

Configure and Print Enrichment Report Card

Please Note: **All Enrichment Courses** 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
Accounting Code	Athletics
Accounting Family Statement Template	Bible
Accounting Family Statement Title	Business
Attendance Comment	English
Blood Type	Enrichment
Calendar Group	Fine Arts
Calendar Type	
Campaign Type	

Verify Course Department
“Enrichment” is listed

If Missing, Department can be **Added** by Entering Department Name and Selecting **“Add”**

Social Studies	<input type="checkbox"/>	Save
Special Subjects	<input type="checkbox"/>	Save
Technology	<input type="checkbox"/>	Save
Enrichment	<input type="checkbox"/>	Add

Enter Department Name

Select Add

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

Abbrev. REG- ETH SCI

Title Earth Science Regents

Department Enrichment

New Department

Level REG

State ID

Description Earth Science Regents

Select Enrichment

Select **Save** to **Save** your Changes

Save

Select Save to Save your Changes

Delete

Section 2: Finalize Regents Grades for the Report Card

****Please note this must be done for EACH Regent Class****

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 the Grades Tab

1. Select 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

1. Enter Grade in Each Term

****Please Note: Final**
Grade MUST be
Manually Averaged**

2. Enter Final Grade

3. Select **Save** to **Save** your Changes

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

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

The screenshot shows the 'Regents Exam - Algebra I - A' interface. At the top, there are tabs for 'GRADES', 'CITIZENSHIP', 'ATTENDANCE', and 'PROGRESS RE'. A red arrow points from a callout box '2. Select the Citizenship Tab' to the 'CITIZENSHIP' tab. Below the tabs, there are options for 'DISPLAY GRADE' and 'AVERAGE'. A table below shows columns for 'Student Name', 'Grade', 'Grade', 'Grade', and 'Final Grade'. The first row contains '1) Doe, James'. On the right side, there is a vertical sidebar menu with various options. A red arrow points from a callout box '1. Select Report Card' to the 'Report Card' option in the sidebar.

Enter the **Regent Grade** in **Term 3** for **Each Student**. Select **Save** to **Save** your Changes

The screenshot shows the 'CITIZENSHIP' tab selected. At the top, there are tabs for 'GRADES', 'COMMENTS', 'CITIZENSHIP', 'ATTENDANCE', and 'PROGRESS REP'. Below the tabs, there are options for 'T1', 'T2', and 'T3'. A red arrow points from a callout box '1. Select Term 3' to the 'T3' tab. Below the tabs, there is a table with columns for 'Student Name' and 'Citizenship'. The first row contains '1) Doe, James' and '99'. A red arrow points from a callout box '2. Enter Final Grade' to the '99' cell. At the bottom right, there is a blue circular button with a white floppy disk icon. A red arrow points from a callout box '3. Select Save to Save your Changes' to this button.

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

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

Section 3: Print Enrichment Report Card

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

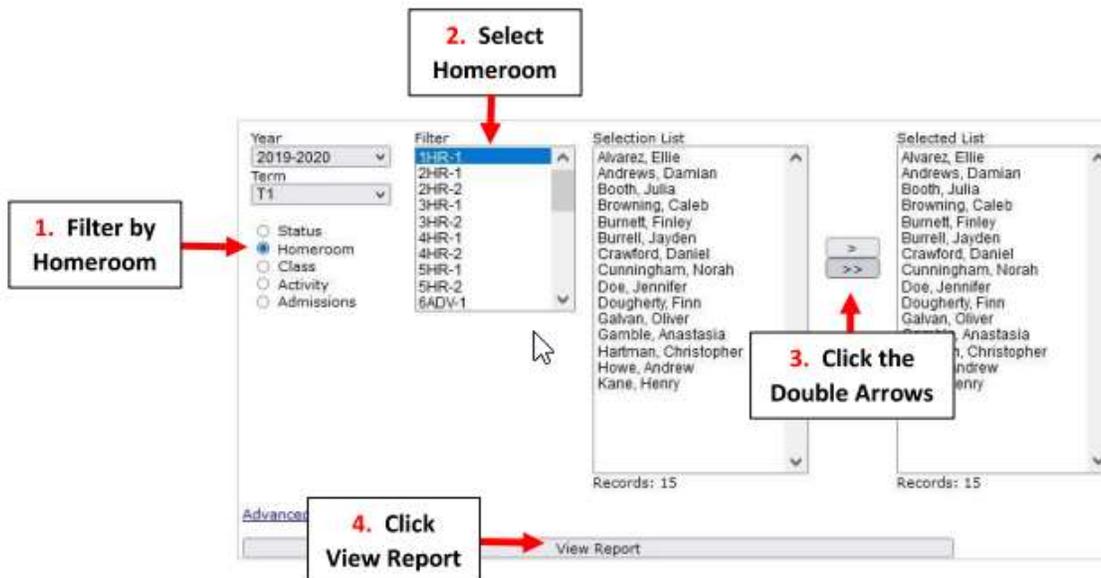
From main menu please select **Report Manager**



Select **Academics > Report Card PDF**



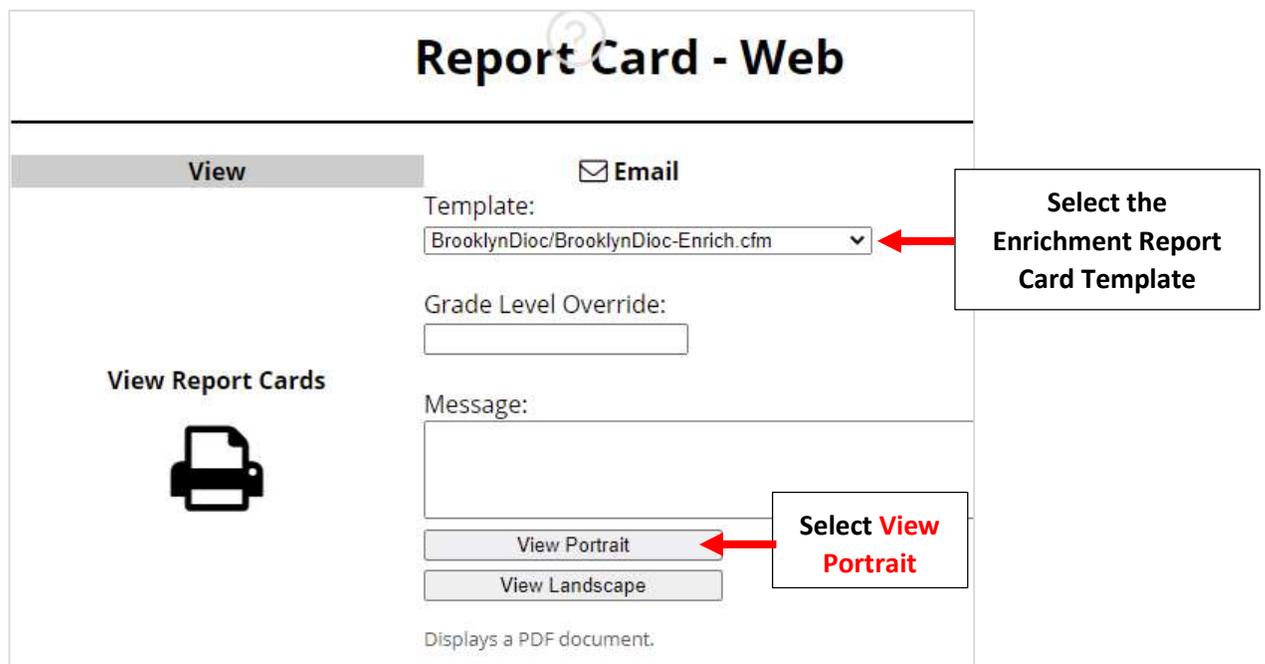
Select Filter by **Homeroom** and Select Homeroom to Print. Click the **Single Arrow** to Move selective students or the **Double Arrows** to move all Students to **"Selected List"** and Click **View Report**



Select **View Reports Cards**



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



Select **Open PDF** to **View and Print** your Enrichment Report Cards

