Save/Print Scores & Feedback

General Guidance

It is highly recommended that all teachers frequently check their scores and feedback throughout the entire Elevate NM teacher evaluation process. In fact, [notification preferences can be adjusted](#) to receive notifications when scores/feedback have been posted! In addition to the [bite-sized video showing how to view/save/print scores and feedback](#), this document will provide a step-by-step written guide on how to view, save, and potentially print your scores and feedback. It is also highly recommended that teachers save and/or print a final copy at the end of the school year to keep in their records. Lastly, if/when teachers transition from one school to another, it's recommended that teachers save and/or print a copy of all scores/feedback up to the point of their transition to keep for their records and also to potentially provide to their new administrators.

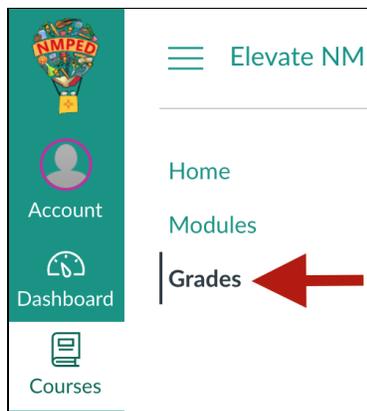
View/Save/Print All Scores & Feedback

- Once logged into nmped.instructure.com, click on the relevant school year's Elevate NM course for your particular school from your **Dashboard**. (Example shown below.)



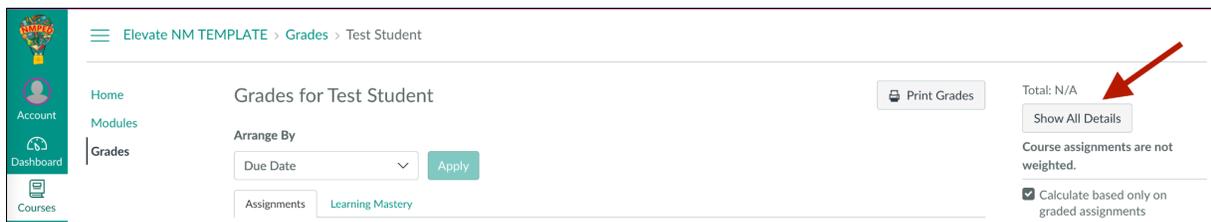
The screenshot shows the Elevate NM Dashboard interface. On the left is a navigation sidebar with icons for Account, Admin, Dashboard, Courses, Calendar, Inbox, History, Catalog, Commons, Studio, and Help. The main content area is titled 'Dashboard' and features a 'Published Courses (5)' section. Five course cards are displayed: 'Elevate New Mexico SY21/22' (two instances), 'Effective Structured Literacy Instruction for Adolescents', and 'Structured Literacy and Dyslexia 1...'. A red arrow points to the second 'Elevate New Mexico SY21/22' card. Below this section is an 'Unpublished Courses (5)' section with one card titled 'Positive Behavioral Interventions & Support'. On the right side, there is a 'To Do' list with several items, including 'Grade Assignment: [Title Here]', 'Grade Station Labs - Lab Safety', 'Grade 1-1 Practice', 'Grade Topic 1 Review/Quiz', and 'Grade Key Concept'. At the bottom right, there is a 'Coming Up' section with a 'View Grades' button.

- Click on **Grades** in the left-hand course navigation sidebar.

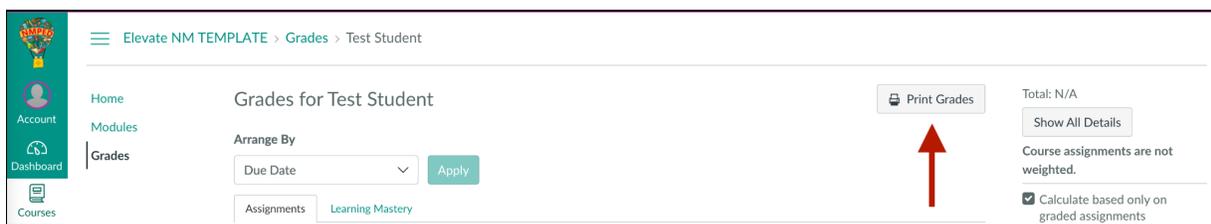


The screenshot shows the Elevate NM navigation sidebar. The sidebar is green and contains the NMPED logo at the top, followed by icons and labels for 'Account', 'Dashboard', and 'Courses'. Below these, there is a menu with a hamburger icon and the text 'Elevate NM'. Underneath, there are links for 'Home', 'Modules', and 'Grades'. A red arrow points to the 'Grades' link.

- Click the **Show All Details** button in the top right corner of the page. (This expands all rubrics scores and feedback for all components. Please note that the actual content of video and audio comments won't show, but a placeholder showing that there was a video or audio comment along with the date and time stamp and your administrator's name will show.)



- Click the **Print Grades** button at the top of the page to the left of the **Show All Details** button and follow the directions on your computer.



- [Here is an example](#) of what it should look/be like from the template course (with demo users).