Please Note: <u>All Enrichment Courses</u> including Regents Courses need to be Configured properly to print on the Enrichment Report Card. Please follow instructions in Section 1 to Configure your Enrichment Report Card

Specific instruction for Grading Regents Courses can be found on Section 2

Section 1: Configure your Enrichment Report Card

Step 1. Confirm Course Department – From Main Menu Select System > Configuration > Defined List > Course Department. Verify Course Department "Enrichment" is listed

Defined Lists Configuration		
Accommodations	Course Department	1
Accounting Code	Athletics	
Accounting Family Statement Template Accounting Family Statement Title	Bible	
Attendance Comment	Business	
Blood Type	English	Verify Course Department
Calendar Group	Enrichment	"Enrichment" is listed
Campaign Type	Fine Arts	

If Missing, Department can be Added by Entering Department Name and Selecting "Add"



Step 2. Assign Course Department – From the Main Menu Select Academics > Courses. Select Course from Course List and Select "Enrichment" from Department Dropdown



Select Save to Save your Changes



Section 2: Finalize Regents Grades for the Report Card

Please note this must be done for <u>EACH Regent Class</u>

Option 1. Enter Grade for Each Term with a Final Grade ****Final Grade MUST be Manually Averaged****

From the Classroom menu select the Regent Class to Finalize Grades for and Select Report Card from the Left Side Menu. Select the Grades Tab

2. Select f	ab grades	COMMENTS	CITIZENS	SHIP		ATTEN	DANCE		PROGE	RESSI	RE >	Attendance - Seating Ch
	< DISPLAY GRADE	AVERAGE	>	Export	ÂŻ Sort	OUnenrolled	Calculate	X Clear	Fill	Load	(i) Key	Communications
		T1 >	12 >		1	T3 >] Fi	nal Grad	e >	U)	Dashboard
	Student Name	Grade	Grade		d.	Grade		Gr	ade		į.	Gradebook
	1) Doe, James											Lesson Plans
												Lunch
											٦	Portfolio
								1. 9	Selec	t		Report Card

Enter the Grade in Each Term and the Final Grade for Each Student. **Please Note: Final Grade MUST be Manually Averaged** Select Save to Save your Changes

📃 Regents Exam - Algebra I	- A				Analytics
GRADES	COMMENTS	CITIZENSHIP	ATTENDA	NCE PROGRESS RE	Attendance - Seating Cha
1 Enter Grade in	AVERAGE	> 🛓 Až	Unenrolled Ca	Iculate Clear Fill Load	Communications
Each Term	T1 >	T2 >	T3 >	Final Grade >	Gradebook
1) Doe, James	Grade 94	Grade 99	Grade 90	Grade 94	Lesson Plans
		Please Note:	Final	2. Enter	Lunch Portfolio
		Grade MUS Manually Ave	r be raged	Final Grade	Report Card Students
					Web Items:
		3. Sav	Select Sa /e your Ch	ve to anges	Announcements Calendar

The Regent Grades will appear on the Enrichment Report Card as follows:

Algebra I Exam Regents	1	2	3	AVG	REG
Teacher:	98	94	100	97	
Comments:					
T1:					
T2:					
T3:					

Option 2. Enter Regents Grade Only

From the Classroom menu select the Regent Class to Finalize Grades for and Select Report Card from the Left Side Menu. Select the Citizenship Tab

AVERAGE AVERAGE AZ AZ AZ Export Sort Unennolied Clear Fill Load Gi Das ITI > T2 > T3 > Final Grade > Grade Grade Grade Grade Grade Item control of the	GRADES	2. Select the Citizenship Tab	CITIZENS	HIP		ATTEN	DANCE		PROGRE	ESS R	E >	Attendance - Seat
T1 > T2 > T3 > Final Grade > Grade > Student Name Grade Grade Grade Grade 1) Doe, James	< DISPLAY GRAD	E AVERAGE	>	Export	ÂŻ Sort	OUnenrolled	Calculate	X Clear	Filt	C Load	(i) Key	Communications
Student Name Grade Grade Grade Grade 1) Doe, James Lun		11 >	12 >		1	T3 >		Fi	nal Grade	×	L.	Dashboard
1) Doe, James	Student Name	Grade	Grade		d.	Grade		Gr	ade			Gradebook
1. Select	1) Doe, James							1. 5	elect]	Lesson Plans Lunch Portfolio

Enter the Regent Grade in <u>Term 3</u> for Each Student. Select Save to Save your Changes



The Regent Grade will appear on the Enrichment Report Card as follows:

Algebra I Exam Regents	1	2	3	AVG	REG
Teacher:					99
Comments:	78				
T1:					
T2:					
T3:					

Section 3: Print Enrichment Report Card

**Please Note: Enrichment Report Card <u>MUST</u> be Printed or Emailed. It <u>CANNOT</u> be Displayed on the Family Portal

From main menu please select Report Manager



Select Academics > Report Card PDF

Favorites ★ Course Objective Analysis Academics Course Standards Analysis Accounting Elementary Final Grade Summary Accounting End of Year Labels (Final Grade)(Teacher)(Avery 5163) Administration End of Year Labels (Semester Grades)(Avery 5163) Administration End of Year Labels (Semester/Final) (Avery 5163) Attendance End of Year Labels (Semester/Final) (Avery 5163) Behavior End of Year PDF Labels - Semester Grades (Avery 5163) Child Care End of Year PDF Labels - Semester Grades (Avery 5163) Class Grade Calculator Course Grade Distribution by Teacher Create A Report Gradebook - Assignment Transfer Configuration Directory Progress Report - Report Card (Web) Donate Online Report Card Grade Distribution by Course Lunch Report Card Grade Log - By Medical Report Card Grade Log - By Products & Services Report Card Grade Log - By Schedules Report Card Grade Log - By	Category	Reports	
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Create A Report Custom Directory Donate Online Gradebook Failing Grades Report - Student Progress Report - Report Card (Web) Report Card (Web) Report Card (Web) Report Card Grade Distribution by Course Report Card Grade Distribution by Teacher Medical Products & Services Report Card Grade Log - By Report Card Grade Log - By Report Card Grade Log - By Schedules	Course	Grade Distribution by Teacher	
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Select Filter by Homeroom and Select Homeroom to Print. Click the Single Arrow to Move selective students or the Double Arrows to move all Students to "Selected List" and Click View Report



Select View Reports Cards

	Report Card - Web	
View	Email	Archive
View Report Cards	Email Report Cards	Archive Report Cards
- •	Report Cards	-

Select the Enrichment Report Card Template "BrooklynDioc/BrooklynDioc-Enrich.cfm" and Select "View Portrait" to Run Report Card

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Select Open PDF to View and Print your Enrichment Report Cards

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