Finalize and Print Regents Grades for the Report Card

Please note this must be done for <u>EACH</u> Regent Class

Option 1. Enter Grade for Each Term with a Final Grade *Final Grade MUST be Manually Averaged*

From the Classroom menu select the Regent Class to Finalize Grades for and Select Report Card from the Left Side Menu. Select the Grades Tab

Enter the Grade in Each Term and the Final Grade for Each Student. *Please Note: Final Grade MUST be Manually Averaged* Select Save to Save your Changes

The Regent Grades will appear on the Enrichment Report Card as follows:

Algebra I Exam Regents		1	2	3	AVG	REG
Teacher:		98	94	100	97	
Comments:						
T1:						
T2:						
T3:						

Option 2. Enter Regents Grade Only

From the Classroom menu select the Regent Class to Finalize Grades for and Select Report Card from the Left Side Menu. Select the Citizenship Tab

Enter the Regent Grade in *Term 3* for Each Student. Select Save to Save your Changes

The **Regent Grade** will appear on the **Enrichment Report Card** as follows:

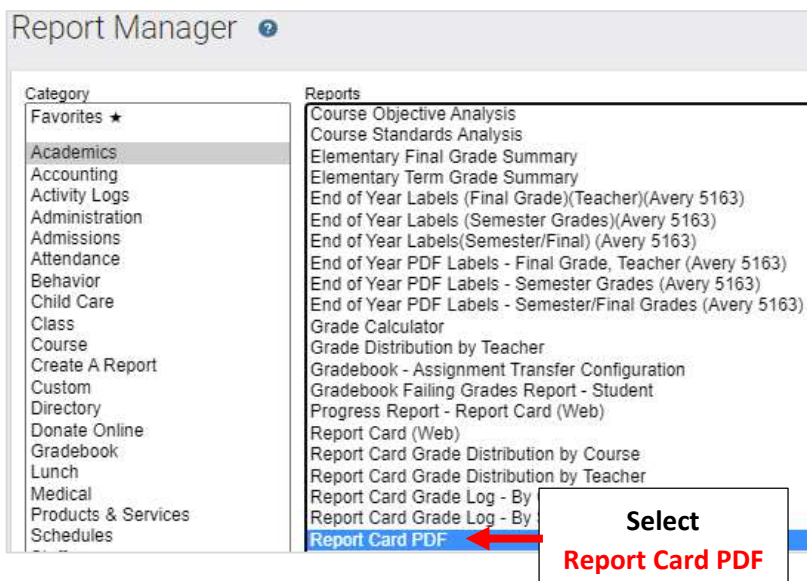| Algebra I Exam Regents	1	2	3	AVG	REG
Teacher:					99
Comments:					
T1:					
T2:					
T3:					

Section 3: Print Enrichment Report Card

Please Note: Enrichment Report Card <u>MUST</u> be Printed or Emailed. It <u>CANNOT</u> be Displayed on the Family Portal
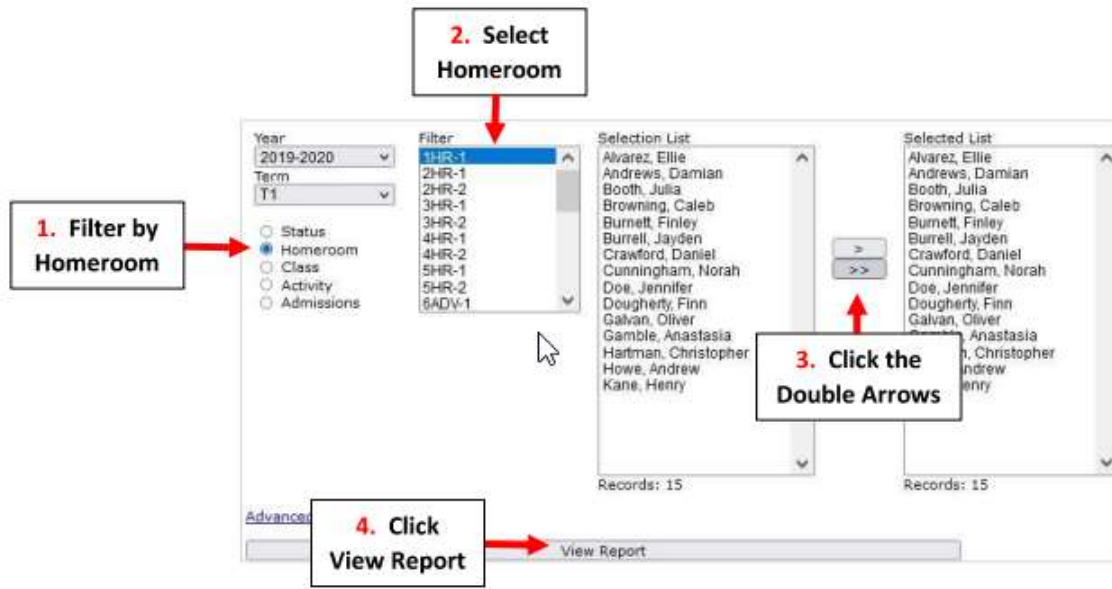
From main menu please select **Report Manager**


Select **Academics > Report Card PDF**

Select Filter by Homeroom and Select Homeroom to Print. Click the Single Arrow to Move selective students or the Double Arrows to move all Students to "Selected List" and Click View Report

Select **View Reports Cards**

Select the **Enrichment Report Card Template** "BrooklynDioc/BrooklynDioc-Enrich.cfm" and Select "View Portrait" to Run Report Card
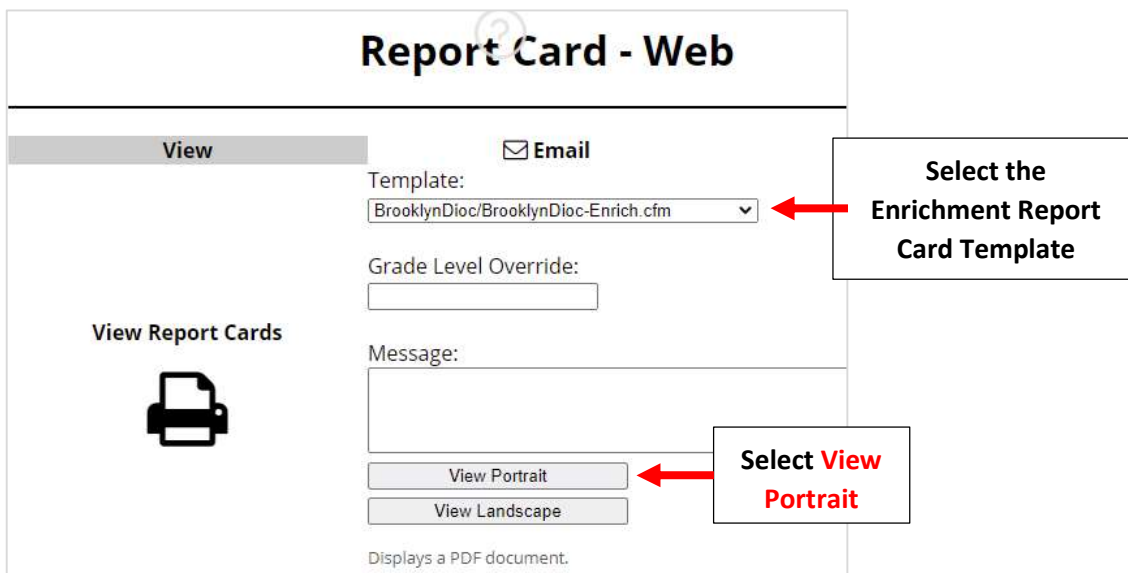
Select Open PDF to View and Print your Enrichment Report Cards

Loading Reports

1 of 1

Open PDF

Select
Open PDF