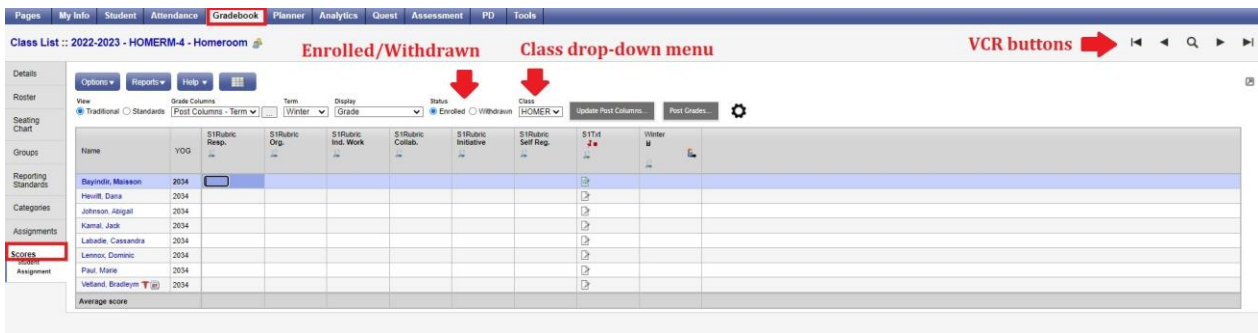


Term 1 (Winter) Report Cards

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

This guide explains how to use the Scores side tab in Gradebook to prepare elementary Term 1 (Winter) report cards.

To access the reporting area, click on Gradebook TT > Scores ST. Navigate between classes and subjects using the VCR buttons in the top right corner of the page, or by clicking on the Class drop-down menu. Default shows Enrolled students but can switch to Withdrawn students if needed.



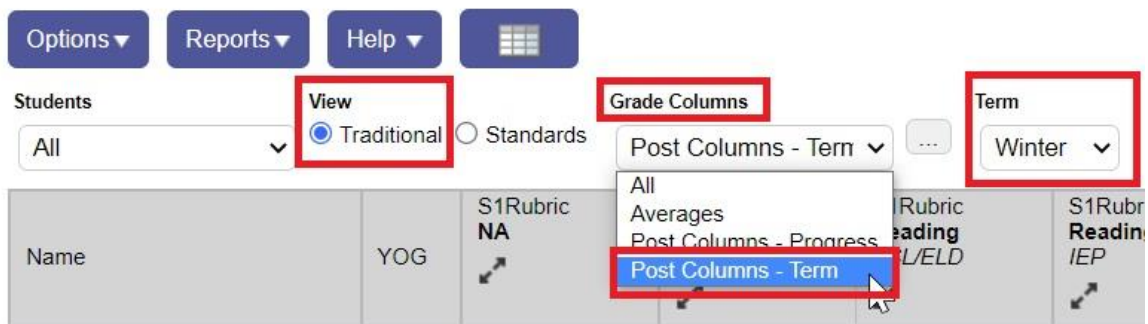
TASK: ELEMENTARY TERM 1 (WINTER) REPORTS

- For Term 1 (Winter) Report Cards, make sure to use the following settings:

View = "Traditional"

Grade Columns = "Post Columns - Term"

Term = "Winter"



Term 1 (Winter) Report Cards

- To enter Learning Skills and the Strength/Next Steps for Improvement comment, choose the Homeroom class. The locate the data entry columns for the Learning Skills and Comments.

Class List :: 2022-2023 - HOMERM-4 - Homeroom **Indicates Homeroom class**

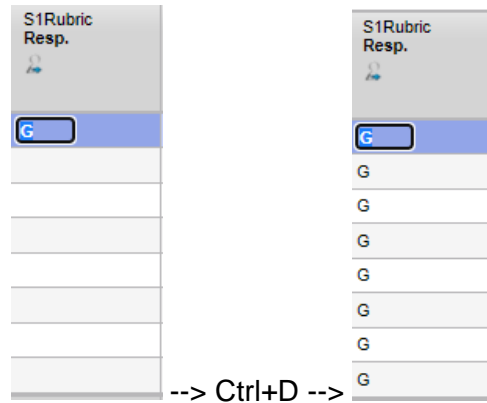
Choose Homeroom

- Use capital E, G, S, N for the learning skills. **Ctrl+L** will bring up a list of options or they can be entered manually.

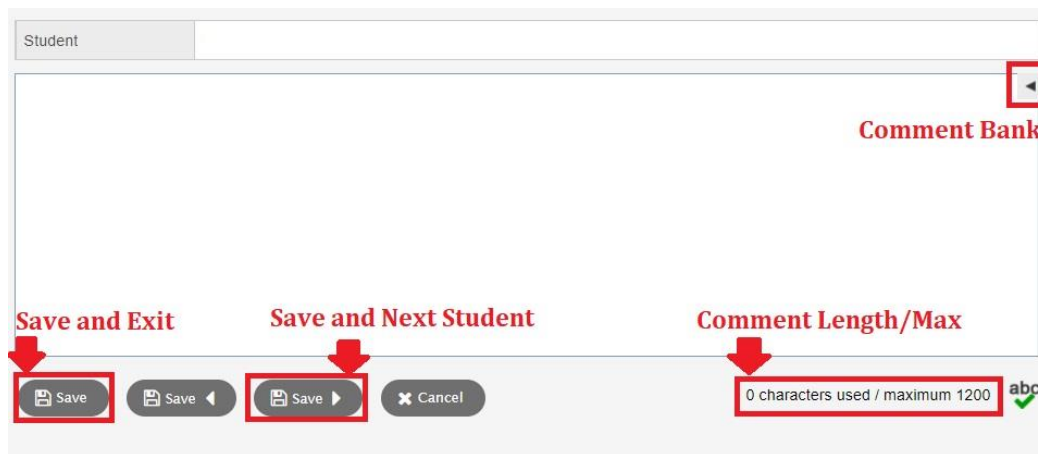
Id	Name	Cutoff	Mastery?	Descriptors
<input checked="" type="radio"/> E	Excellent	4.0	Y	
<input type="radio"/> G	Good	3.0	Y	
<input type="radio"/> S	Satisfactory	2.0	N	
<input type="radio"/> N	Needs Improvement	1.0	N	

Term 1 (Winter) Report Cards

4. Use **Ctrl+D** to fill down a list of values:

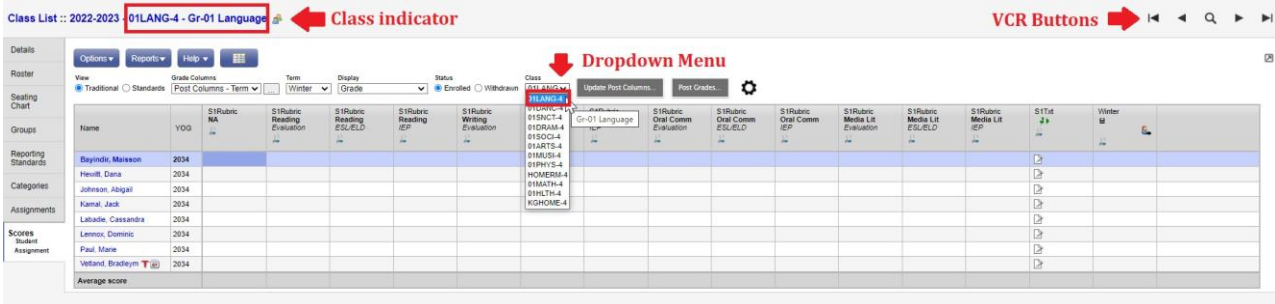


5. Click on the Pencil and Paper Icon to access the comment entry area. It is recommended that you copy and paste your comment into the dialogue box from a Word or Google document. ***Comments added from the Comment Bank or pasted from a document over the maximum length (1200 characters) will save, but not post properly. The comment will need to be edited and saved again before posting.* Comments cannot be typed over the character limit.**

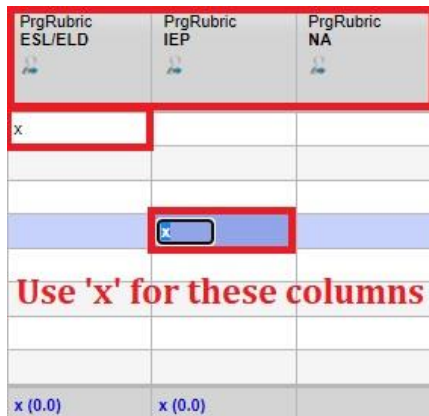
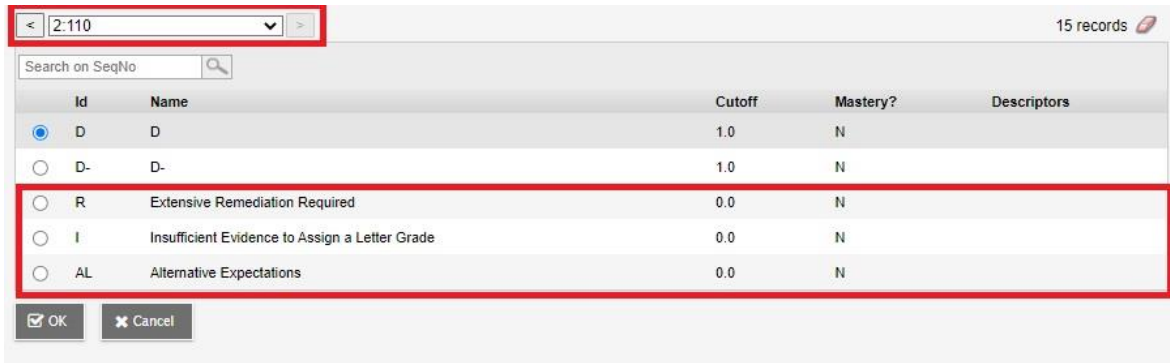


Term 1 (Winter) Report Cards

- To enter term marks, click on the subject section, and choose the correct term and grade columns. Subject sections are split by grade in split-grade classes.

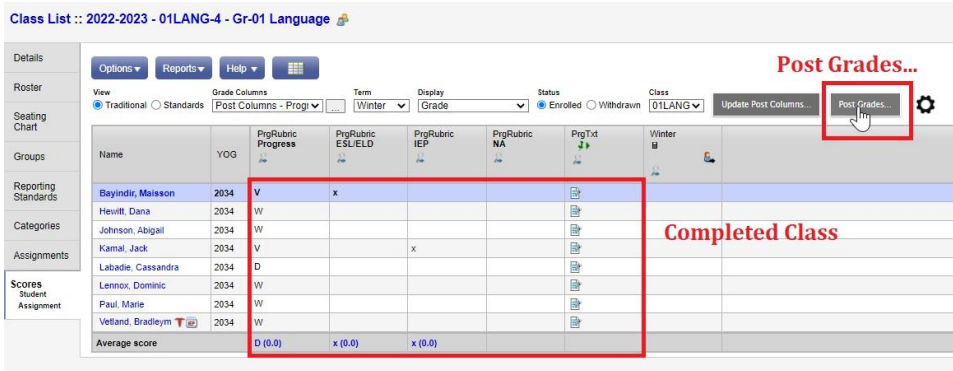


- For Term Reports in grades 1-6 use letter grades. For Term Reports in grades 7-8 use numerical grades. ESL/ELD, IEP and NA boxes can be marked with a lowercase 'x' if appropriate. **Ctrl+L** will bring up a list of options or they can be entered manually. For term reports, some grade options will appear on the second page (e.g., "I" and "R"). Use **Ctrl+D** to fill down a list of values.

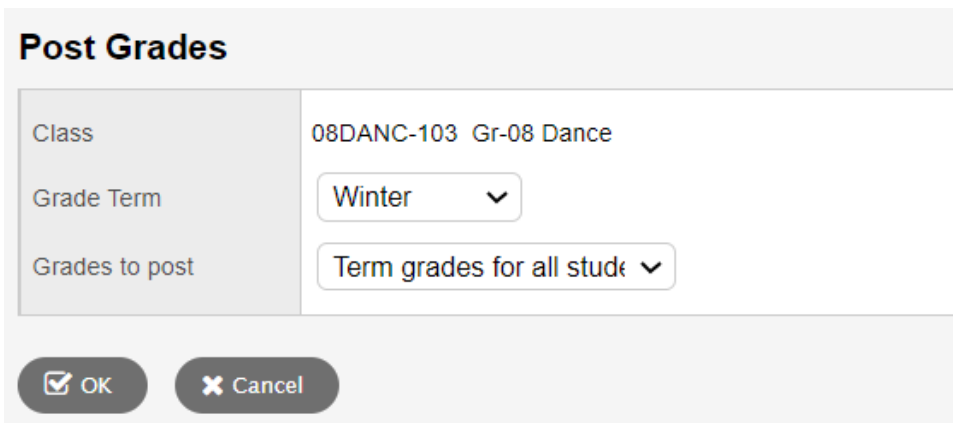


Term 1 (Winter) Report Cards

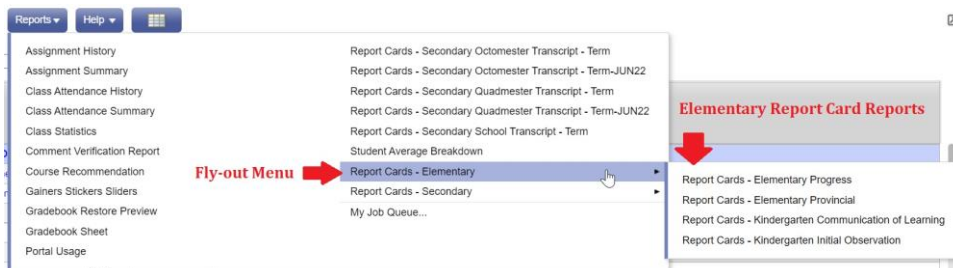
- Once a subject or homeroom is complete, select **Post Grades...** to send the grades to the office for report card generation. You must post grades for **each** homeroom and subject section.



- Verify the grade term and grades to post, then select OK. You may make changes and repost up until the grade entry period closes.



- Once the homeroom and all subject areas are posted select Reports > Report Cards – Elementary > and choose the correct type and term to view a draft PDF copy of your reports.



Term 1 (Winter) Report Cards

TASK: KINDERGARTEN TERM 1 (WINTER) COMMUNICATION OF LEARNING

1. For the Kindergarten communication of learning (CoL), all the columns will appear on the homeroom class.

2. For Term 1 (Winter) CoL, use the following settings:

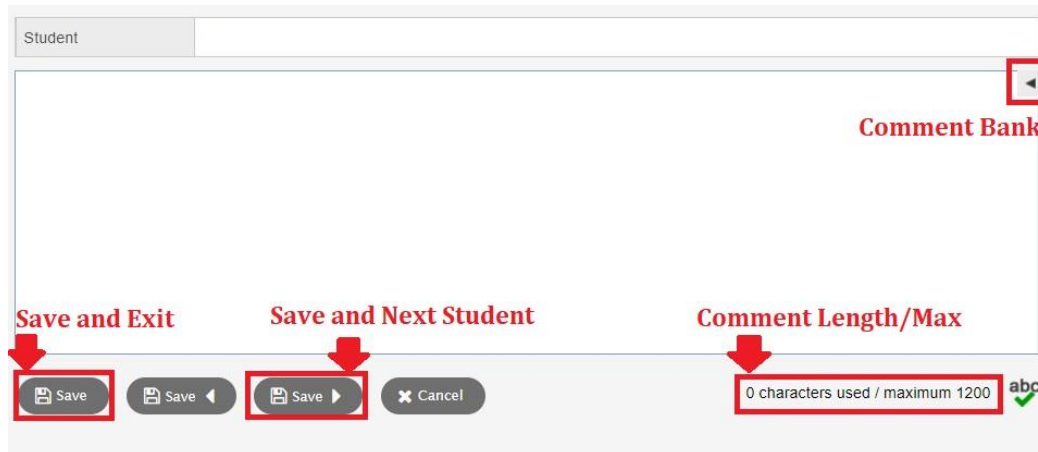
Grade Columns = “Post Columns - Term”

Term = “Winter”

Additional Resources and Support can be accessed at: [theSIS- Staff Resources and Support](#)

Term 1 (Winter) Report Cards

- Click on the Pencil and Paper Icon to access the comment entry area. It is recommended that you copy and paste your comment into the dialogue box from a Word or Google document. ***Comments added from the Comment Bank or pasted from a document over the maximum length (1600 characters) will save, but not post properly. The comment will need to be edited and saved again before posting.* Comments cannot be typed over the character limit.**



- ESL/ELD and IEP boxes can be marked with a lowercase 'x' if appropriate. **Ctrl+L** will bring up a list of options or they can be entered manually. Use **Ctrl+D** to fill down a list of values.
- Once the homeroom section is complete, select **Post Grades...** to send the grades to the office for report card generation.

Class List :: 2022-2023 - KGHOM-4 - Kindergarten Communication of Learning

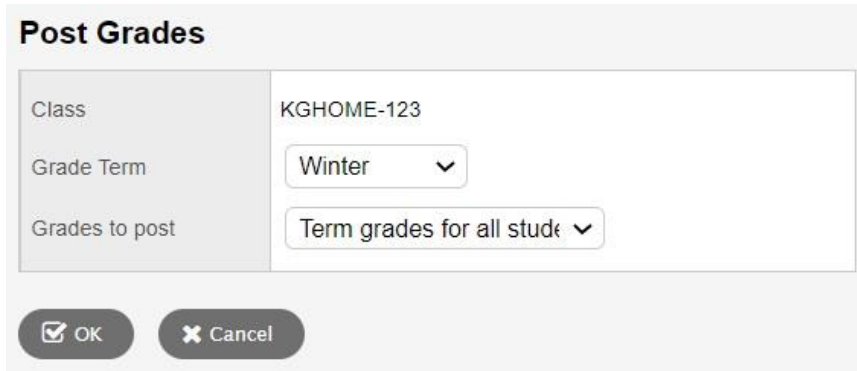
Name	YOG	Initial Observations	ESL	IEP	Winter
Lee, Andy	2035				
Leroux, James	2035			x	
Liu, William Vernon	2035				
Poore, Tate	2035				
Stewart, Kameron	2035		x		
Wissel, Derek	2035				
Average score					

Post Grades... button

Completed class

Term 1 (Winter) Report Cards

- Verify the grade term and grades to post, then select OK. You may make changes and repost up until the grade entry period closes.



The 'Post Grades' dialog box contains the following fields:

- Class: KGHOME-123
- Grade Term: Winter (dropdown menu)
- Grades to post: Term grades for all students (dropdown menu)

Buttons: OK (with checkmark icon), Cancel (with X icon)

- Once the homeroom and all subject areas are posted select Reports > Report Cards – Elementary > and choose the correct type and term to view a draft PDF copy of your reports.

