

Finalize and Print Regents Grades for the Report Card

****Please note this must be done for EACH 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**

2. Select the Grades Tab

Student Name	T1 >	T2 >	T3 >	Final Grade >
1) Doe, James				

1. Select Report Card

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

1. Enter Grade in Each Term

Student Name	T1 >	T2 >	T3 >	Final Grade >
1) Doe, James	94	99	90	94

****Please Note: Final**
Grade MUST be
Manually Averaged**

2. Enter Final Grade

3. 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
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**

The screenshot shows the 'Regents Exam - Algebra I - A' interface. In the top navigation bar, the 'CITIZENSHIP' tab is selected. A callout box with the text '2. Select the Citizenship Tab' has an arrow pointing to this tab. On the right sidebar, the 'Report Card' menu item is highlighted. A callout box with the text '1. Select Report Card' has an arrow pointing to this menu item. Below the navigation, there are tabs for 'DISPLAY GRADE' and 'AVERAGE'. A table below shows columns for 'T1', 'T2', 'T3', and 'Final Grade'. The first row contains the student name '1) Doe, James'.

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

The screenshot shows the 'Regents Exam - Algebra I - A' interface with the 'CITIZENSHIP' tab selected. The 'T3' column is selected, and a callout box with the text '1. Select Term 3' has an arrow pointing to it. The table below shows the 'Citizenship' column with the value '99' entered for the student '1) Doe, James'. A callout box with the text '2. Enter Final Grade' has an arrow pointing to the '99'. In the bottom right corner, the 'Save' button is highlighted. A callout box with the text '3. Select Save to Save your Changes' has an arrow pointing to this button.

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:					

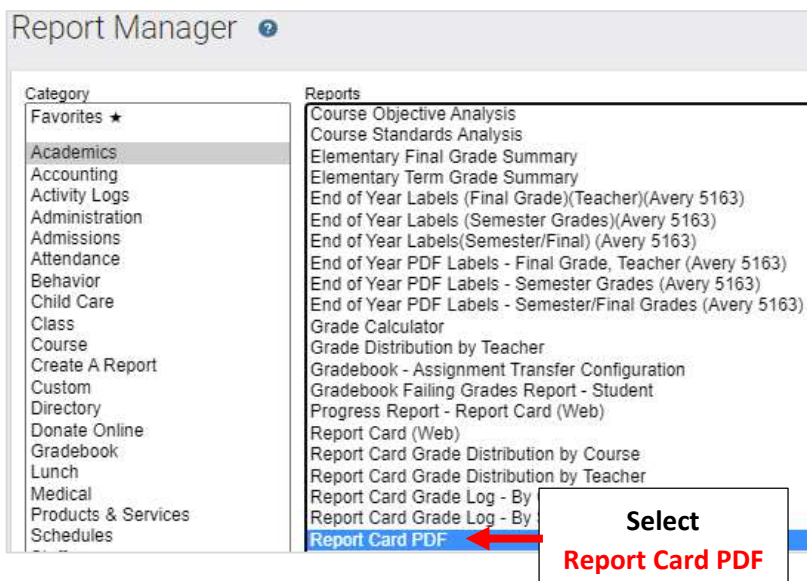
Section 3: Print Enrichment Report Card

****Please Note: Enrichment Report Card MUST be Printed or Emailed. It CANNOT be Displayed on the Family Portal**

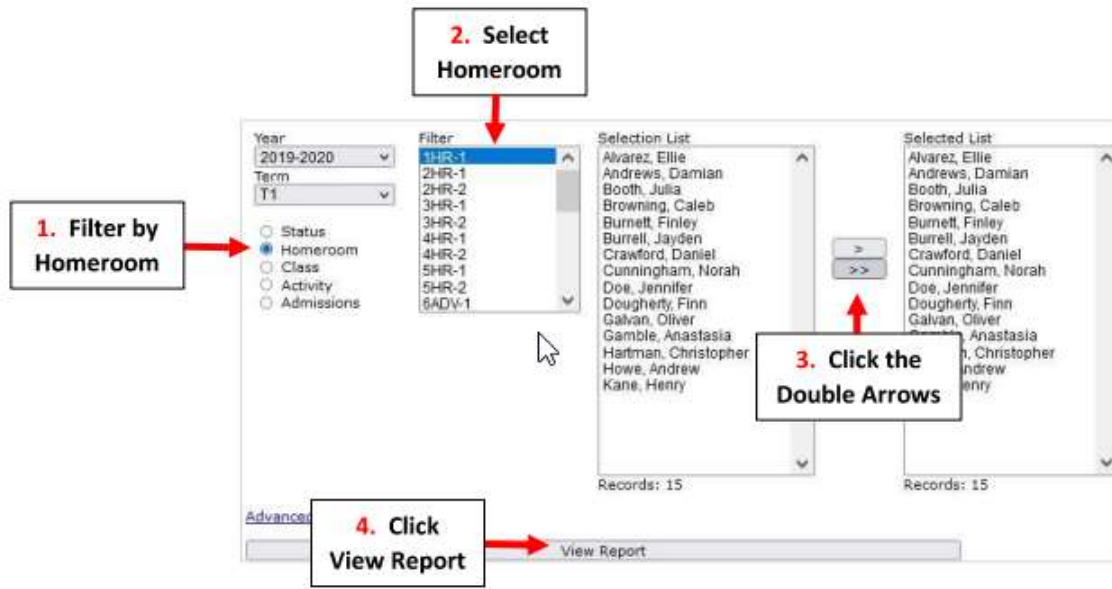
From main menu please select **Report Manager**



Select **Academics > Report Card PDF**



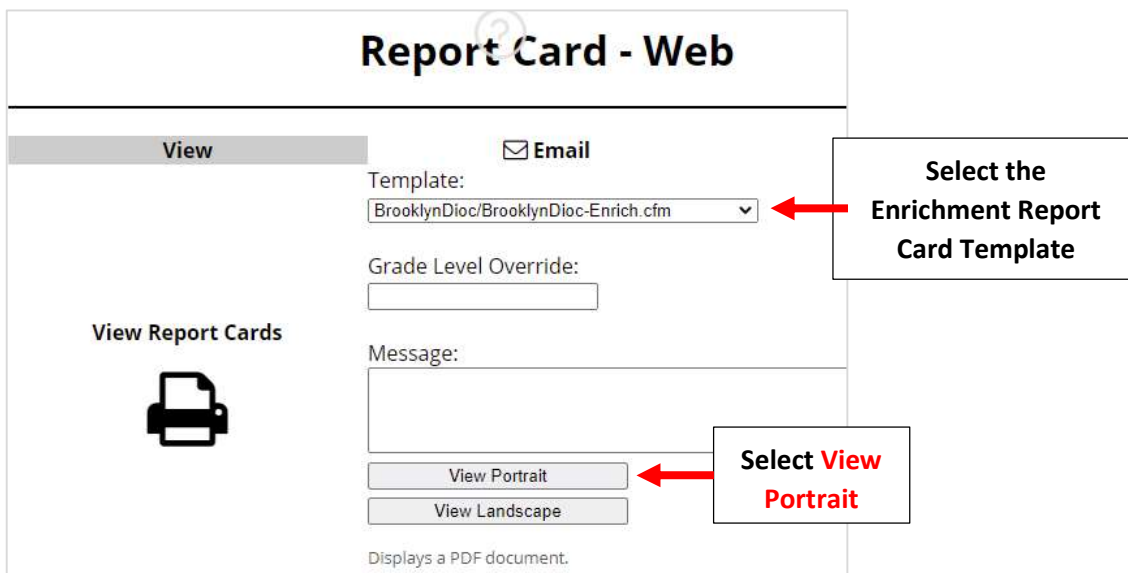
Select Filter by **Homeroom** and Select Homeroom to Print. Click the **Single Arrow** to Move selective students or the **Double Arrows** to move all Students to **“Selected List”** and Click **View Report**



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



The image shows a user interface for loading reports. At the top center is a logo consisting of three overlapping squares in blue, green, and red. Below the logo, the text "Loading Reports" is displayed in a large, dark font. Underneath this, "1 of 1" is shown in a smaller font. A thick blue horizontal bar spans the width of the content area. Below the bar, there is a green rectangular button with the text "Open PDF" in white. To the right of this button is a white rectangular callout box with a black border containing the text "Select Open PDF". A red arrow points from the callout box to the "Open PDF" button.