1. Change Term Defaults

From Main Menu please select Configuration



Select System Defaults



Select the Classroom Tab and Uncheck Previous Term to prevent Edits to Gradebook

Please Note: <u>DO NOT</u> Lock Gradebook Until <u>ALL GRADES</u> Have Been Finalized



Report Card Editing - Uncheck Previous Term to prevent Edits to Report Card Grades. Select Save to Save your Changes

Please Note: <u>DO NOT</u> Lock Report Cards Until <u>ALL GRADES</u> Have Been Finalized

	Report Car	d Editing					
	Report Card Editing allows administrators to limit teacher access to add or edit report card grades for the current year. Administrators should disable editing once the report card has been published.						
1. Uncheck	Allow access and editing to the following:						
	Term 1	Exam 1	Sem 1	Final Grade			
	Term 2	Exam 2	Sem 2				
	Term 3	Exam 3	Sem 3				
	Term 4						
	Term 5						
	Term 6						
	Lesson Plan Labels						
	Lesson Plan Labels control the four available note fields in the Lesson Plans area of Classroom. Administrators may use these labels to identify key elements they expect to be included in Lesson Plans. The labels will display in all classes but do not display for parents and students.						
	Teacher's Note	s		Label 2			
	6		15/50		0/50		
	Label 3			Label 4			
2. Select Save to			0/50		0/50		
Save your Changes	Save						

2. Update Family Portal Settings

****Please Note the following****

1. To <u>Prevent</u> Report Cards from displaying on the Family Portal change Report Cards to "Hide" **



2. If Reports are Set to **"Show"** and Report Card Term is Set to **Current Term**, the Report Cards will <u>IMMEDIATELY</u> Display on the Family Portal

From Main Menu please select Family Portal



Select Gradebook Term from dropdown. Select Report Card Term from dropdown. Select Scheduled Term from dropdown. Select Save to Save your Changes

	8			
Configuration	Family Portal Accounting	Show Hide	Allow Family Portal Access • ON O OFF	
Announcements	Announcements Attendance	• •	Family Portal Default Year	
Calendar	Calendar Class Websites	0 0 0 0	2025-2026 V Gradebook	
Calendar Event Groups	College Resources Course Requests	00	T2 V	1. Update Gradebook
Resource Documents	Directory - Class Filter Directory - Family	0 0		2. Select Report
Pictures	Directory - School Information Directory - Staff Directory - Staff (District-Wide)		Schedule Year	
Family Access	Emergency Contacts/Pick-Ups FACTS Application	 0 0 	Schadula Larm	**Schedule Year is **
Web Forms	FACTS Enrollment FACTS Financial Aid	• • • •		Not used by Diocese
	FACTS Incidental Billing FACTS Tuition Plan Gradebook Grades	0 0	Schedule Template StudentSchedule-Grid.cfm	3. Select Save to
	Homework Homework Drop	 O O O 	Save	Save your Changes
	Homework Drop (Parent Access) Lesson Plans	0 0	Family Portal Design Configuration	
	Library Progress Report (Mid-term)	0 0		
	Report Cards	 O O O 	Report Cards Set t not Display on Fa	to <mark>"Hide</mark> " will amily Portal

3. Archive Report Cards

From Main Menu please select Report Manager



Select Academics > Report Card PDF



Please Note: Use Report Card PDF to Save Template Format when Archiving Report Cards

Verify Year and Term are correct and Select Grade to Print. Click the Double Arrows to move all Students to "Selected List" and Click View Report



Select Archive Report Cards

Report Card - Web								
View	Email	Archive						
View Report Cards	Email Report Cards Select Archiv Report Cards	Archive Report Cards						





Once Reports have Archived select Done.



To view Archived Report Cards select Students > Portfolio from the main menu. Double-click on the document to open

