

Teachers - Finalizing Grades for the Report Card

The following will walk through how Teachers Finalize Grades for the Report Cards

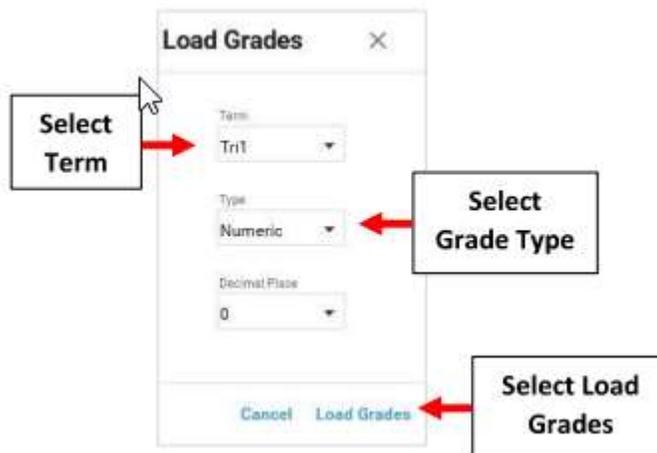
****Please note this must be done for Each Class****

Step 1. Finalizing Grades for the Report Card

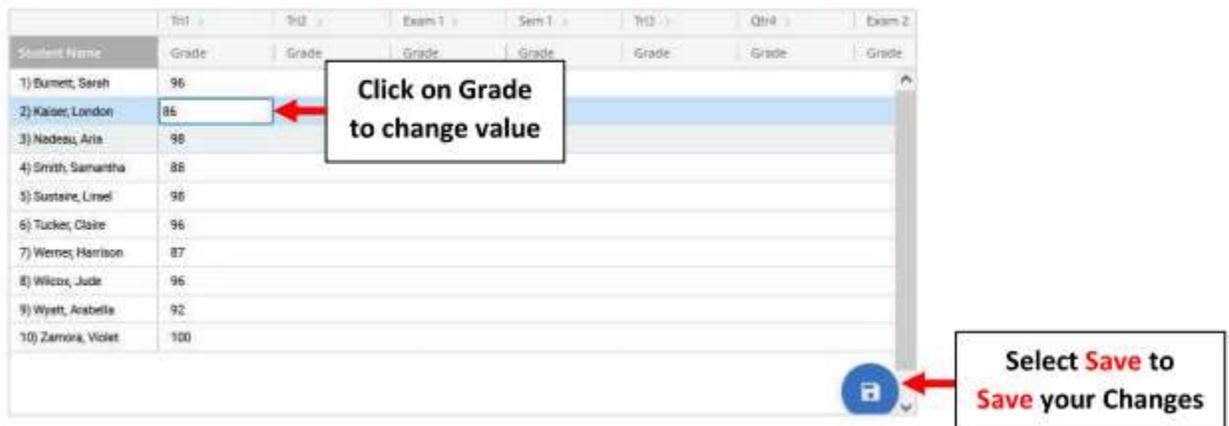
From the Classroom menu select the class to Finalize Grades for. Select **Report Card > Load Grades** from the Left Side Menu



Select **Term** and **Grade Type** (Numeric or Alpha) from dropdowns. Select **Load Grades**



Grades will pull from Gradebook. Click on **Grade** to change value. Select **Save** to **Save** your Changes



Step 2. Enter Student Comments

There are 2 options to enter Students Comments

Option1 : Manually Enter Comment for each Student

Select the **Comment Field** and Type your Comment

****Important**** Select Save to Save your Changes after each Comment to Avoid Losing Your Work**

Class Comment

Enter class comments:

Student Name	Length	Comment
1) Burnett, Sarah	50	Great job this term. Has been a pleasure to teach
2) Kaiser, London	0	
3) Nadeau, Aria	0	
4) Smith, Samantha	0	
5) Sustair, Liraz	0	
6) Tucker, Claire	0	
7) Werner, Harrison	0	
8) Wilcox, Jude	0	
9) Wyatt, Arabella	0	
10) Zamora, Violet	0	

Select the Comment Field and type your Comment

Select Save to Save your Changes

Option 2: Comment Codes

Select the Comment Field for the Student. Select the Key Icon from the Toolbar and Select Comment Code. Select Save to Save your Changes

GRADES COMMENTS CITIZENSHIP ATTENDANCE PROGRESS REPORT CREDIT OVERRIE

TR11 TR12 TR13 QTR4

Class Comment

Enter class comments:

Student Name	Length	Comment
1) Burnett, Sarah	26	Pleasure to have in class.
2) Kaiser, London	0	
3) Nadeau, Aria	0	
4) Smith, Samantha	0	
5) Sustair, Liraz	0	
6) Tucker, Claire	0	
7) Werner, Harrison	0	
8) Wilcox, Jude	0	
9) Wyatt, Arabella	0	
10) Zamora, Violet	0	

Comment Codes

- 1) Pleasure to have in class.
- 2) Doing excellent work.
- 3) Needs improvement.
- 4) Needs to focus more in class.

2. Select the Key Icon

3. Select Comment

1. Select Student

4. Select Save to Save your Changes

Step 3. Grade Skills

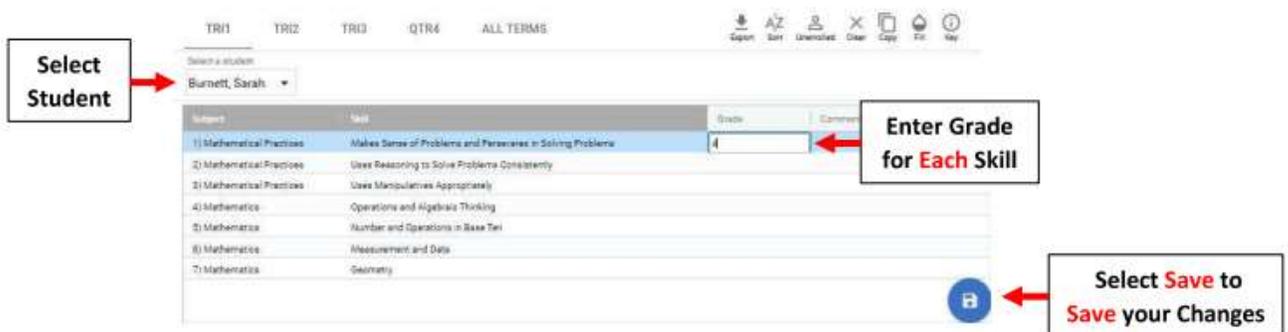
There are 2 options for Grading Skills: Grade Skills by Student or Grade Skills by Subject

Option 1: Grade Skills by Student. Select Skill by Student



Select Student from Dropdown. Enter Grade for **Each** Skill and Select **Save** to **Save** your Changes

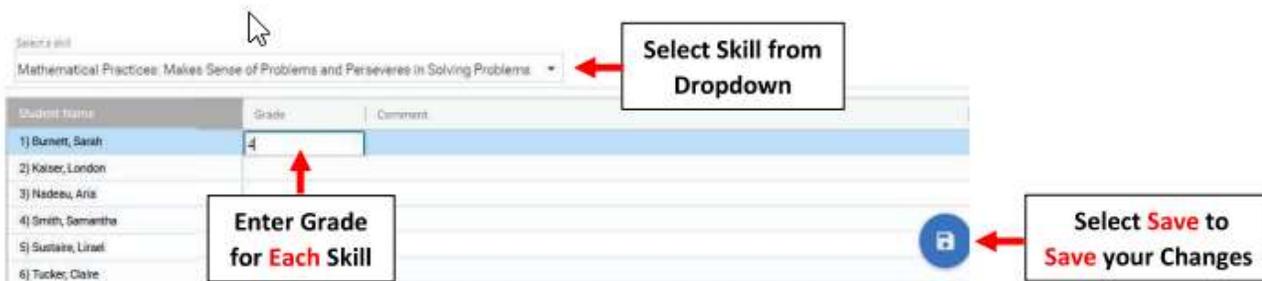
Option 2:
Grade Skills by



Subject. Select Skill by Subject



Enter Grade for **Each** Skill and Select **Save** to **Save** your Changes



4. Grade Learner Behavior

****Please Note – Learner Behaviors are in Homeroom for Grades 1-4****

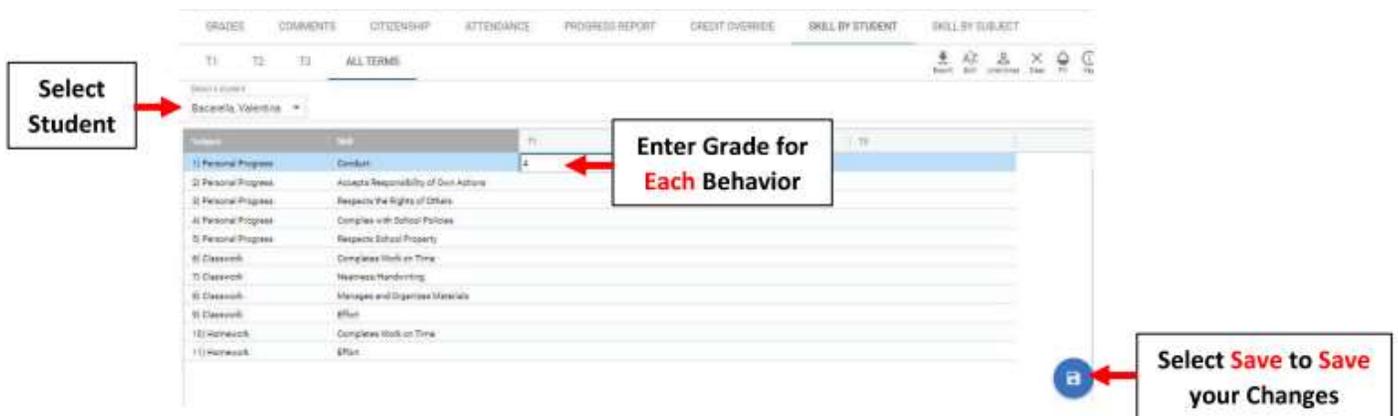
From the Classroom Menu select the Homeroom to Finalize Learner Behaviors for. Select Report Cards from the Left Side Menu

There are 2 Options for Grading Learner Behaviors: Grade Behaviors by Student or Grade Behaviors by Subject

Option 1: Select Skill by Student



Select Student from Dropdown. Enter Grade for **Each** Behavior and Select **Save** to **Save** your Changes



Option 2: Select Skill by Subject



Select **Learner Behavior** from Dropdown. Enter Grade for **Each** Behavior and Select **Save** to **Save** your Changes

The screenshot shows a software interface with a top navigation bar containing tabs: COMMENTS, CITIZENSHIP, ATTENDANCE, PROGRESS REPORT, CREDIT OVERRIDE, SKILL BY STUDENT, and SKILL BY SUBJECT. Below this is a sub-navigation bar with tabs: T1, T2, T3, and ALL TERMS. A dropdown menu is open, showing 'Personal Progress: Conduct'. A table below lists student names and has columns for T1, T2, and T3. The first row, '1) Bacarella, Valentina', has a grade '4' entered in the T1 column. A blue save button is located at the bottom right.

Student Name	T1	T2	T3
1) Bacarella, Valentina	4		
2) Baricevit, Katarina			
3) Cucchiara, Joseph			
4) Frizzetta, Massimo			
5) Fuentes, Elena			
6) Gale, Daniel			

Select Behavior

Enter Grade for Each Behavior

Select Save to Save your Changes