Report Cards Teachers and Administrators and Post to Family Portal

This document contains instructions for Teachers, Principals and Administrators

Table of Contents

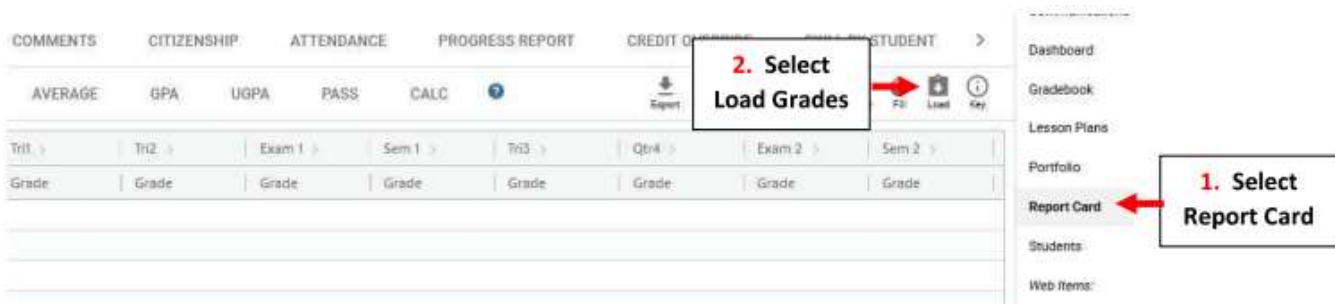## I. Teachers

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

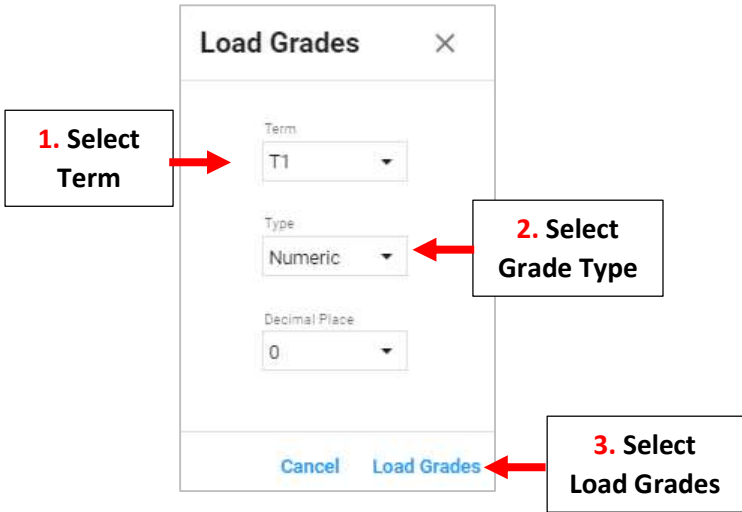***Please note this must be done for Each Class***
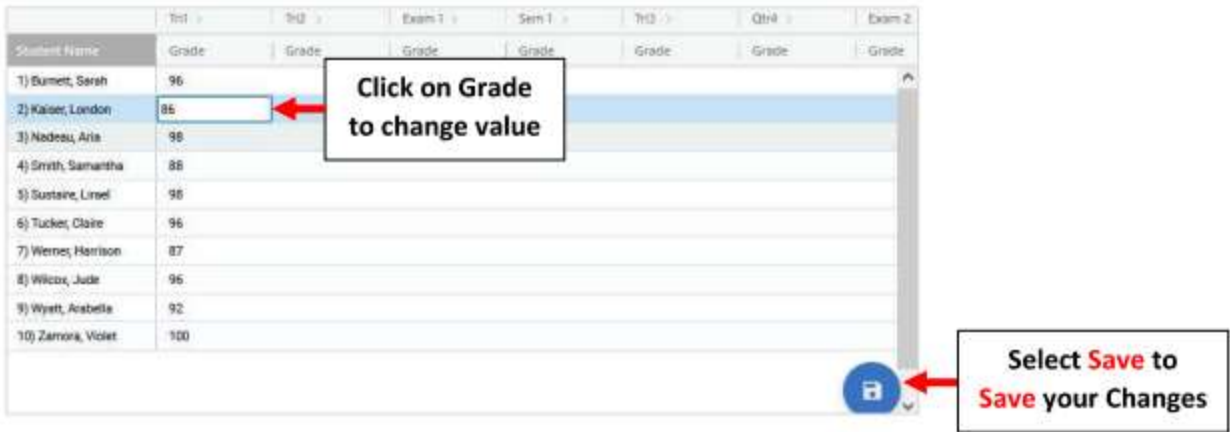
Step 1. Finalizing Grades for the Report Card

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

Load Grades   ✕

Term
T1

1. Select Term →

Type
Numeric

2. Select Grade Type

Decimal Place
0

Cancel   Load Grades

3. Select Load Grades

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

Student Name	Tri1 Grade	Tri2 Grade	Exam 1 Grade	Sem 1 Grade	Tri3 Grade	Qtr4 Grade	Exam 2 Grade
1) Burnett, Sarah	96						
2) Kaiser, London	86						
3) Nadeau, Aria	98						
4) Smith, Samantha	88						
5) Sustaire, Linsel	98						
6) Tucker, Claire	96						
7) Werner, Harrison	87						
8) Wilcox, Jude	96						
9) Wyatt, Arabella	92						
10) Zamora, Violet	100						

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

< GRADES   COMMENTS   ⊘ANCE   PROGRESS REPORT

Select Comments

T1   T2   T3

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

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

Step 3. Finalize Standards

Select Standards

Select Load to Load Standards

6 ELA - A

< CREDIT OVERRIDE   SKILL BY STUDENT   SKILL BY SUBJECT   STANDARDS   STANDARDS SUMMARY >

T1   T2   T3   Export   **Select Load**   Fill   Load

Select Term > Load Standards Based Grades

Load Standard Based Grades ✕

Term

T1 ▼   **1. Select Term**

Cancel   Load Standard Based Grades   **2. Select Load Standards Based Grades**
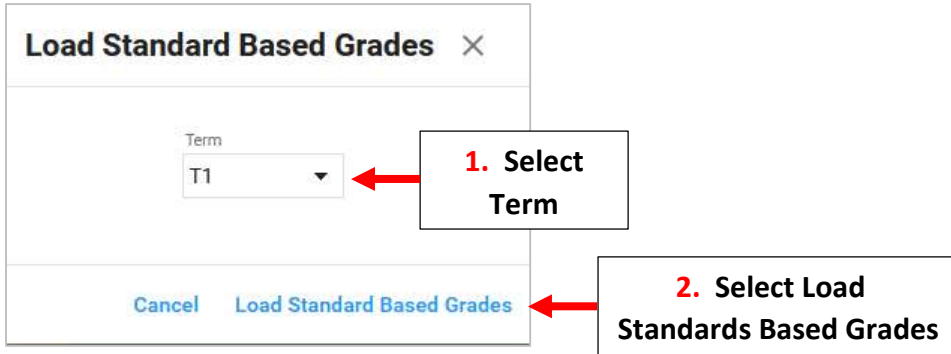
Click on Grade to Change Value (Optional). Select Save to Save your Changes

< CREDIT OVERRIDE   SKILL BY STUDENT   SKILL BY SUBJECT   STANDARDS   STANDARDS SUMMARY >

T1   T2   T3   Export   Sort   Unenrolled   Clear   Fill   Load

Student Name	06.ENG.E1 > Mean	06.ENG.E2 > Mean	06.ENG.E3 > Mean	06.ENG.L2 > Mean	06.ENG.R1 > Mean	06.ENG.R2 > Mean	06.EN Mean
1) Allison, Gabby	4			4	4	4	4
7) Costello, Austin	4			3			4
8) Duran, Daisy	4	2	4	3			
Average	4	2.7	3.6	2.9			3.6

1. Click on Grade to Change Value

2. Select Save to Save your Changes

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

< COMMENTS   CITIZENSHIP   ATTENDANCE   PROGRESS REPORT   CREDIT OVERRIDE   SKILL BY STUDENT

T1   T2   T3   ALL TERMS   Export   Sort   Unenrolled   Clear   Fill   Key

Select a skill

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

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

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

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

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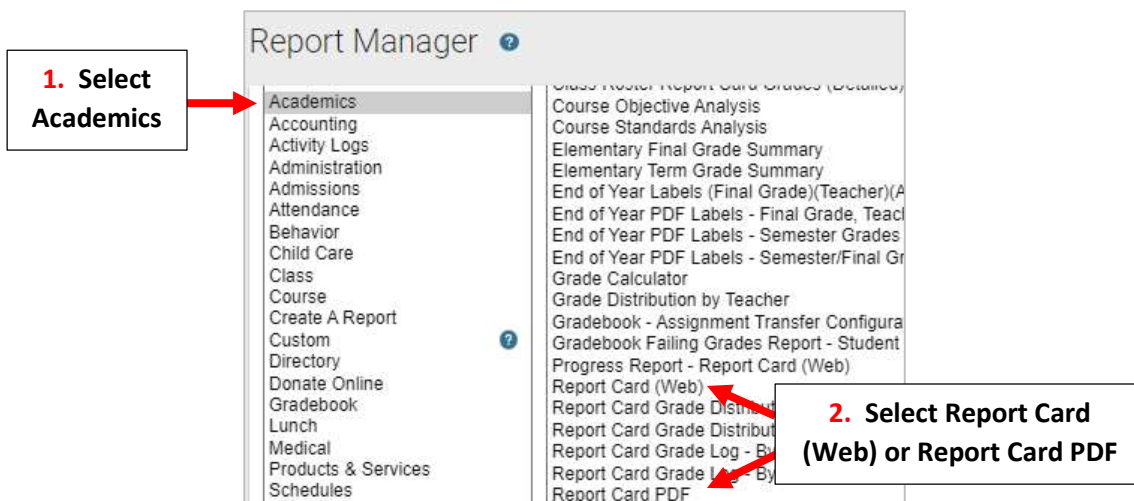
Select **Academics > Report Card (Web) or Report Card PDF**

1. Select Academics
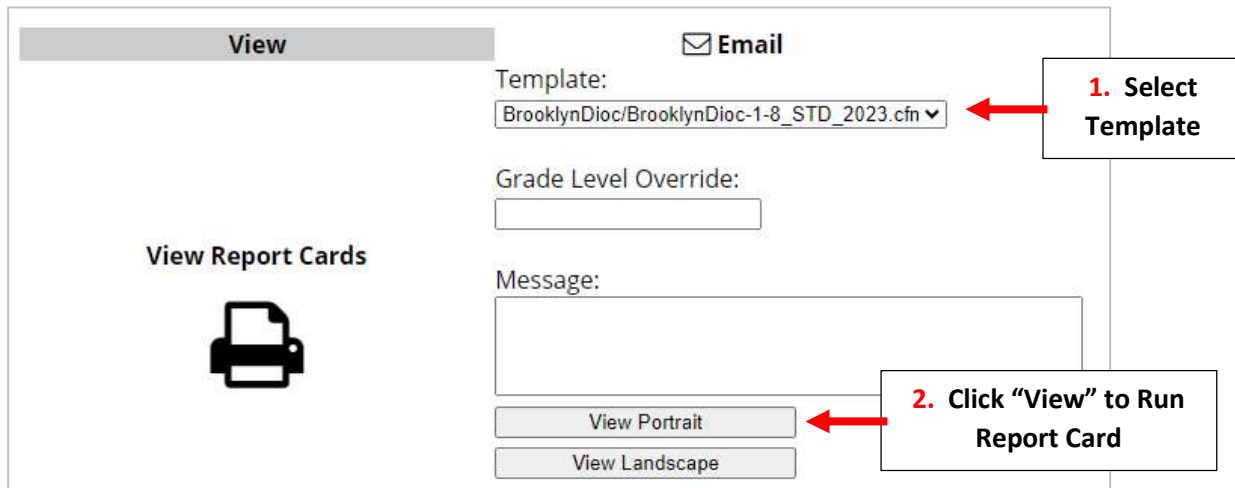
2. Select Report Card (Web) or Report Card PDF

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

2. Select Homeroom

1. Filter by Homeroom

3. Click the Double Arrows

4. Click View Report

Select View Report Cards
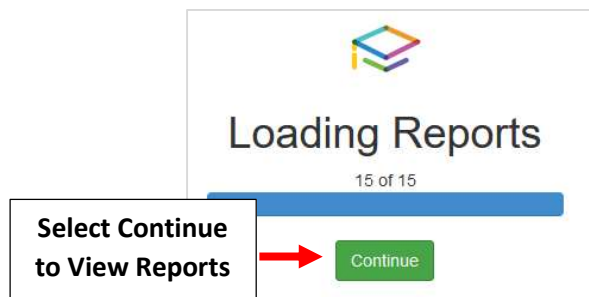

Click View Report Cards

Select Template and Click "View" to Run Report Card

1. Select Template
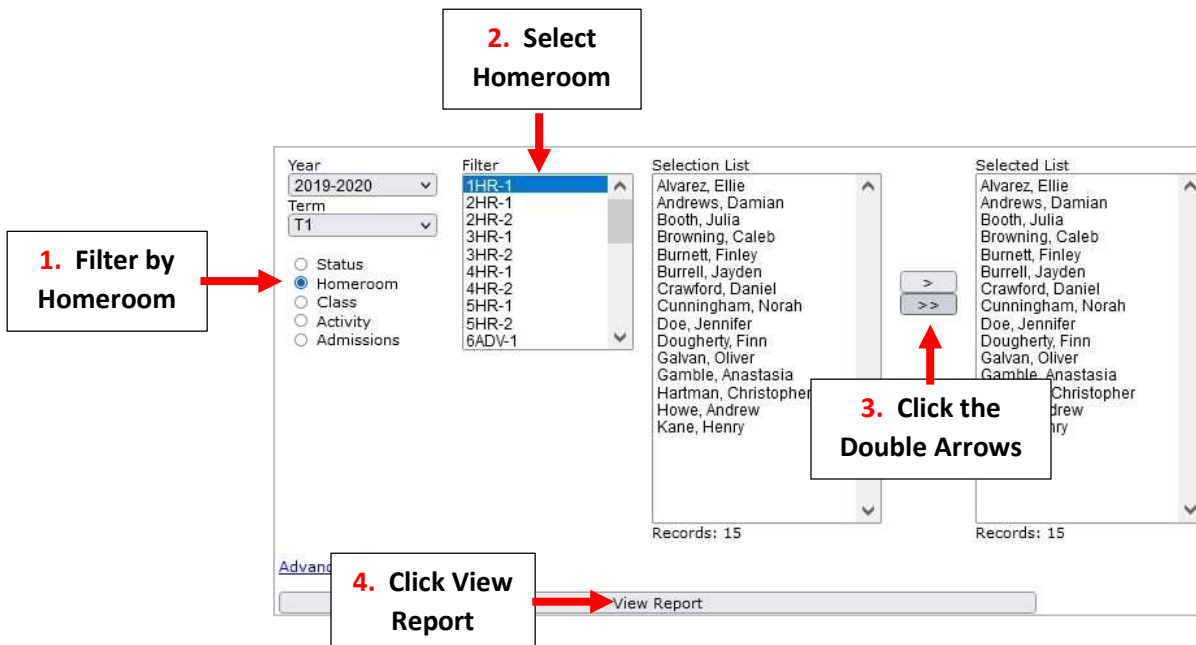
2. Click "View" to Run Report Card

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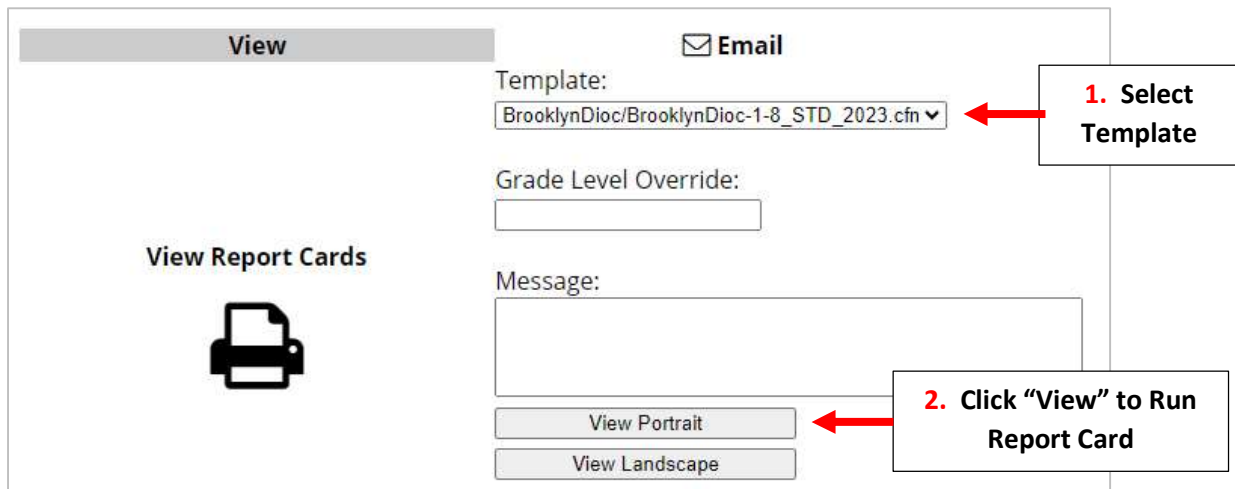
Select Continue to View Reports

Select "Cntrl" key and "P" to print Report Cards. Select "Save as PDF" to save Report Cards.

Select "Save as PDF"
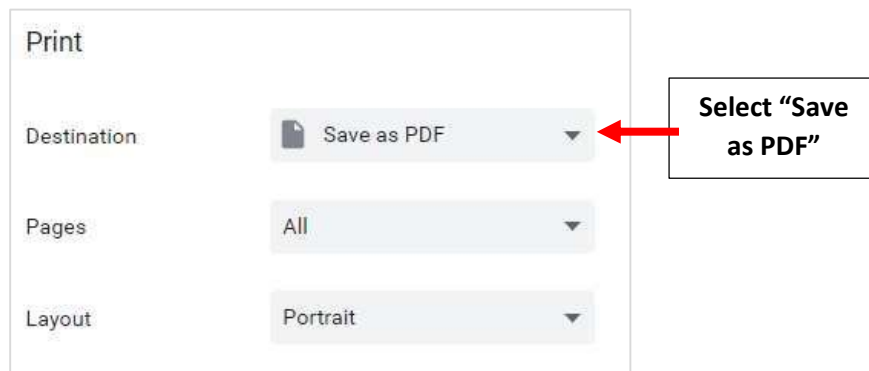
2. Enter Principal Comments

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

Search for Class "PRIN COM"
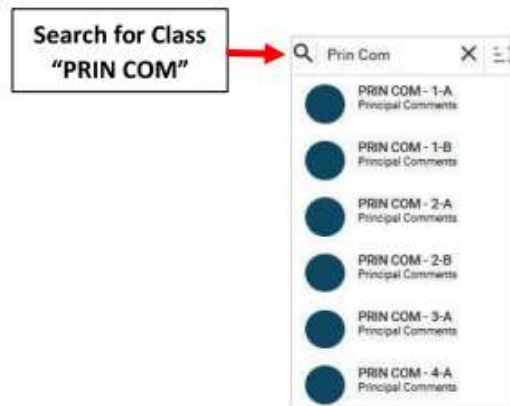
Select Grade/Section to enter Comments for and select Report Card > Comments. Select the Comment Field for the student and enter your comment. Select Save to Save your Changes

1. Select Grade/Section

2. Select Report Card

3. Select the Comment Field

4. Select Save to Save your Changes

Once Changes are Saved, select Next Class and Repeat Process

Select Next Class and Repeat Process
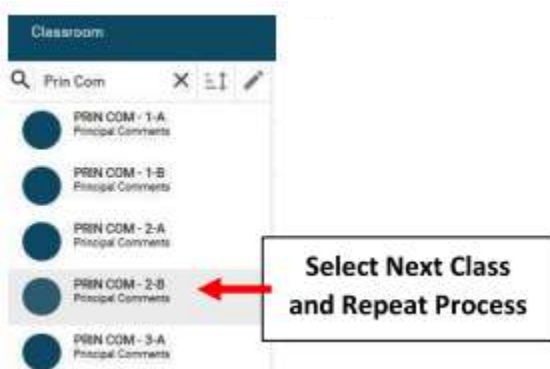
Comments will appear under Principal Comments on the Report Card

Comments will appear under Prinicpal Comments
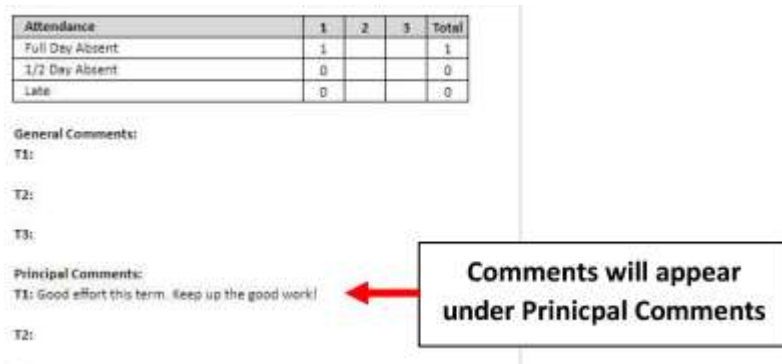
III. . Administrators

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
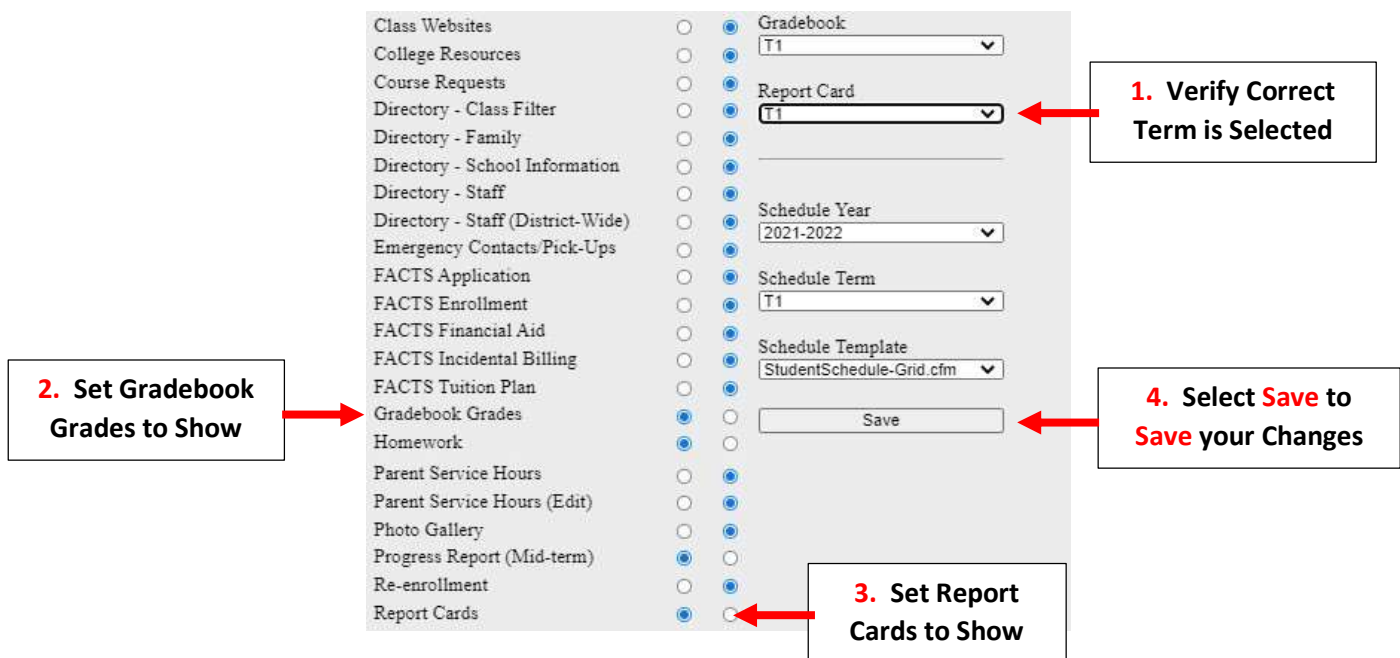
1. Verify Correct Term is Selected

2. Set Gradebook Grades to Show

3. Set Report Cards to Show

4. Select Save to Save your Changes

2. Print Report Cards

From Main Menu please select Report Manager

Select
Report Manager

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

1. Select Academics

2. 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
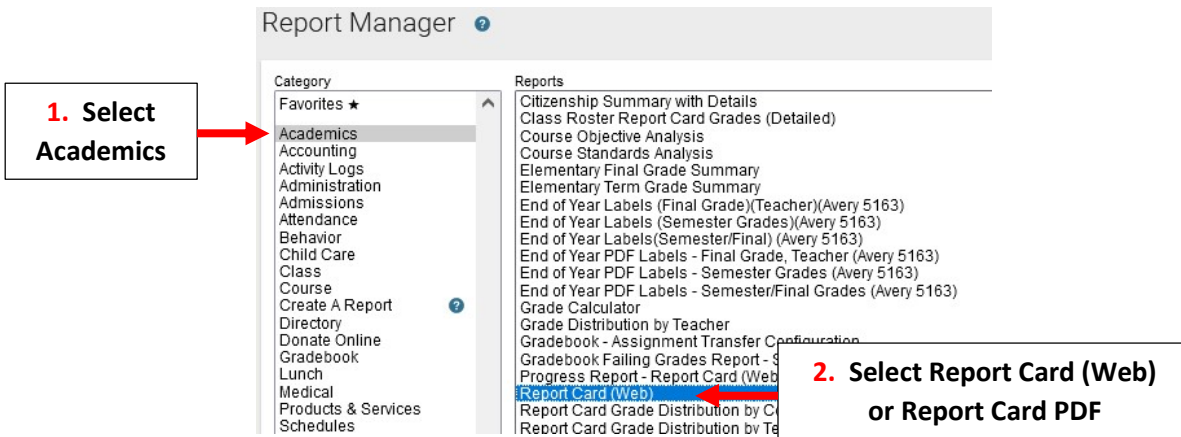
2. Select Homeroom

1. Filter by Homeroom

3. Click the Double Arrows

4. Click View Report
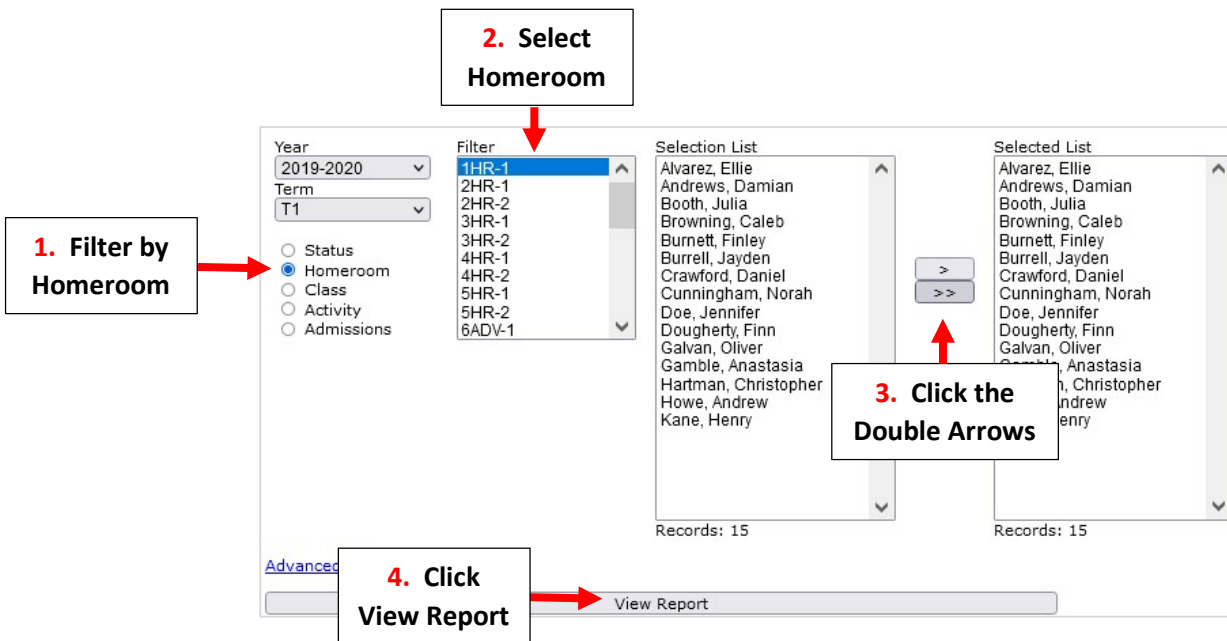
Select View Report Cards

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.
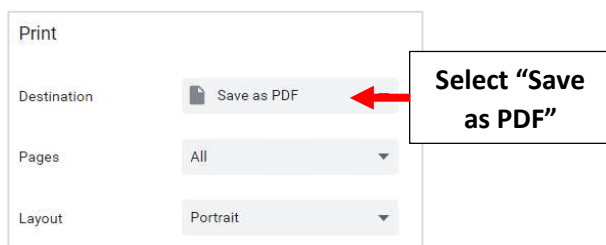
3. Emailing Report Cards.

From Main Menu please select Report Manager

Select Report Manager

Select Academics > Select Report Card (Web) or Report Card (PDF)
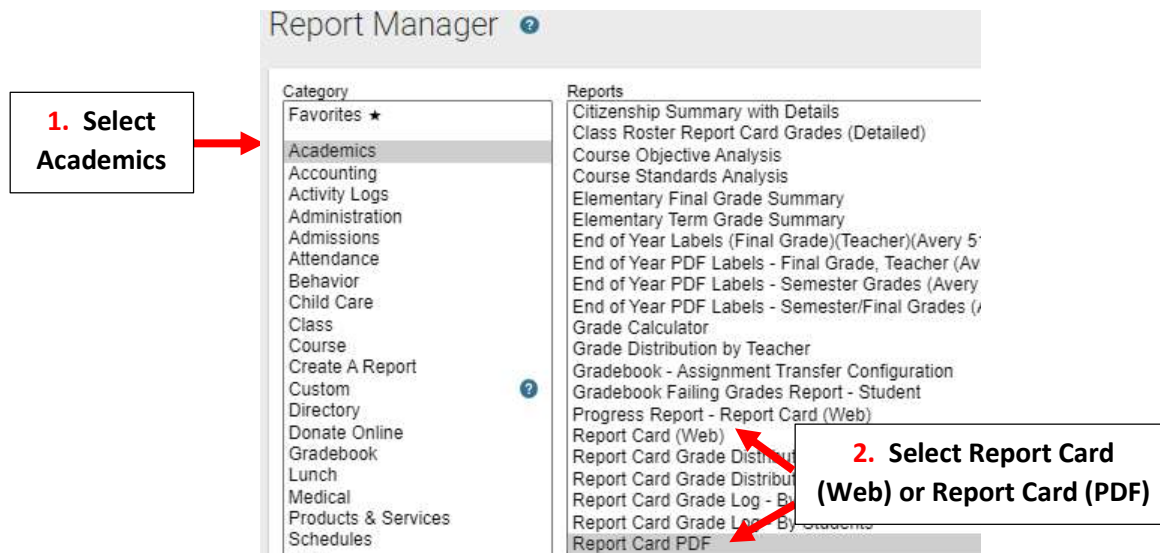
1. Select Academics

2. 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

2. Select Homeroom

1. Filter by Homeroom

3. Click the Double Arrows
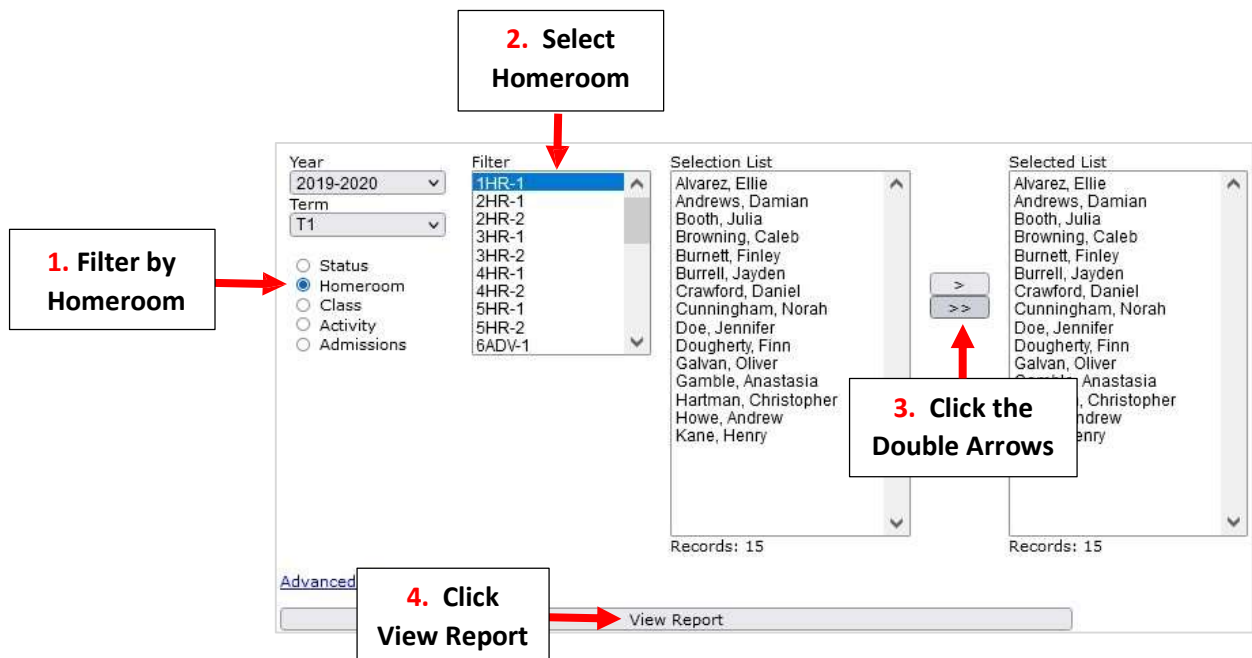
4. Click View Report

Select Email Report Cards

Select Template and Click "View" to Run Report Card
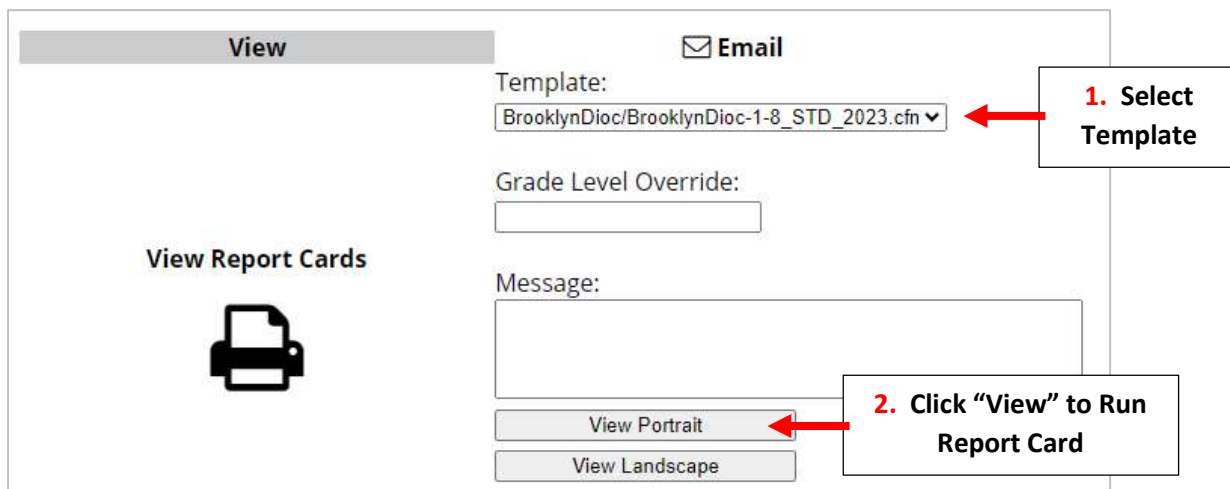
Once Reports have emailed select Done
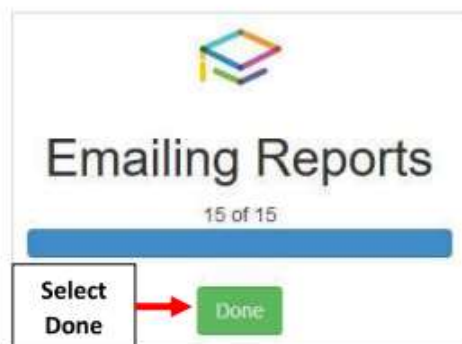
To view emails sent please go to **Report Manager > Administration > Email – Staff Messages**

1. Select Administration

2. Administration > Email – Staff Messages

4. Archiving Report Cards

From Main Menu please select **Report Manager**

Select Report Manager

Select **Academics > 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

2. Select Homeroom

1. Filter by Homeroom

3. Click the Double Arrows

4. Click View Report

Select Archive Report Cards

Select Archive Report Cards

Select Template and Click Create Archive

1. Select Template

2. Select Create Archive

Once Reports have Archived select Done

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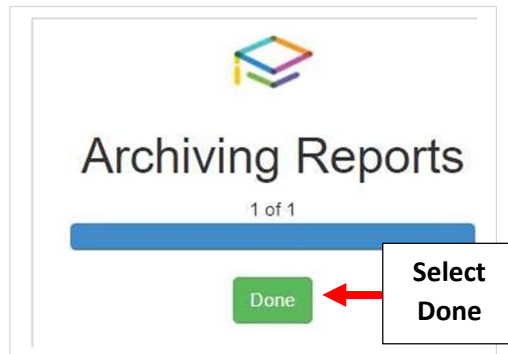
To view Archived Report Cards, select Students from the Main Menu. Select the Student > Portfolio and Double-click on the document to open

1. Select Student

3. Double-click to Open

2. Select Portfolio