Report Card Tips, FAQs and Troubleshooting (Jan 2023)

Note that personal information in this guide has been scrambled or modified to protect privacy.

Report Card Tips

Grades/Progress Grades, Learning Skills and Other Indicators:

1. Use Ctrl+D to fill down a column with the same value. It is especially useful for progress reports where many grades will be the same: e.g., "W = progressing well". Then go change the grades that are different.

2. Use Ctrl+L to bring up the list of options on any cell. Make sure to check to see if there is a second page of options (e.g., for term reports for grades 1-6, 'I' and 'R' are on page 2).

3. Consider setting Caps Lock on when entering Learning Skills and Grades/Progress Grades, since those fields take uppercase letters (or numbers for grades 7-8). Then, turn off Caps Lock to complete any indicator fields, such as ESL/ELD, IEP or NA which all take a lowercase 'x'.
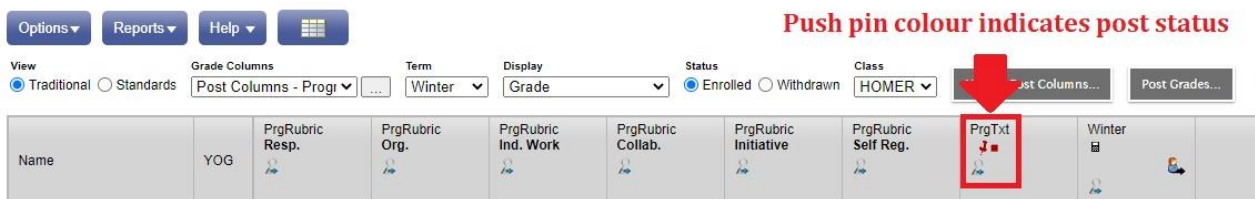
Comments:

1. You can use the comment length to distinguish between reporting periods – Progress report comments have a max length of 1975 characters, while Term report comments have a max length of 1200 characters. For Kindergarten, Initial Observations have 3200 characters, and Communications of Learning have 1600 characters per section. If you are on the wrong report card, switch using the Grade Columns drop-down menu:
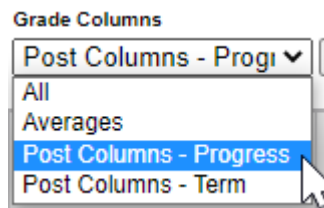

Additional Resources and Support can be accessed at: theSIS- Staff Resources and Support

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2. Use the Push Pin indicator to check whether you have posted your grades, learning skills and comments.
   a. **Green** indicates that the grading window is open, but grades have not been posted yet.
   b. **Red** indicates that the grading window is open, and grades have been posted. Grades can be reposted while the push pin is still **red**.
   c. **Black** indicates that the grading window is closed. If grades need to be changed, then the window can be re-opened, or the grades can be changed at the school level and pushed down to the staff view.


3. Word Documents use an extra layer of formatting that might appear when you try to copy comments from Word. If this is the case, you can choose the option "Paste as plain text" (Ctrl+Shift+V) to paste without any added formatting. Google Docs and basic notepad software such as Notepad and Notepad++ do not have this formatting and can be pasted normally using Ctrl+V.
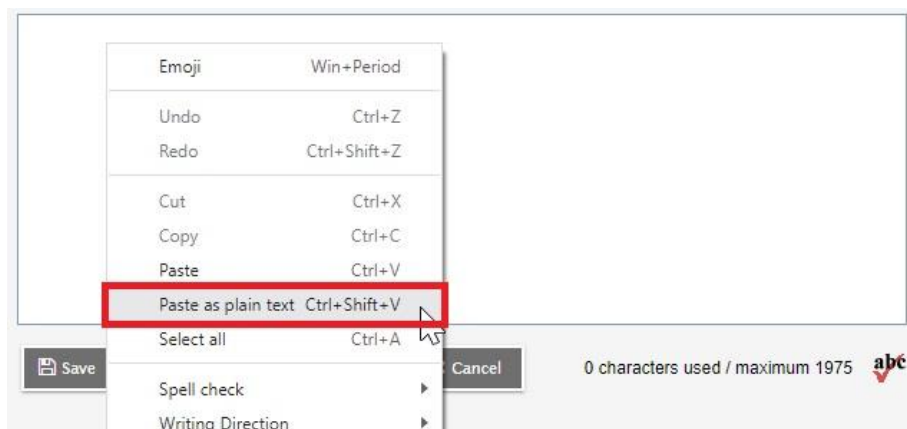
4. Ctrl+D works with the comment field but use CAUTION. If the comment you are on is blank and you use Ctrl+D, it will copy a blank comment into every box below the one you are on and save it, deleting any comments you might have already entered. Use Ctrl+K to revert to the previously saved comment.

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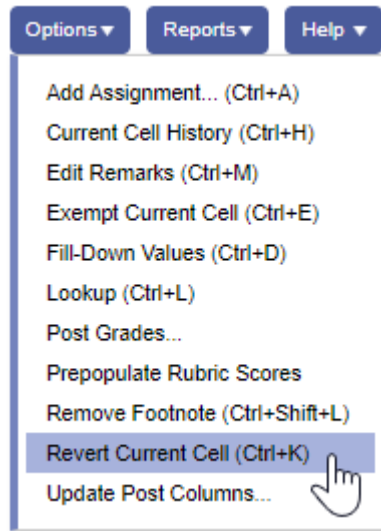
5. If the comment entry box blocks your grades column, you can just move the comment box on your screen using drag-and-drop.

Report Card FAQs

1. **I am sharing a class with my colleague or am completing progress reports for my former students after re-organization.** The office can assign multiple teachers to have Gradebook access for a class. All teachers with access share the same screen and share the comment area. Consider adding your initials at the end of your part of a shared comment.

2. **What is the maximum comment length?** All comments for each report card are set to the same length in Aspen Gradebook, and this cannot be changed at this time. For grades 1-8, there are 1975 characters for all Progress report comments and 1200 characters for Term 1 and 2 report comments. For Kindergarten communication of Learning, the Initial Observations comment is set to 3200 characters, and the Term 1 and 2 CoL comments are set to 1600 characters each.

3. **Is there a spell/grammar check available?** Yes. There is a spell check feature available on the comment entry box beside character count. . As well, since theSIS is a web-based program, the Spell Check feature within Google Chrome and other extensions such as Grammarly work on the comment box area. However, if you are not using the Comment Bank, we still recommend that comments should be typed in another document for storage purposes, and those document editors (Google Docs, Word, etc.) have better spell and grammar check features.

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4. **Can I make changes and repost my grades?** Yes, teachers can post grades at any point during grade entry and repost if the grade input is still open. Check the colour of the push pins on the screen to see if you have posted grades and if reposting is still available (see Comments #2 above).

5. **Is there a find/replace feature?** No. Ctrl+F will find words, but there is no built-in find/replace feature on a browser.

6. **Is there coding for auto-population of name or pronouns?** Yes. Please see the documents on the Teacher Comment Banks and the Comment Bank Codes.

7. **Can I see the entire report card and make edits on a certain field?** No. You can view the report card as a PDF file by selecting the desired report card from the Reports menu, but editing must be done in the Gradebook Scores side tab.

8. **Does the comment area leave spaces between subjects on the progress report or the Arts box on Term reports?** No, any line breaks entered before or after a comment will not be saved by the software to conserve space on the report card.

9. **Can I enter "I" for progress grades?** No, "I" is not an available option for progress grades, only Term reports (per Growing Success p.56). Please use a different progress grade and comment instead.

Report Card Troubleshooting

1. **I can't find my classes.** Depending on how your classes were set up, you may need to filter them by "This Year's Classes" on the Gradebook top tab.
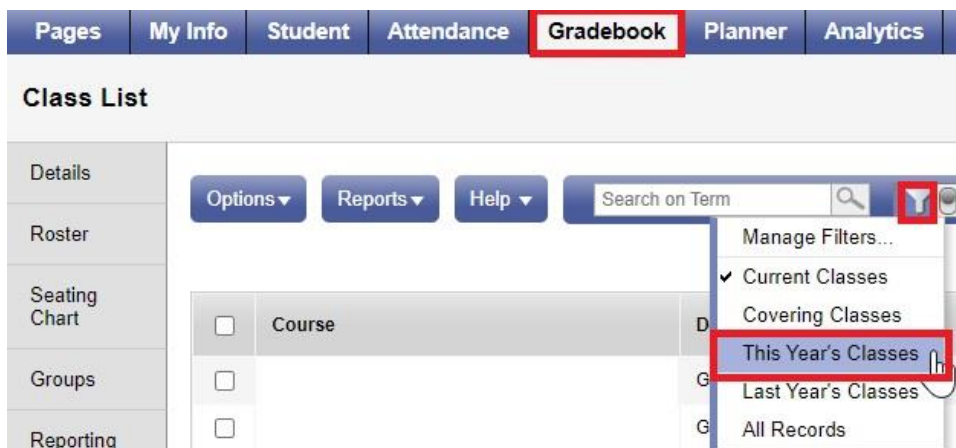
2. **"Post Columns – Progress" and/or "Post Columns – Term" are not available as options in the Grade Columns drop-down list.** Your school secretary needs to open the grade input window.

3. **I seem to be missing students or columns on the Scores screen.** Your class is likely not fully set up. Students, rubrics and/or reporting standards need to be populated by your school secretary before you can enter grades.

4. **I cannot edit my comments or can enter comments on individual students, but then cannot see them from the full class list.** You are likely in "Standards" view on your main class list page in the Scores side tab and need to change to "Traditional" view.

5. **I cannot run the report to print draft PDF copies of my report cards.** Please make sure that grades have been posted using the "Post Grades…" button, and that they have been submitted to the correct grading area (Winter/Spring and Progress/Term) which can be selected during the Post Grades process.