

GRADEBOOK QUICK REFERENCE

Report Card for Grades 3 - 5

Task A - Verify Grade Input

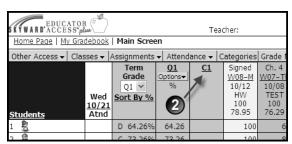
1. Verify that all assignments and scores have been entered.

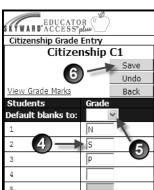
Task B - Enter Conduct Scores

Open a gradebook.

Note: The C1 (*Citizenship*) column is used to enter conduct scores.

- 1. Click on the "C1" hyperlink or within an empty cell in that column.
- 2. The Score Entry screen appears.
- Even though other selections are available, only S
 (Satisfactory), P (Progressing), and N (Not Progressing)
 are valid conduct scores for St. Lucie County Report
 Cards.
- 4. Type the score into the cell for each student.
- 5. To mass assign a score of **4**, **3**, **2** or **1** to cells without a value, use the "**Default blanks to**" drop-down.
- 6. Click "Save" when complete.
- 7. Repeat the steps 1-6 to enter conduct scores in every class.







LUCIE SCHOOL

Posting ▼ Reports ▼ Charts ▼ Display Op

Task C – Teacher Comments (Optional)

- 1. Within a gradebook, hover over the "Posting" tab.
- 2. Click "Post Comments".
- 3. Click the "Post Comments" link for the current grading period.

I. Request a Parent Conference: *Reading Gradebook Only*
In the first column, "CON", type an "X" in the cell that corresponds to the student.

<u>II. In Danger of Being Retained</u>: *Reading Gradebook Only* In the second column, "RET", enter an "X" in the student's corresponding cell.

<u>III. Student as Below Grade Level</u>: *Lang. Arts, Reading & Math Gradebooks* Type an "X" in column "C3" in the corresponding cell for the student.

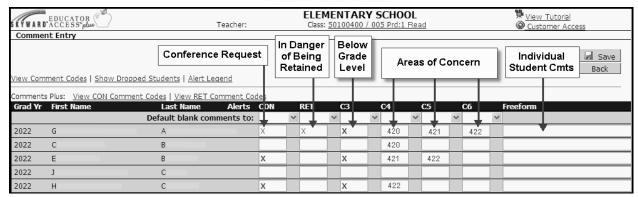
IV. Areas of Concern for a Subject: *Lang. Arts, Reading & Math Gradebooks* In columns, "C4", "C5", and "C6", use the codes below to indicate the Area of concern within that subject's gradebook (LA, RE, MA).

Lang. Arts		Reading		Math	
Code	Description	Code	Description	Code	Description
410	Spelling	420	Comprehension	430	Computation
411	Grammar	421	Decoding	431	Problem Solving
412	Uses Writing Process	422	Vocabulary		

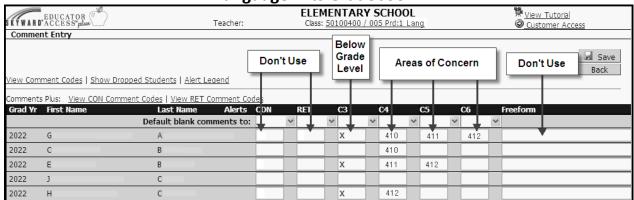
V. To Enter Individual Student Comments: * Reading Gradebook Only* In the final column, "Freeform Comments", type up to 450 characters (including spaces). Copy and paste can be used; spell check is available if you use the small box to the far right.

Reading Gradebook

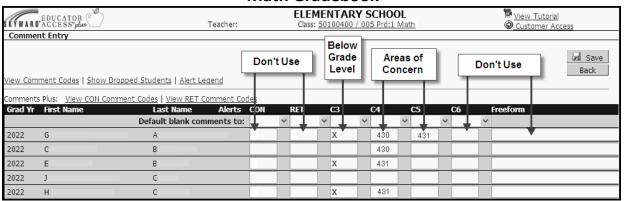




Language Arts Gradebook



Math Gradebook



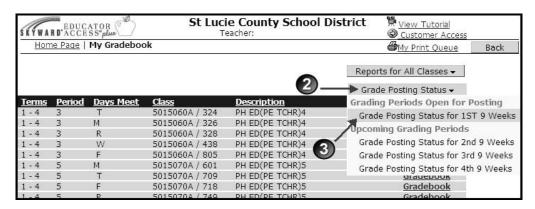
Important: Only complete comments I, II, and V in the **Reading** gradebook.

Comments III and IV are completed in Lang. Arts, Reading and Math.



Task D – Mark Posting Complete

- 1. To notify your administrator that grade posting is complete, navigate to the screen where you can select your various gradebooks (*My Gradebook Screen*).
- 2. Hover over the "Grade Posting Status" button.



- 3. Click "Grade Posting Status for ..." the current grading period.
- 4. Click the "Mark All as Completed" button.
- 5. Click "Back" to return to the My Gradebook screen.

