

Report Cards

Posting Grades and Comments for Report Cards

Posting grades for report cards will be done at set times throughout the year. You will be given the dates when all grades must be finalized and posted.

1. Select appropriate **Term**, **Section**, and **Task**.
2. Under **In Progress** area, select **Post**.
3. Select appropriate term from the **Term** drop-down menu.
4. Select appropriate task from the **Task** drop-down menu.

Note (Step 4):

1. When posting grades for Q1, Q2, Q3 and Q4 select the task - **Quarter Grade**.
2. When posting the Semester Exam Grade select the task - **Semester Exam**.
3. When posting the Semester Grade select the task - **Semester Grade**.

5. Click **OK**.
6. Click **OK** when the warning screen appears.
7. Again, ensure the appropriate **Term** and **Task** are selected.
8. Click the **CC** (Canned Comments) link to enter comments (Canned Comments are **required** by CCSD for secondary progress grading).
9. Click **SAVE**.

Grade Book Tips!

1. The **Show Active Students Only** box under **Account Settings** should be checked before Posting Grades for Report Cards.
2. If the **CC** link is **NOT** available for entering Report Card comments, select **Account Settings**, from the Index Menu on the left, check the item **Use Canned Comments**. **Save** before leaving.

Finalizing Grades and Comments for Report Card

Adjustments for grades and comments can be made from the **Posted** section of the grade book or from the **Post Grades** menu item. Adjustments in both the **Percent** and **Grade** fields are **required**. (The **Percent** field is part of the final **Semester Grade** calculation.) Directions using the **POST GRADES** menu item are shown below.

1. Select **POST GRADES** from the Index Menu (on the left).
2. Select appropriate **Term, Section,** and **Task** (Quarter Grade, Semester Exam, or Semester Grade).
3. Overall grades will already be present. To adjust these calculations, use the **Percent** and **Grade** fields. Note that grades other than A-F should only be used with the permission of school administration.
4. Select **MANAGE** to use **required Canned Comments**.
5. Click **SAVE**.

Grade Book Tips!

1. Canned Comments are **ONLY** entered in the Report Card Comments field under the **Quarter Grade Task**.
2. ★ **Newly** added to the **Post Grades** window are the **Overall Grade** and the **Sparkline Evidence Graph**. These new enhancements will assist the teacher in the entry of grading data.

The screenshot shows the 'Post Grades' interface. At the top, there are dropdown menus for Term (Q4 03/21/16 - 06/01/16), Section (07) 10100002-9 English 9, and Task (Quarter Grade). Below these are buttons for 'Save', 'Grade, Comment', 'Multi-Post Grades', 'Graphs', 'Show', and 'Post by: Standard/Grading Task'. The main area is titled 'Post by Standard/Grading' and contains a table with columns for 'Students', 'Percent', 'Grade', 'Report Card Comments', 'Canned Comment', 'Grade', and 'Evidence'. Three student rows are visible, each with a 'Manage' button. A yellow star is placed over the 'Evidence' column header.

Citizenship

Citizenship grades will be entered when the window for posting grades opens.

1. Select appropriate **Term** and **Section**.
2. Select **CITIZENSHIP** for the **Task**.
3. Choose the appropriate mark from the **Grade** drop-down menu.
4. Click **SAVE**.

The screenshot shows the 'Post Grades' interface for Citizenship. At the top, there are dropdown menus for Term (Q4 03/21/16 - 06/01/16), Section (01) 10100002-1 English 9, and Task (Citizenship). Below these are buttons for 'Save', 'Grade, Comment', 'Multi-Post Grades', 'Graphs', 'Show', and 'Post by: Standard/Grading Task'. The main area is titled 'Post by Standard/Grading Task' and contains a table with columns for 'Students', 'Percent', 'Grade', 'Report Card Comments', 'Canned Comment', 'Grade', and 'Evidence'. Two student rows are visible, each with a 'Manage' button. A dropdown menu for the 'Grade' column is open, showing options O, S, N, U.