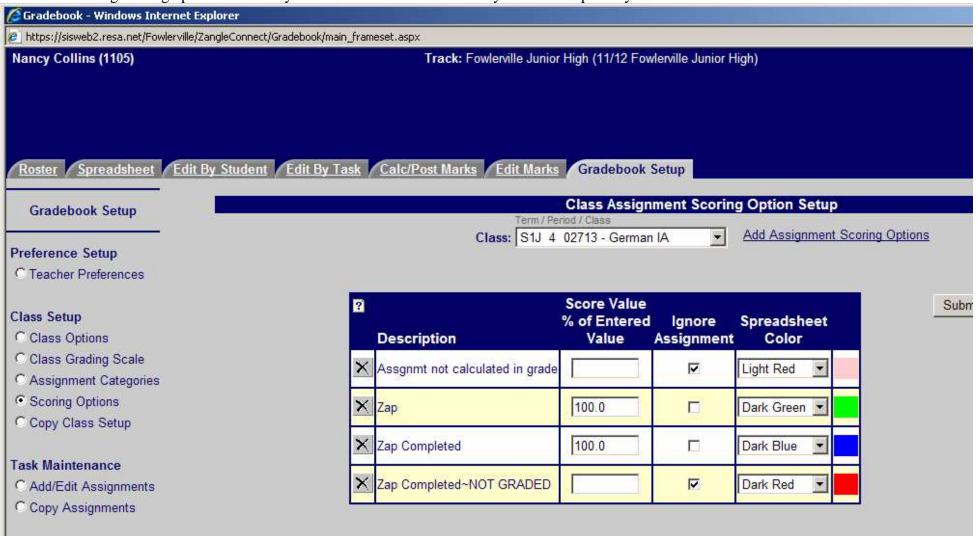
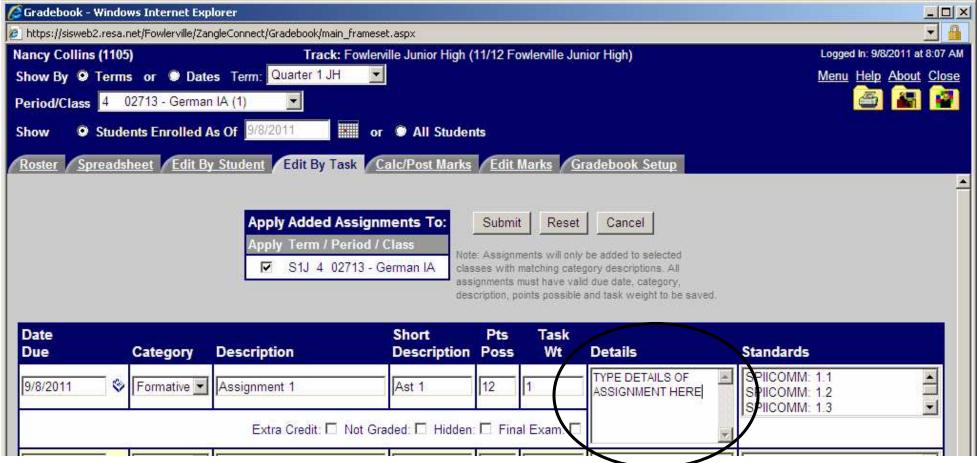
## **ZAP** Procedure

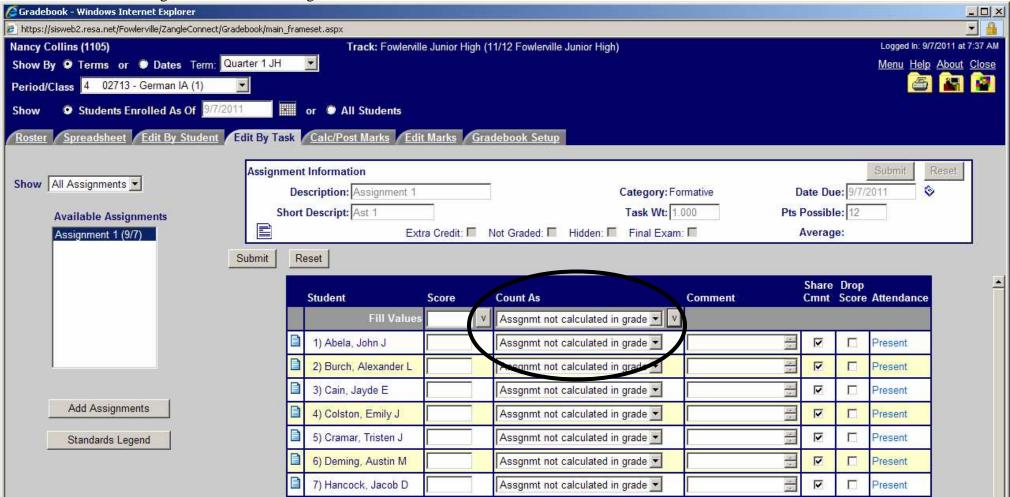
Add the following scoring options for all of your classes. Feel free to add any additional options you would like as well.



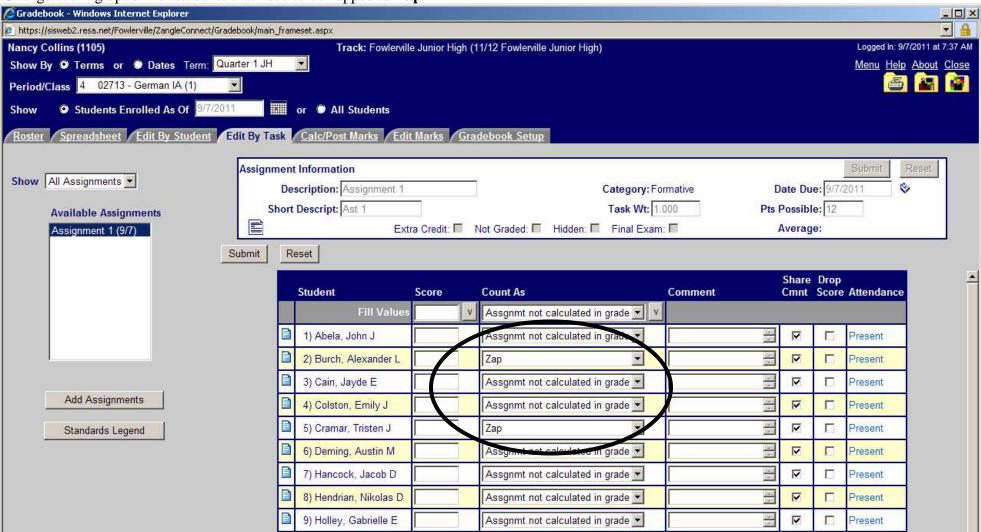
To Zap a student, add an assignment. The assignment DETAILS FIELD will print on the zap ticket. Please be sure to put all necessary information in this field so student will know what the expectation is.



Fill all students with Assgnmt not calculated in grade.

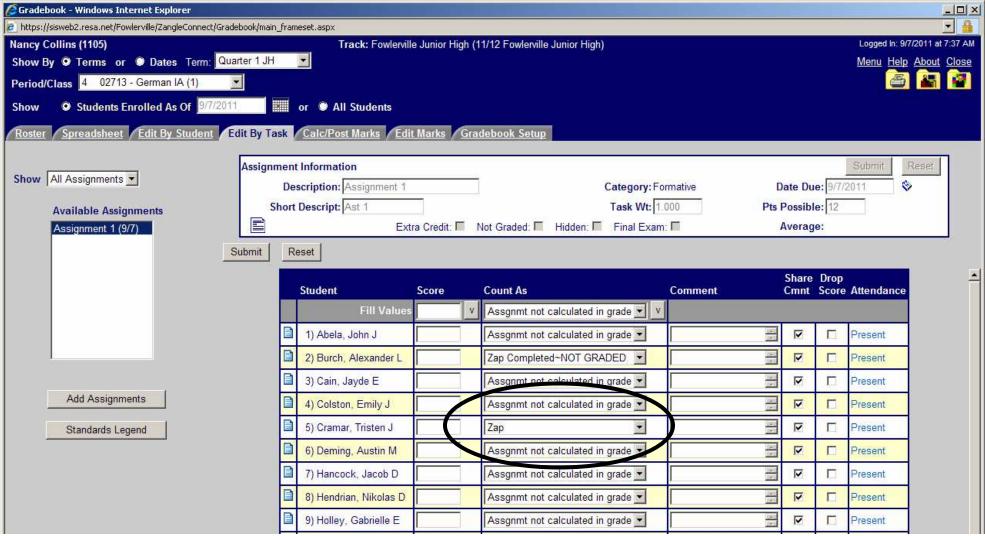


Change scoring option for students that need to be zapped to **Zap**.



After zap is completed and assignment is turned in you can either...

Change their scoring option to Zap Completed Not Graded and add scores in at a later date (Child will not be zapped again.)



Or, if you have the papers graded, you can put in scores, and change the student scoring option to **Zap Completed**. This assignment will count as 100% of the score that you submit.

