






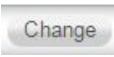


# Elementary School – KINDERGARTEN ONLY




## Reporting Parameters:

- Kindergarten teachers will only enter competency performance in TAC to complete the report card. The report card will be retained in eSchool at the end of each marking period. When students are dropped in eSchool only report cards for completed marking periods will be retained in eSchool.
- Kindergarten teachers are required to compile student performance as it relates to competencies in a portfolio. Each student's portfolio should be retained for the entire year. At the end of the year rationaled and retained student portfolios should be retained in the cumulative record. All other portfolios should be sent home.
- For the 2016-2017 school year, all components of the Kindergarten report card must be completed by the following dates:
  - MP1 – November 10
  - MP2 – February 2
  - MP3 – April 18
  - MP4 – June 14 (elementary buildings)
- For the 2016-2017 school year, the division will transition to the next marking period on the following dates:
  - MP2 – November 15
  - MP3 – February 6
  - MP4 – April 20


## Entering Grades on the Course Competency Pages





**WARNING – NEVER** hit the  icon on this screen as it will wipe out the default grades. Once the default grades have been wiped out, the teacher will need to re-enter all grades for each student manually.

1. From the  Home page, click  **Competency** to the right of Kindergarten English.
2. Select Grid or List view depending on your preference for entering course competency grades. Grid view will allow you to see all students and all competencies. Grid view will allow you to see all competencies for a single student. The default grade for all students for all competencies is \*. The \* is defined as Not Assessed. Enter AP, P or NI for the competencies assessed in the current marking period for each student. 
3. Click .
4. Use the **Change** button  to select the next course: math, history or science.
5. Repeat steps 2 through 4 until all competency ratings are entered in all courses for all students.
6. Return to the  Home page, click  **Report Card** to the right of English.

7. Click  to enter free text comments for students.
8. Click  to spell check the free text comments.
9. Click .

## Updating the Kindergarten Social Development

**WARNING – NEVER** hit the  icon on this screen as it will wipe out the default grades. Once the default grades have been wiped out, the teacher will need to re-enter all grades for each student manually.

1. From the  Home page, click  **Competency** to the right of Kindergarten Social Development.
2. Make sure the class is displayed in **Grid** view .
3. All students have default Kindergarten Social Development grades of S for all competencies. Update these grades to N for students that have not displayed satisfactory skills.
4. Click .