The following with 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

COMMENTS	CITIZEN	SHIP: A	TTENDANC	E PRO	GRESS REPORT	CREDIT OF	2 Select	STUDENT >	Dashboard	
AVERAGE	GPA	UGPA	PASS	CALC	0	- A Sevet	Load Grades		Gradebook	
rit	TH2. >	Exam	0	Sem 1 >	763 >	Qtr4 >	Exam 2 ->	Sem 2 >	Lesson Plans	
itade	Grade	Grade	1	Grade	Grade	Grade	Grade	Grade	Report Card	1. Select
									Students	Report Card
									Web frems:	

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

	161	90.1	Exam 7 +	Sem 1	7H3	Qtr4	5 more	
	Gräde	Grade	Grade	Gride	Grade	Grade	Grade	
1) Burnett, Sarah	96		Click on G	irade			^	
2) Kalser, London	86	-						
3) Nodeou, Aria	98		to change	value				
4) Smith, Samaritha	88	4						
\$) Sustaire, Linsel	95							
6) Tucker, Claire	96							
7) Wernes, Harrison	87							
E) Wilcox, Jude	96							
9) Wystt, Arabella	92							
10) Zamora, Violet	100							
								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**

TRIT	RI1 TRI2 TRI3 QTR4		AZ Tapan Az	A X	92	4		
Sass Comme	ek.							
Letter staret st	-							
Shelent Some	e:		Length	Continient	S	iele	ct 1	the Comment Field
1) Burnett, Sai	iah		50	Great job this term. Has been a pleasure to teach	-			C
2) Kaiser, Long	sion		0	N		and	ty	pe your Comment
3) Nedeou, Ari	64		0	65	3 —			
4) Smith, Sam	enthe		0					
5) Sustaire, Lin	raet		Q					
6) Tucker, Clas	re .		0					
7) Werner, Har	rison		0					
8) Wilcox, Jud	ie.		0					
9) Wyatt, Arab	iella		0					
10) Zamora, V	folet		ō					All controls and the set
						F		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

1811 1892	TRI3	QTR4			1 AZ A X	/ 🗲	the Key Ico
lass Colument				c	omment Codes		
					Pleasure to have in class.		11211
Statest Name	Length	Comment		2	Doing excellent work.		3. Select
1) Burnett, Sarah	26	Pleasure to have in class.	0	3	Needs improvement.		Comment
2) Kener, London	0			14	Norda to family many to show		comment
3) Nadeou, Aria	0	· · · · · · · · · · · · · · · · · · ·			Needs to focus more in class.		
4) Smith, Samantha	0						
5) Sustaire, Lirael	0	1. Select					
6) Tucker, Claire	0	Student					
7) Weiner, Harrison	Ð	Juden					
8) Wilcox, Jude	0						
9) Wyatt, Arabella	0						
10) Zamora, Violet	0			l ă		_	

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

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	ent
Section Control of the section of th	

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

Select	um Iarah •					
Student		- I fait	Grade .	I Same	Enter Grade	
1) Mathema	etcal Practices	Makes Same of Problems and Persecares in Solving Problems	4	-		
2) Mathem	et a al Practices	Uses Relationing to Solve Problems Consistently		1	for Each Skill	
2) Mathem	erical Practices	Usee Manpulatives Appropriately				
4) Stations	etica	Operations and Algebraic Thicking				
© Mathem	ar z.a	Number and Operations in Base Terl				
(i) Mathematica	itte	Measurement and Data				
71 Mathem	at it is	Geometra				

Subject. Select Skill by Subject

¢	CONNES	NTS	OTLIENSHE	ATTENDANCE	PROGRESS REPORT	CHEDIT OVERRIDE	SALL BY STUDBUT	SKILL BY SUGJECT	+	Select Skill	
	12	TI.	JULI TERMI				<u>.</u>	AZ & X O	0	by Subject	Select Skill
Tarant a det											from
											Dropdown.

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

				73) 				Calant Chill
¢	COMME	NTS	CITIZENSHIP	ATTENDAMOR	PRODRESS REPORT	CPEEDIT ONEONIME	SKLL BY STUDENT 🔶	Select Skill
TI	72	τi	ALL TERMS				± AZ	by Student

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

Select	TI T2 TI (mailedner	ALL TERME			* 45 & X 0 C	
Student	Bacerella Valentina ·			1		
	INVESTIGATION CONTRACTOR	T	Enter Grade for	100		
	Contraction Program	Assess Records the of fact Astron	Fach Rehavior			
	2 Petronal Program	Respects the Rights of Others	Eden Denavior			
	AL Parisonal Program	Complies with School Parlows	121			
	5 Personal Program	Respects Estaul Property				
	# Casework	Completes Mork on Time				
	1) Classech	Hear-east Handwriting				
	10 Classouth	Manages and Digerises Manifals				
	9) Elanouroli	etter				
	10/Revealed	Completes Work on Time				
	10 Hermonik	\$Place				Colort Cours to Cours

Option 2: Select Skill by Subject

¢	COMME	INTS	CITZENGHIP	ATTENDANCE	PRÓGRESS REPORT	CHEDIT OVCHRIDE	SKILL BY STUDENT	13	SKEL BY	506.3	ect	+	Select Skill
п	12	T1	ALL TERMS				. <u>+</u>	AZ Irt	A	X	02	Q	by Subject
pieraal				3									

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

	< COMMENTS	CITIZENSHIP	ATTENDANCE PROGRESS REPO	OREDIT OVERRID	E SKILL BY STUDENT	SKILL BY	SUBJEC	F 1
	T1 T2 T3	ALL TERMS			-	AZ A	X	0
Select Behavior	Personal Pro Cesa: Conduct	•						
	Station Plane	n	Enter Grade for	12				
	1) Bacarella, Valentina	4	Fach Behavior					
	2) Barloevit, Katarina		- Denavior					
	2) Cucchiara, Joseph							
	4) Frazzetta Massimo							
	5) Fuentes, Elena				Select Save to	Save		
	6) Gale, Daniel				your Chang	es		۳