# **Fuller Friday Monarch Rating Steps**



#### 4. Open your Monarch Rating Form

Files > WAS > School Years > 2020-2021 School Year > Shared Do

4		Name $\vee$	Modified $\checkmark$
		Kovarik - Monarch Rating Scale.docx	Tuesday at 10:24 AM
		Kovarik Sandbox.docx	September 8
	P	Kovarik Star of the Week PowerPoint.pptx	Tuesday at 11:19 AM

## 5. Click Editing

## 6. Click Open in Desktop App

#### Saved $\sim$ ♀ Search View 🖉 Editing ~ Review Help ces Table D Editing A Ι U <u>2</u> ~ <u>A</u> ~ A^ В Make any changes Ŕ Reviewing Add comments and suggest changes Viewing 60 6 View the file, but make no cha 🔟 Open in Desktop App

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#### 7. Click Open Word



8. Click on the star you want to color (It will put dots around the correct star.





Fill in as many stars as you would like to rate the book, then close the form. (It will automatically save)