

# How to Load Standards for the Report Card

Once logged into FACTS please **Select Classroom** from the main menu then **Select your Class**. Select **Report Card** from the Classroom Menu

The screenshot shows the FACTS interface for a classroom named '5 ELA - A'. The top navigation bar includes 'GRADES', 'COMMENTS', 'CITIZENSHIP', 'ATTENDANCE', 'PROGRESS REPORT', 'CREDIT OVERRIDE', and 'SKILL BY STUDENT'. Below this is a toolbar with icons for 'DISPLAY GRADE', 'AVERAGE', 'GPA', 'UGPA', 'PASS', and 'CALC'. A table displays student data:

Student Name	Grade	Grade	Grade	Final Grade
1) Bachman, Andrea	100	90	99	
2) Black, Robert	85	100	95	

The right-hand sidebar contains a menu with options: Analytics, Communications, Dashboard, Gradebook, Lesson Plans, Portfolio, **Report Card**, and Students. A callout box labeled 'Select Report Card' has a red arrow pointing to the 'Report Card' option.

## Select Standards

The screenshot shows the FACTS interface for the same classroom. The top navigation bar now includes 'PROGRESS REPORT', 'CREDIT OVERRIDE', 'SKILL BY STUDENT', and 'STANDARDS'. The table below shows mean scores for various standards:

Student Name	05.ENG.E.2	05.ENG.E.3	05.ENG.L.1	05.ENG.L.2	05.ENG.L.3	05.ENG.RL.1
1) Bachman, Andrea	Mean	Mean	Mean	Mean	Mean	Mean
2) Black, Robert						

The 'STANDARDS' option in the top navigation bar is highlighted, and a callout box labeled 'Select Standards' has a red arrow pointing to it.

## Select Load

The screenshot shows the FACTS interface with the 'STANDARDS' option highlighted in the top navigation bar. The toolbar now includes a 'Load' button. A callout box labeled 'Select Load' has a red arrow pointing to the 'Load' button.

## Select Load Standards Based Grades

The screenshot shows a dialog box titled 'Load Standard Based Grades'. It contains a 'Term' dropdown menu with 'T3' selected. At the bottom, there are two buttons: 'Cancel' and 'Load Standard Based Grades'. A callout box labeled 'Select Load Standards Based Grades' has a red arrow pointing to the 'Load Standard Based Grades' button.

Standards Grade is Calculated based on Grade Assigned. Select **Grade** to **Override** Assigned Grade. Grades will **Save Automatically**

The screenshot shows a web interface for a standards report. At the top, there is a navigation bar with a hamburger menu icon, the text '5 ELA - A', and a help icon. Below this is a breadcrumb trail with links for '< DGRESS REPORT', 'CREDIT OVERRIDE', 'SKILL BY STUDENT', 'SKILL BY SUBJECT', and 'STANDARDS'. Underneath are tabs for 'T1', 'T2', and 'T3', with 'T3' being the active tab. An 'Export' button with a download icon is located on the right. The main content area displays a table with columns for 'Student Name', 'Me', 'Effort', 'Mean', and 'Mean'. The table contains three rows of student data. A red arrow points from a callout box 'Hover Over Standard to View Details' to the '05.ENG.E.2' standard header. Another red arrow points from a callout box 'Select Grade to Override' to the grade '3' in the 'Mean' column for the student '2) Black, Robert'. A third callout box 'Effort' points to the 'Effort' column header.

Student Name	Me	Effort	Mean	Mean	
1) Bachman, Andrea	4	4	2	3	4
2) Black, Robert	3	3	4	3	3
3) Cisneros, Natalia	4	3	2	3	4