

Resource Report Cards – Elementary Resource ONLY

Loading Competency Grades to Report Cards

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. Teachers must be aware of the items that have been completed and when items have been completed. Teachers should not rely on the check mark displayed on the report card icon 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

Updating Grades 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.

1. From  **Grade Reporting**, select **Competency** to display the **Competency Entry** page.
2. If you need to change to a different class, click **Change** to display the Class List pop-up, and make your selection.
3. Make sure the class is displayed in **Grid** view  List Hrh & PE 10 (7405-1), MP, M1 .
4. All students have a default Resource and Behavior grade of S. Update these grades to N for students that have not displayed satisfactory skills or behavior.
5. Click .
6. Click **Change** to display the Class List pop-up, select the next course and repeat steps 3 through 5.