

High School EPF and HPE9 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.
- Exam grades are entered in the gradebook as an assignment with the category defined as EXAM.
- Teachers may begin the process of loading for report cards at any time. 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 16 (high school 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 semester and 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 semester or final grades. Only the office can load for prior marking periods once the division moves to the next marking period.


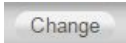
Prepare to Load Marks

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



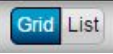

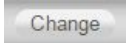
Load Grades on the Report Card Page

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.
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.

4. In the **Comments** columns, click the magnifying glass to select up to two district defined comments per student. Or type the desired comment code in the boxes for CM1 and CM2.
 1. Course failure possible
 2. Works independently
 3. Accepts responsibility
 4. Shows interest/Desire to work
 5. Shows improvement
 6. Required work late/Incomplete
 7. Creates disturbance in class
 8. Work poorly prepared
 9. Tutorial program available
 10. Low test scores
 11. Does not do homework
 12. Conference needed
 13. Does not dress/Take part in PE
 14. Attend violation for Semester
5. Click  .
6. Use the **Change** button  to display the Class List pop-up, select the next course and repeat steps 3 through 6.

Enter the Virtual Completer Competency Rating

1. Return to the TAC Home screen.
2. Navigate to the Competency entry screen for the first course by clicking on the Competency Icon  to the right of the course name.
3. Make sure the **Competency Group** is set to Virtual Completer. 
4. Switch the view to **Grid** view. 
5. Using the Virtual Completer criteria for the course enter YES or NO for each student in the SC (Student Competency) column. The SCF (Student Competency Final) column will only be completed at the end of the fourth nine weeks.
6. Click  .
7. Use the **Change** button  to display the Class List pop-up, select the next course and repeat steps 3 through 7.