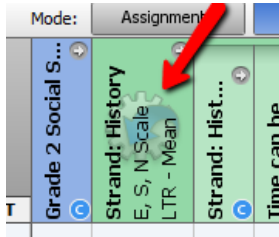
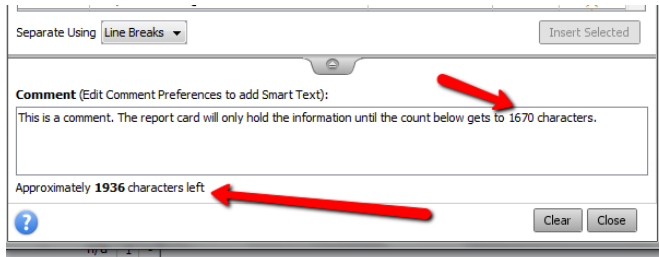


Report Card Instructions Grade K-2

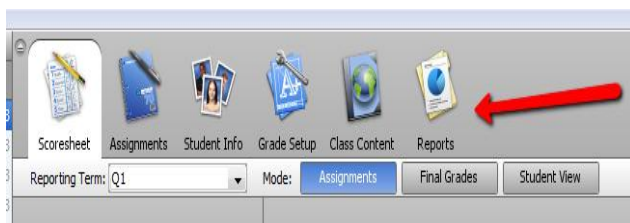
Entering grades Reminder: If you enter grades by going directly to “Final Grades” and do not create assignments do NOT enter grades in the upper level standards that show the gear icon in the back drop. Upper level standards are calculated by lower level standards.



Mid-term and report card comments: Enter comments in the attendance course. When typing free form comments the starting number for characters is 2048. The comment box will hold data until the count is down to 1670. After that the comment will be cut off of the page on the report card.



Academic/Learning Behaviors- These are entered in the learning behaviors course and are graded with a plus or a minus. If you want to see how a student did the previous quarter in this area you can print a report that shows this information. Go to reports under the main menu.



Choose the standards report and set it up as follows. If it is the 2nd marking period you will want to run the report and select Q1 so you can see how the student did in Q1. If it is the 3rd marking period you would run the report for Q2 and so forth. This will give you a one page report listing all students and their grades for academic behaviors for the previous quarter.

Criteria Layout

Name: Standards Report

Description: Standards Final Grades and Standards Assignment Scores

Report Layout: Class Spreadsheet By Student: Assignment Scores Final Grades

Include standards with no grades Show Completed Classes

Standards Grades:

Output Type: PDF Export (CSV)

Sections: Selected Class Active Classes Order By:

Students: All Enrolled Selected Groups and/or Students

Student Field: Student Name Student Number Sort By:

Include: Standard Name Standard Number

Citizenship Overall Section Grade

Reporting Term:

Include reporting terms with no standards grades

Viewing your reports- You can view the report cards by running the report for your grade level in the teacher portal.

Click on the printer icon.



Under reports choose your report card and click submit.

1st Grade Report Card

2nd Grade Report Card

Kindergarten Report Card

The 22 students in this class.

Print only the first pages.

Overlay

ASAP

You will then be sent to the print queue. When the report is finished it will open in a pdf.