

Elementary School Report Cards – GRADES 1-5 ONLY



Reporting Parameters:

- Students that transfer out of a class five days prior to the end of a marking period will receive the marking period grades from the dropped teacher. This is a district setup.
- Teachers may begin the process of loading for report cards at any time. All assignments and scores must be entered before loading grades. Teachers should not rely on the checkmark displayed on the report card icons as indicators of completion.
- For the 2016-2017 school year, all components of the 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
- If a teacher makes changes to assignment scores after the grades have been loaded for report cards and the division has not moved to the next marking period, the teacher will need to reload grades. Reloading after changes are made will update the report card to reflect the new average and allow the new average to be used in the final calculations.
- Teachers will have access to update assignment scores for any prior marking period. Once the division moves forward to the next marking period, however, teachers no longer have access to load for a prior marking period. If a teacher makes changes to any assignment that result in a change to a student's numeric average in a prior marking period, the teacher must complete a grade change form and notify the office. Even if the student's letter grade does not change the office must be notified or the new average will not be used to calculate final grades. Only the office can load for prior marking periods.




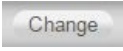
Prepare to Load Marks

Enter all scores for all assignments that will be included when calculating the marking period average in all courses.


Load Grades on the Report Card Page





1. From  **Grade Reporting**, select **Report Card** to display the Report Card page.
2. If you need to change to a different class, click **Change** to display the Class List pop-up, and make your selection. ONLY select reading, writing, math, history or science courses.
3. Click  to load the gradebook scores. Review the letter grades posted to the Report Card page.

NEVER manually enter a grade on the report card screen. Only loaded grades should be entered in this location

- Click  to enter free text comments for students.
- Click  to spell check the free text comments.
- Click .
- Use the **Change** button  to display the Class List pop-up, select the next course and repeat steps 3 through 6. ONLY select reading, writing, math, social studies or science courses.


Updating Course Competencies





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.

- From the Home page , click  **Competency** to the right of reading, writing, math, social studies or science.
- Make sure the class is displayed in **Grid** view .
- All students have default Competency grades of checkmark.
- Update these grades to X for students that have not displayed satisfactory skills for the courses.
- Click .
- Click **Change** to display the Class List pop-up, select the next course and repeat steps 3 and 6. ONLY select reading, writing, math, social studies or science courses.

One of the items under each course is **Meeting Promotion Criteria**. If the student is failing a course please be sure to change the check to an x for this competency.

Updating Citizenship on the Competency Entry Page

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.

- From the Home page , click  **Competency** to the right of Citizenship/Work Habits.
- Make sure the class is displayed in **Grid** view .
- All students have default Citizenship/Work Habit grades of S. Update these grades to N for students that have not displayed satisfactory skills or behavior.
- Click .