

Report Cards Teachers and Administrators and Post to Family Portal

This document contains instructions for Teachers, Principals and Administrators

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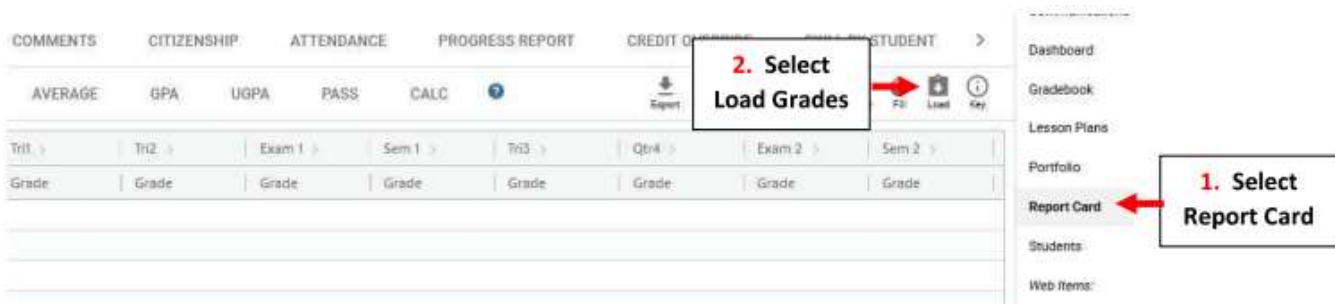
I. Teachers

The following with walk through how Teachers Finalize Grades for the Report Cards

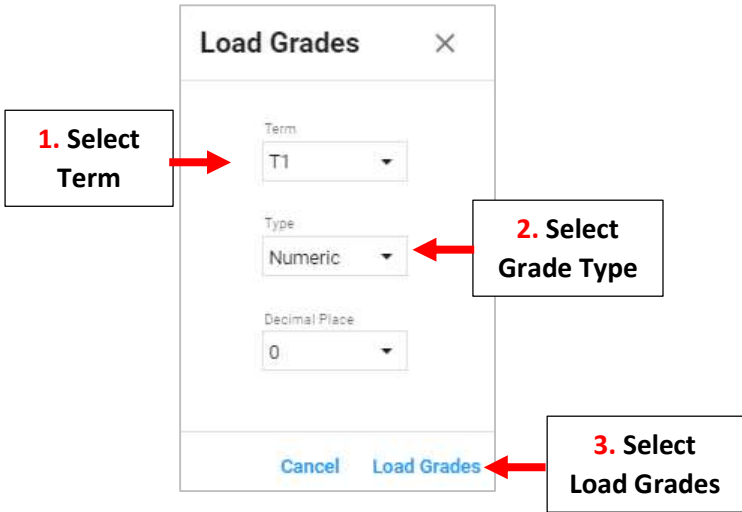
*****Please note this must be done for Each Class*****

Step 1. Finalizing Grades for the Report Card

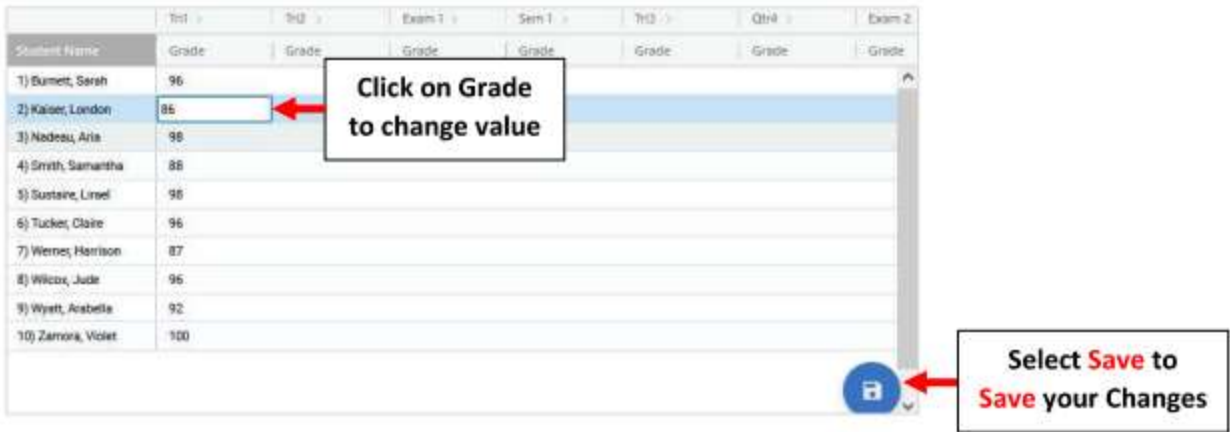
From the **Classroom Menu** select the class to Finalize Grades for. Select **Report Card > Load** to Load Grades



Select **Term** and **Grade Type** (Numeric or Alpha) from dropdowns. Select **Load Grades**



Grades will pull from Gradebook. Click on **Grade** to change value. Select **Save** to **Save** your Changes



Step 2. Enter Student Comments. There are **2 Options** to enter Students Comments

Select **Comments**



Option1 : Manually Enter Comment for each Student

Select the **Comment Field** and Type your Comment

****Important**** Select **Save** to **Save your Changes** after each Comment to **Avoid Losing Your Work****

6 SCI - B Report Card

GRADES COMMENTS CITIZENSHIP ATTENDANCE PROGRESS REPORT CREDIT OVERRIDE SI

T1 T2 T3

Class Comment

Enter class comments

Student Name	Length	Comment
1) Black, Robert	20	Great Job this term!
2) Conrad, Jonathan	0	
3) Costello, Austin	0	
4) Fisher, Ryleigh	0	
5) Frye, Isabel	0	

1. Select the Comment Field and Type your Comment

2. Select **Save** to **Save your Changes**

Option 2: Comment Codes

Select the **Comment Field** for the Student. Select the **Key Icon** from the Toolbar and Select **Comment Code**. Select **Save** to **Save your Changes**

GRADES COMMENTS CITIZENSHIP ATTENDANCE PROGRESS REPORT CREDIT OVERRIDE

TR11 TR12 TR13 QTR4

Class Comment

Enter class comments

Student Name	Length	Comment
1) Burnett, Sarah	26	Pleasure to have in class.
2) Kaiser, London	0	
3) Nadeau, Aria	0	
4) Smith, Samantha	0	
5) Sustaine, Linael	0	
6) Tucker, Claire	0	
7) Werner, Harrison	0	
8) Wilcox, Jade	0	
9) Wyatt, Arabella	0	
10) Zamora, Violet	0	

2. Select the Key Icon

3. Select Comment

4. Select **Save** to **Save your Changes**

1. Select Student

Comment Codes

- 1) Pleasure to have in class.
- 2) Doing excellent work.
- 3) Needs improvement.
- 4) Needs to focus more in class.

Step 3. Finalize Standards

Select **Standards**

6 ELA - A

SS REPORT CREDIT OVERRIDE SKILL BY STUDENT STANDARDS

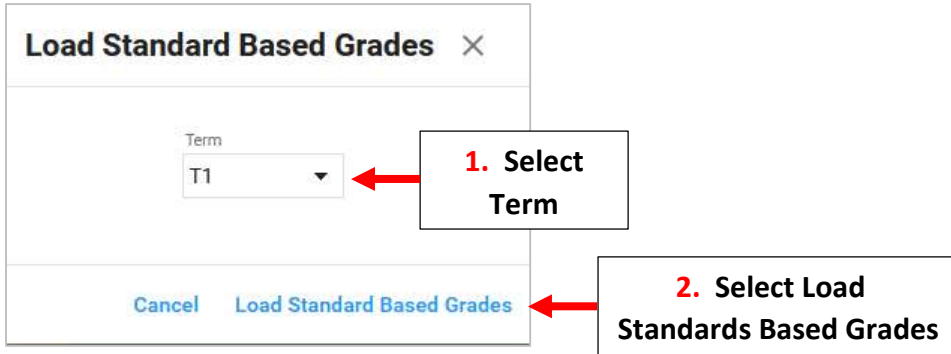
T1 T2 T3

Select Standards

Select **Load** to Load Standards



Select **Term** > **Load Standards Based Grades**



Click on **Grade** to **Change Value** (Optional). Select **Save** to **Save** your Changes

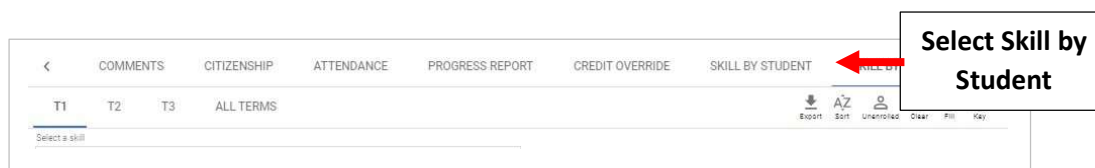
The screenshot shows a table with columns for different standards (06.ENG.E1, 06.ENG.E2, 06.ENG.E3, 06.ENG.L2, 06.ENG.R1, 06.ENG.R2, 06.ENG) and rows for students and an average. A red arrow points to the grade '4' in the first row under '06.ENG.L2' with the annotation '1. Click on Grade to Change Value'. Another red arrow points to a blue save icon in the bottom right corner with the annotation '2. Select Save to Save your Changes'.

Student Name	Mean	Mean	Mean	Mean	Mean	Mean	Mean
1) Allison, Gabby	4	4	4	4	4	4	4
7) Costello, Austin	4	3	3	3	3	3	4
8) Duran, Daisy	4	2	4	3	3	3	3
Average	4	2.7	3.6	2.9	3.1	3.1	3.6

Step 4. Grade Skills

There are 2 Options for Grading Skills: Grade Skills by Student or Grade Skills by Subject

Option 1: Select **Skill by Student**



Select **Student** from Dropdown. Enter Grade for **Each Skill** and Select **Save** to **Save** your Changes

1. Select Student from Dropdown

Subject	Skill	Grade	Comment
1) Mathematical Practices	Makes Sense of Problems and Perseveres in Solving Problems	4	
2) Mathematical Practices	Uses Reasoning to Solve Problems Consistently		
3) Mathematical Practices	Uses Manipulatives Appropriately		
4) Mathematics	Operations and Algebraic Thinking		
5) Mathematics	Number and Operations in Base Ten		
6) Mathematics	Measurement and Data		
7) Mathematics	Geometry		

2. Enter Grade for Each Skill

3. Select Save to Save your Changes

Option 2: Select Skill by Subject

Select **Skill** from Dropdown. Enter Grade for **Each Skill** and Select **Save** to **Save** your Changes

1. Select Skill from Dropdown

Student Name	Grade	Comment
1) Bacarella, Valentina	4	
2) Baricevic, Katarina		
3) Cucchiara, Joseph		
4) Frazzetta, Massimo		
5) Fuentes, Elena		
6) Gale, Daniel		

2. Enter Grade for Each Skill

3. Select Save to Save your Changes

Step 5. Grade Learner Behavior

****Please Note – Learner Behaviors are in Homeroom for Grades 1-4 Only****

From the Classroom Menu select the **Homeroom** to Finalize **Learner Behaviors** for. Select Report Cards from the Left Side Menu

There are **2 Options** for Grading Learner Behaviors: Grade Behaviors by Student or Grade Behaviors by Subject

Option 1: Select **Skill by Student**

Select Skill by Student

Select Student from Dropdown. Enter Grade for Each Behavior and Select Save to Save your Changes

1. Select Student

2. Enter Grade for Each Behavior

Subject	Skill	Grade
1) Effort and Practice	Effort	3
2) Pre-Test	Vowel Usage	4

3. Select Save to Save your Changes

Option 2: Select Skill by Subject

Select Skill by Subject

Select Learner Behavior from Dropdown. Enter Grade for Each Behavior and Select Save to Save your Changes

1. Select Learner Behavior

2. Enter Grade for Each Behavior

Student Name	Grade
1) Bender, Alyssa	4
2) Dooley, Jax	4
3) Galvan, Oliver	4
4) Herring, Everly	3
5) Koch, Dylan	4
6) Moreland, Jose	3

3. Select Save to Save your Changes

II. Principals

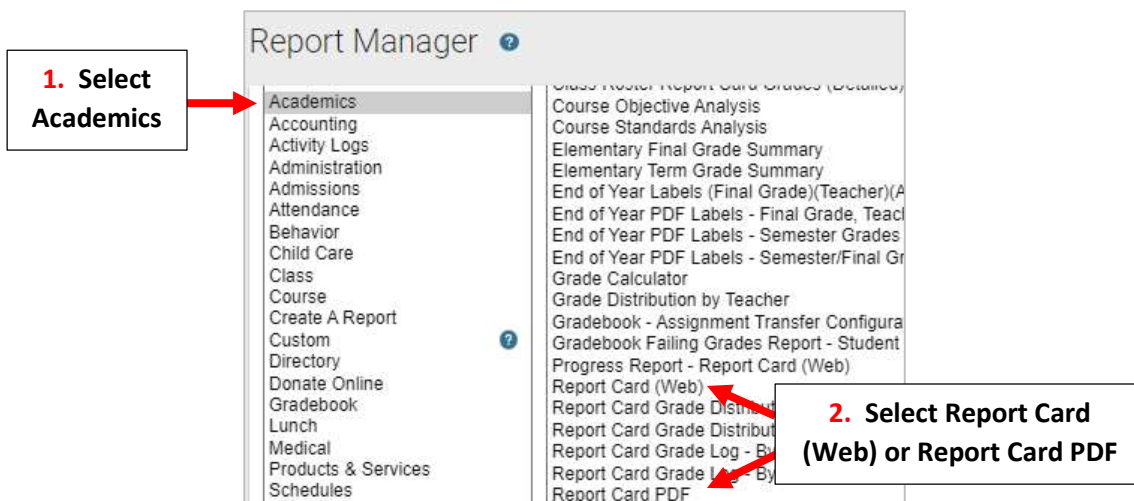
****It is recommended to first generate Report Card PDFs for each Homeroom to utilize while entering Principal Comments**

1. Generate Report PDF's

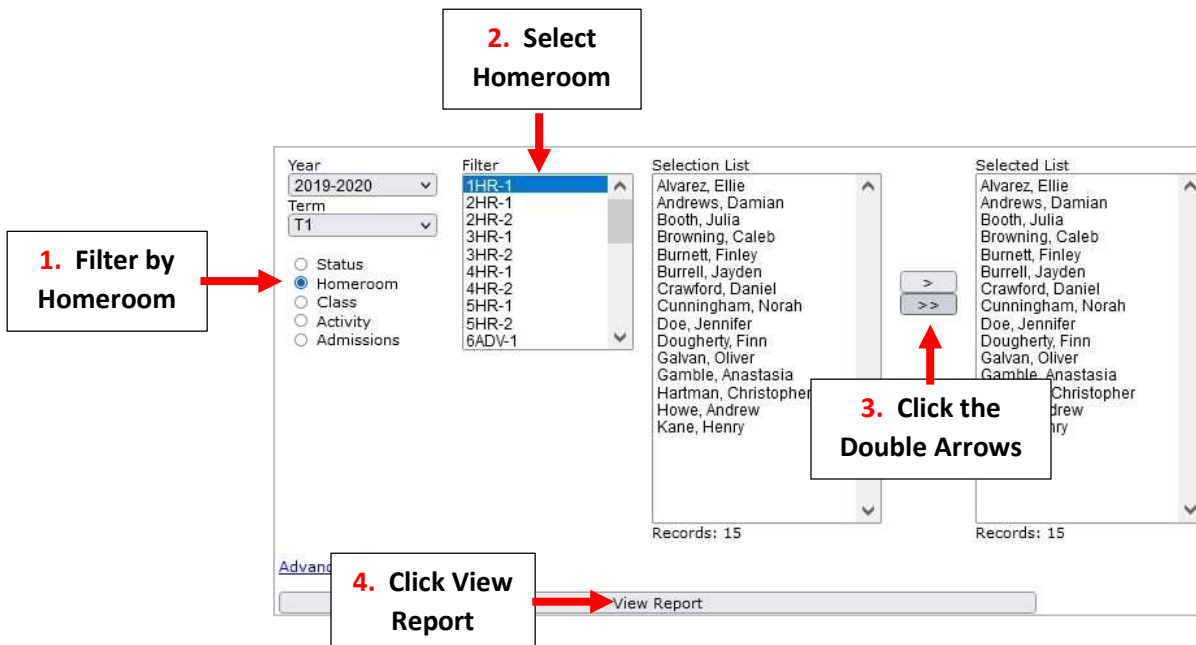
From Main Menu please Select **Reports > Report Manager**



Select **Academics > Report Card (Web) or Report Card PDF**



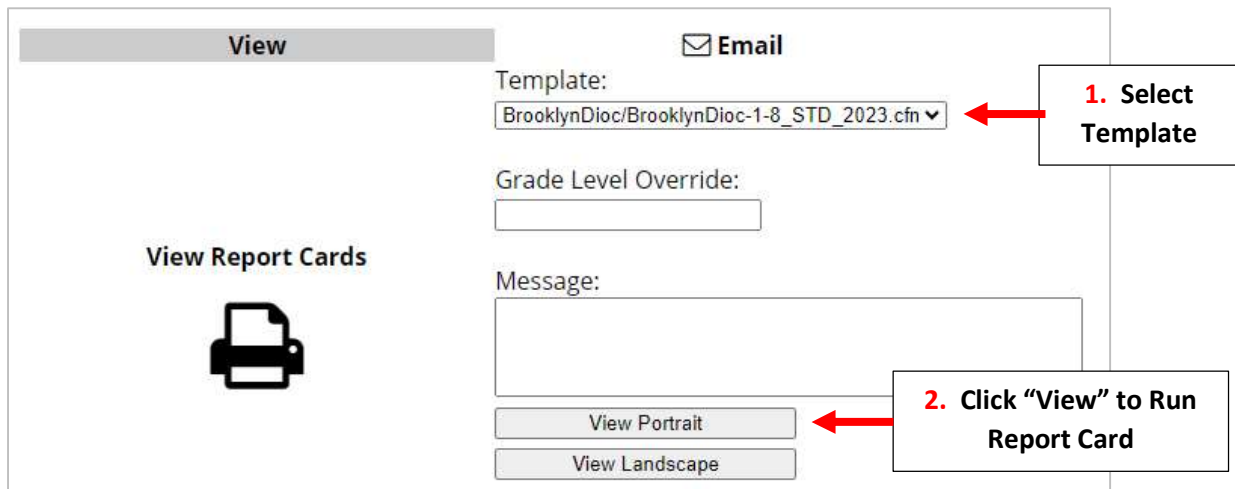
Select **Filter by Homeroom** and **Select Homeroom** to Print. Click the **Double Arrows** to move all Students to "Selected List" and **Click View Report**



Select **View Report Cards**



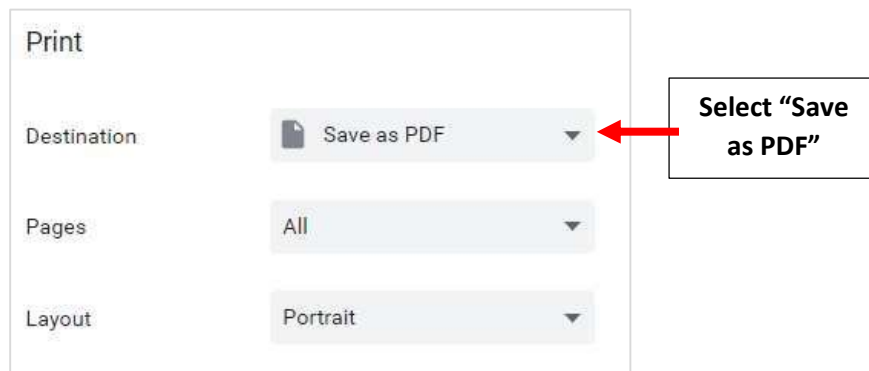
Select **Template** and Click **"View"** to Run Report Card



Once Reports have Loaded Select **Continue** to View Reports

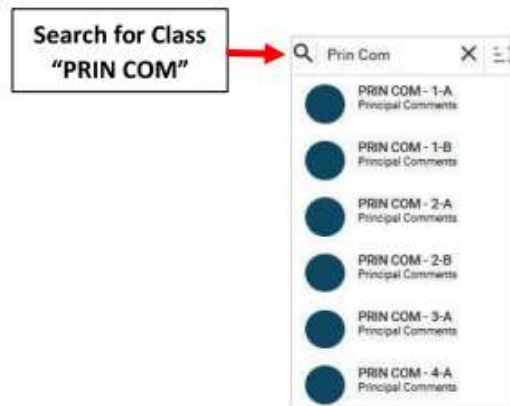


Select **“Cntrl”** key and **“P”** to print Report Cards. Select **“Save as PDF”** to save Report Cards.



2. Enter Principal Comments

From the Main Menu please select **Classroom** and search for the Class **“PRIN COM”**. Each Grade/Section will have their class called **“PRIN COM”**

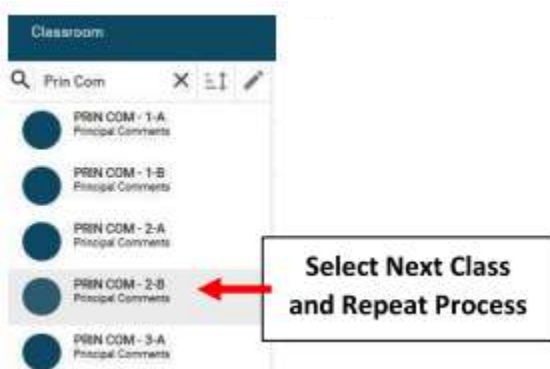


Select **Grade/Section** to enter Comments for and select **Report Card > Comments**. Select the Comment Field for the student and enter your comment. Select **Save** to **Save** your Changes

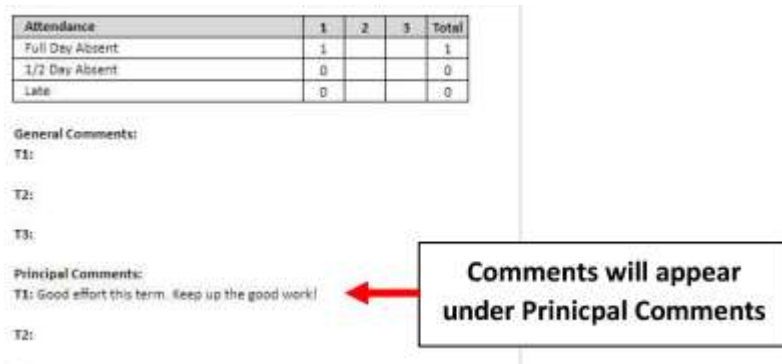
The image shows the Classroom interface. On the left, a search bar contains 'Prin Com' and a list of search results is shown. A red arrow points from a text box labeled '1. Select Grade/Section' to the 'PRIN COM - 2-A Principal Comments' result. In the center, the 'PRIN COM - 2-A' page is open, showing a table of student comments. A red arrow points from a text box labeled '3. Select the Comment Field' to the 'Comment' column of the table. On the right, a sidebar menu is visible, and a red arrow points from a text box labeled '2. Select Report Card' to the 'Report Card' option. At the bottom, a red arrow points from a text box labeled '4. Select Save to Save your Changes' to a blue 'Save' button.

Student Name	Length	Comment
1) Sustaine, Lirael	45	Good effort this term. Keep up the good work!
2) Tucker, Claire	0	
3) Wernet, Harrison	0	
4) Wilcox, Jude	0	
5) Wyatt, Arabella	0	
6) Zamora, Violet	0	

Once Changes are **Saved**, select Next Class and **Repeat Process**



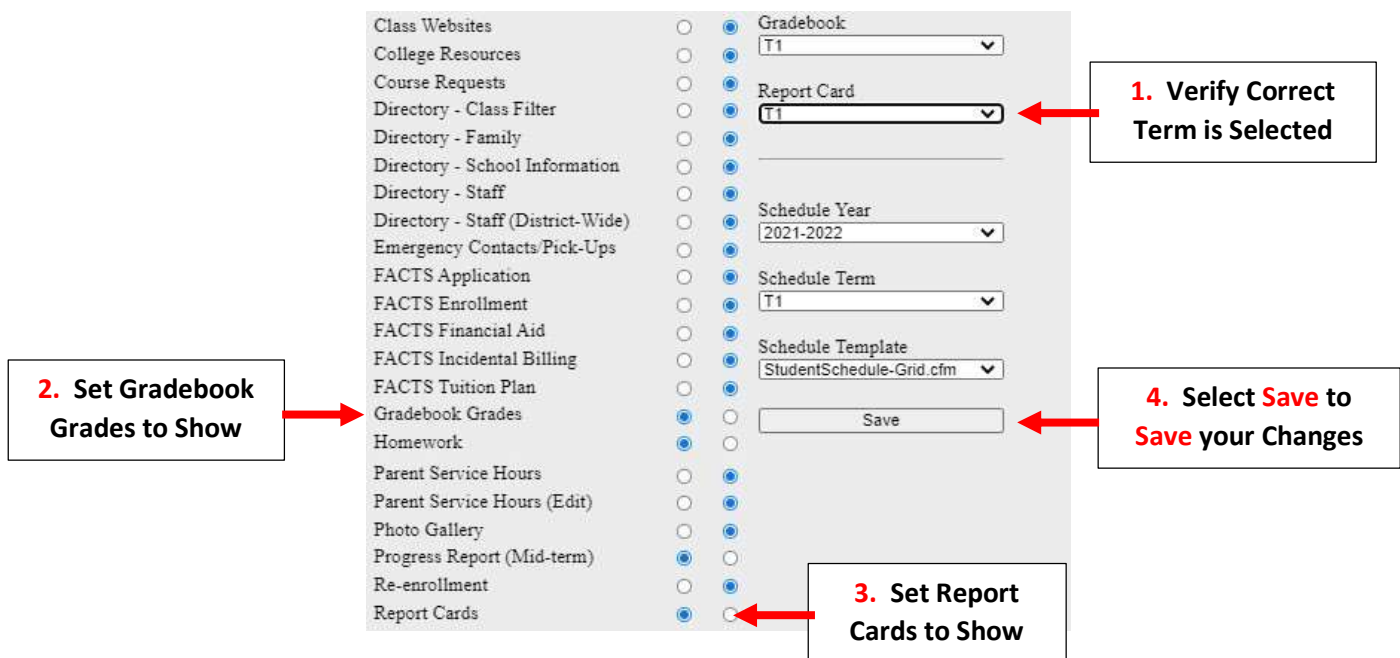
Comments will appear under Principal Comments on the Report Card



III. . Administrators

1. View Report Cards on Family Portal.

From the Main Menu please go to **Family Portal > Configuration**. Verify **Correct Term** is Selected for Report Card. Set **Gradebook Grades** and **Report Card** to Show. Select **Save** to **Save** your Changes

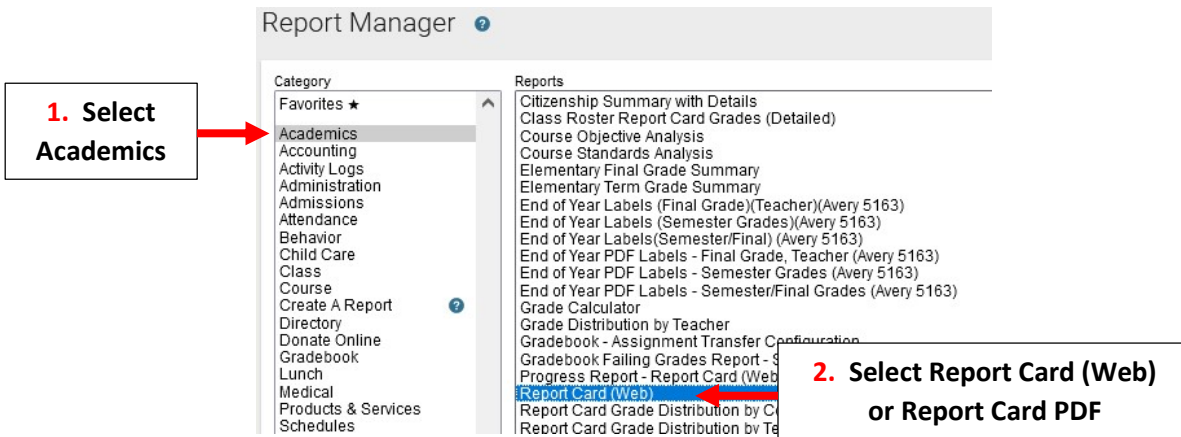


2. Print Report Cards

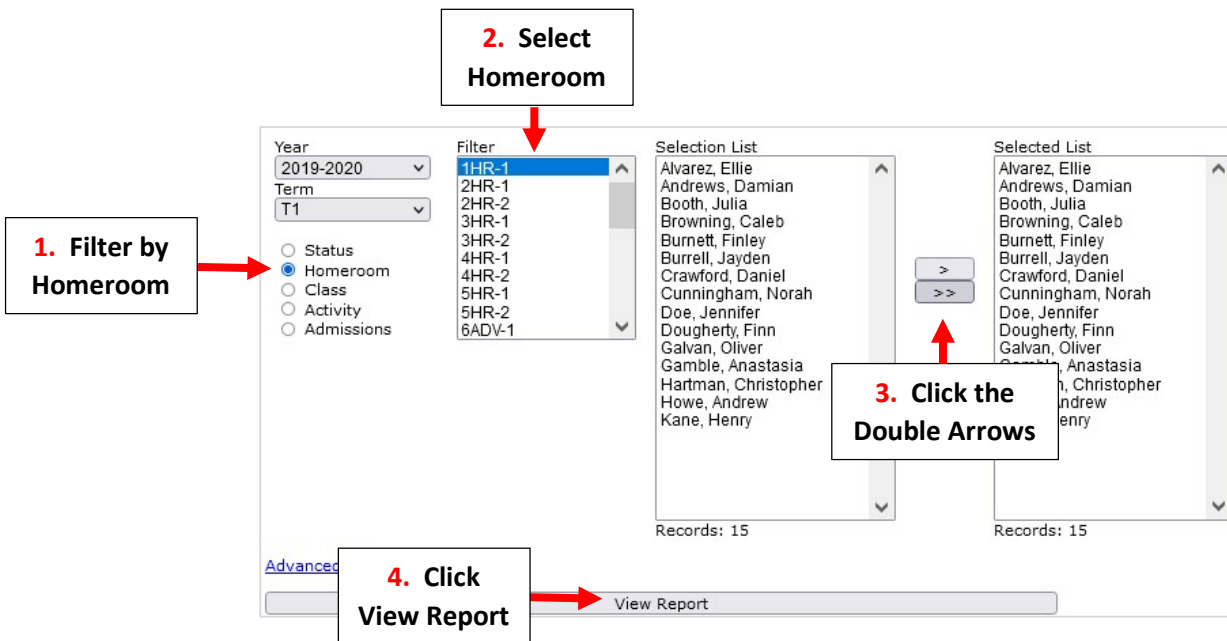
From Main Menu please select **Report Manager**



Select **Academics > Report Card (Web) or Report Card PDF**



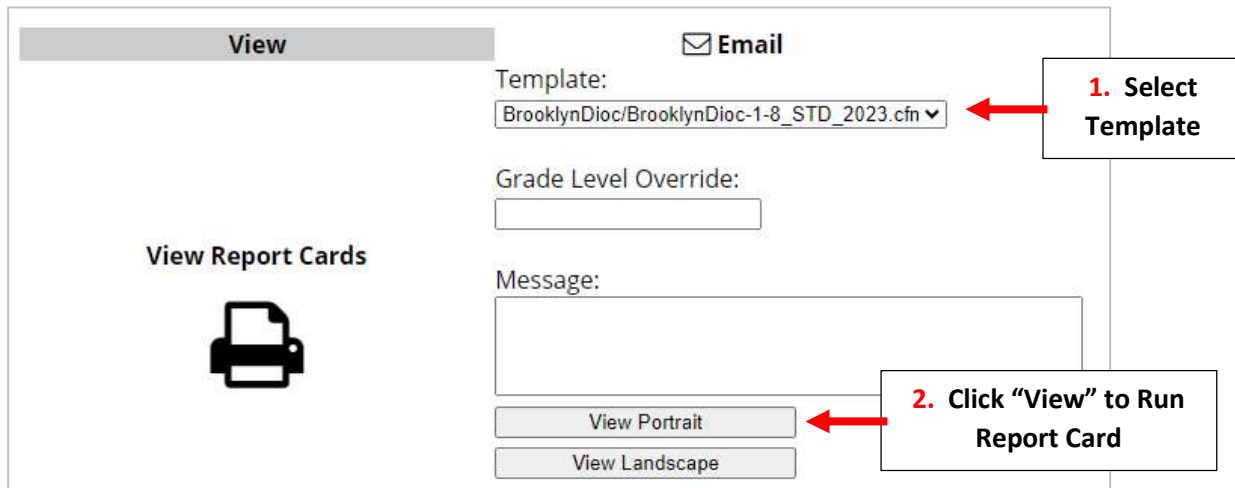
Select Filter by **Homeroom** and Select Homeroom to Print. Click the **Double Arrows** to move all Students to **"Selected List"** and Click **View Report**



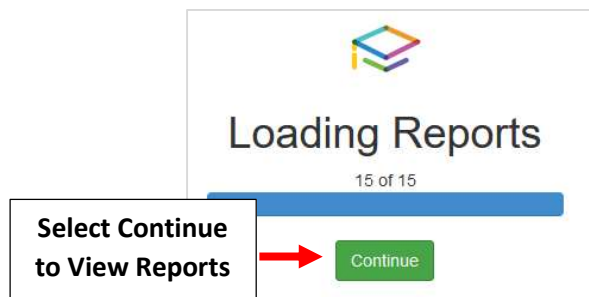
Select **View Report Cards**



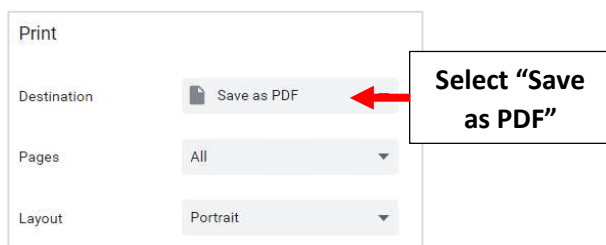
Select **Template** and Click **“View”** to Run Report Card



Once Reports have Loaded select **Continue** to View Reports.



Select **“Ctrl”** key and **“P”** to Print Report Cards. Select **“Save as PDF”** to save Report Cards.

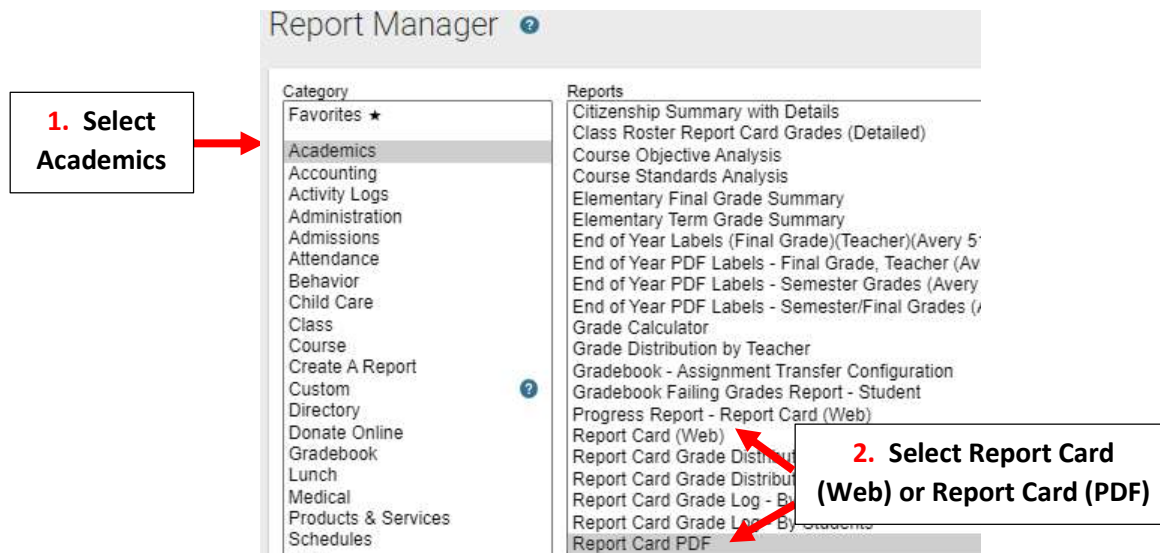


3. Emailing Report Cards.

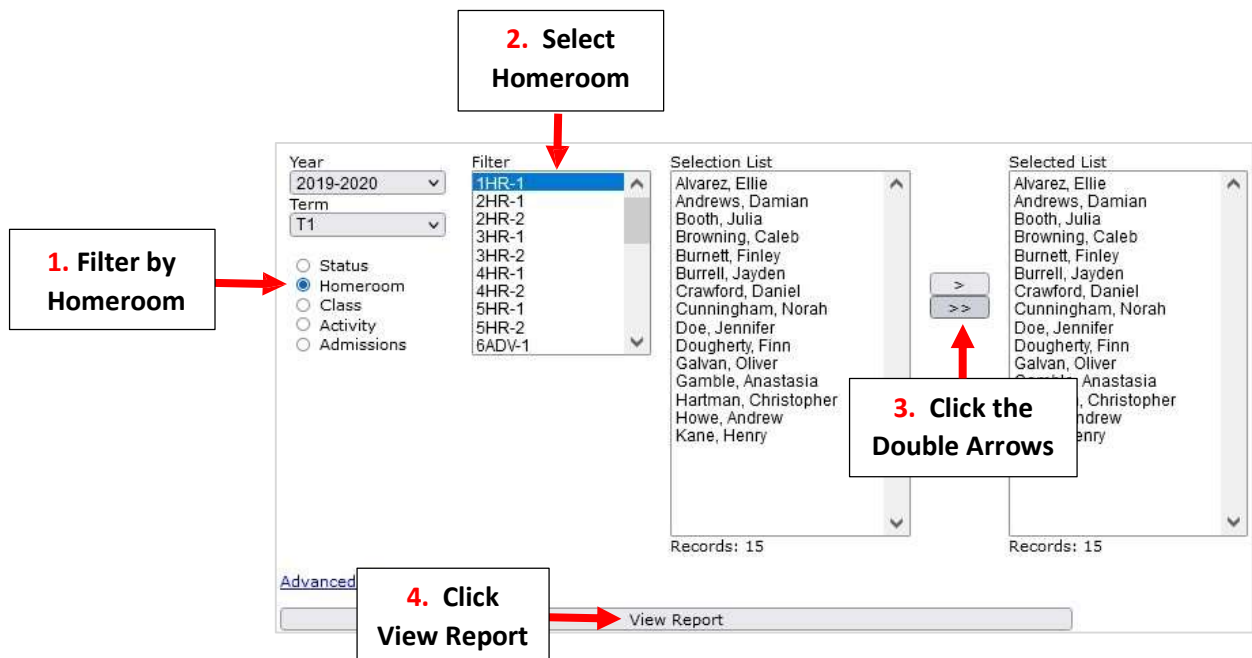
From Main Menu please select **Report Manager**



Select **Academics > Select Report Card (Web) or Report Card (PDF)**



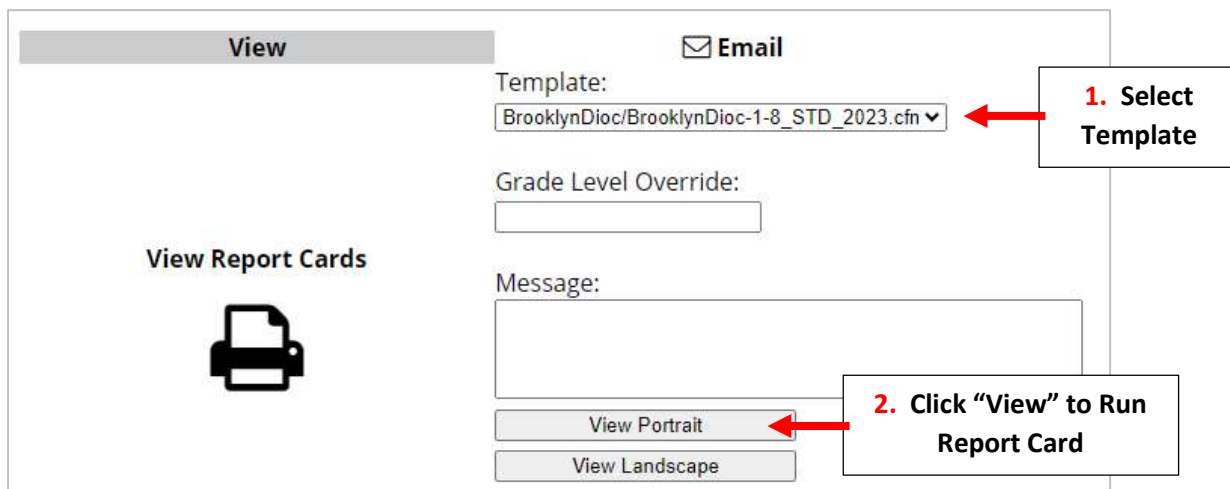
Select **Filter by Homeroom** and Select **Homeroom** to Print. Click the **Double Arrows** to move all Students to "Selected List" and Click **View Report**



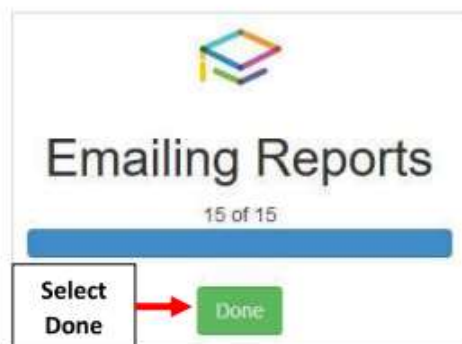
Select **Email Report Cards**



Select **Template** and Click **“View”** to Run Report Card



Once Reports have emailed select **Done**



To view emails sent please go to **Report Manager > Administration > Email – Staff Messages**

The screenshot shows the 'Report Manager' interface with two columns: 'Category' and 'Reports'. In the 'Category' column, 'Administration' is selected. In the 'Reports' column, 'Email - Staff Messages' is selected. Two callout boxes with red arrows point to these selections.

Category	Reports
Favorites ★	Activity Log - General (Filter by Modified By)
Academics	Address Search
Accounting	Advising Notes Report
Activity Logs	Barcode Label - Students (Avery 5160)
Administration	COVID Data Report - Staff
Admissions	COVID Data Report - Student
Attendance	COVID Web Form - Configuration
Behavior	Demographic Logs (all persons)
Child Care	Duplicate Congregation Merge
Class	Duplicate Person Error Check
Course	Email - Find Person
Create A Report	Email - Staff Messages
	Email - System Messages

1. Select Administration

2. Administration > Email – Staff Messages

4. Archiving Report Cards

From Main Menu please select **Report Manager**

The screenshot shows the main menu with the 'Report Manager' option selected. A callout box with a red arrow points to this option.

Select Report Manager

Select **Academics > Report Card (PDF)**

The screenshot shows the 'Report Manager' interface with two columns: 'Category' and 'Reports'. In the 'Category' column, 'Academics' is selected. In the 'Reports' column, 'Report Card PDF' is selected. Two callout boxes with red arrows point to these selections.

Category	Reports
Favorites ★	Citizenship Summary with Details
Academics	Class Roster Report Card Grades (Detailed)
Accounting	Course Objective Analysis
Activity Logs	Course Standards Analysis
Administration	Elementary Final Grade Summary
Admissions	Elementary Term Grade Summary
Attendance	End of Year Labels (Final Grade)(Teacher)(Avery 5'
Behavior	End of Year PDF Labels - Final Grade, Teacher (Av
Child Care	End of Year PDF Labels - Semester Grades (Avery
Class	End of Year PDF Labels - Semester/Final Grades ()
Course	Grade Calculator
Create A Report	Grade Distribution by Teacher
Custom	Gradebook - Assignment Transfer Configuration
Directory	Gradebook Failing Grades Report - Student
Donate Online	Progress Report - Report Card (Web)
Gradebook	Report Card (Web)
Lunch	Report Card Grade Distribution by Course
Medical	Report Card Grade Distribution by Teacher
Products & Services	Report Card Grade Log - By
Schedules	Report Card Grade Log - By
	Report Card PDF

1. Select Academics

2. Select Report Card (PDF)

Select **Filter by Homeroom** and Select **Homeroom** to Print. Click the **Double Arrows** to move all Students to **“Selected List”** and Click **View Report**

The screenshot shows a web interface for selecting students. On the left, there are dropdown menus for 'Year' (2019-2020) and 'Term' (T1). Below these are radio buttons for 'Status', 'Homeroom' (selected), 'Class', 'Activity', and 'Admissions'. A 'Filter' dropdown is set to '1HR-1'. The 'Selection List' contains 15 student names. The 'Selected List' is empty. Between the lists are '>' and '>>' buttons. At the bottom, there is a 'View Report' button. Four callout boxes with red arrows point to: 1. The 'Homeroom' radio button, 2. The '1HR-1' filter, 3. The '>>' button, and 4. The 'View Report' button.

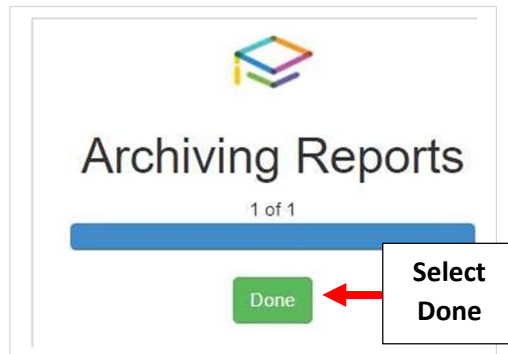
Select **Archive Report Cards**

The screenshot shows the 'Report Card - Web' interface. At the top, there are three tabs: 'View', 'Email', and 'Archive'. Below each tab is an icon: a printer for 'View Report Cards', an envelope for 'Email Report Cards', and a folder for 'Archive Report Cards'. A callout box with a red arrow points to the folder icon, containing the text 'Select Archive Report Cards'.

Select **Template** and Click **Create Archive**

The screenshot shows the 'Report Card - Web' interface with the 'Archive' tab selected. The 'Template' dropdown is set to 'BrooklynDioc/BrooklynDioc-1-8_STD_2023.cfn'. Below it is a 'Grade Level Override' field. A 'Message' text area is present. At the bottom, there is a 'Create Archive' button. Two callout boxes with red arrows point to: 1. The 'Template' dropdown, and 2. The 'Create Archive' button. Below the button, it says 'Will archive HTML documents.'

Once Reports have Archived select **Done**



To view Archived Report Cards, select **Students** from the Main Menu. Select the **Student > Portfolio** and **Double-click** on the document to open

The screenshot shows the student portfolio interface for Alexandra Barnett. On the left, a list of students is shown, with "Barnett, Alexandra" selected. A red arrow points from a box labeled "1. Select Student" to this name. In the center, a table of documents is displayed, with a red arrow pointing from a box labeled "3. Double-click to Open" to the first row. On the right, a sidebar menu shows "Portfolio" selected, with a red arrow pointing from a box labeled "2. Select Portfolio" to it.

Name	Type	Date Added	Added By	Year	Term	Grade Level	Class	Note
2019-202...	Report Card	Jul 27, 2020	Aldrich, Kevin	2019-2...	T4	10		