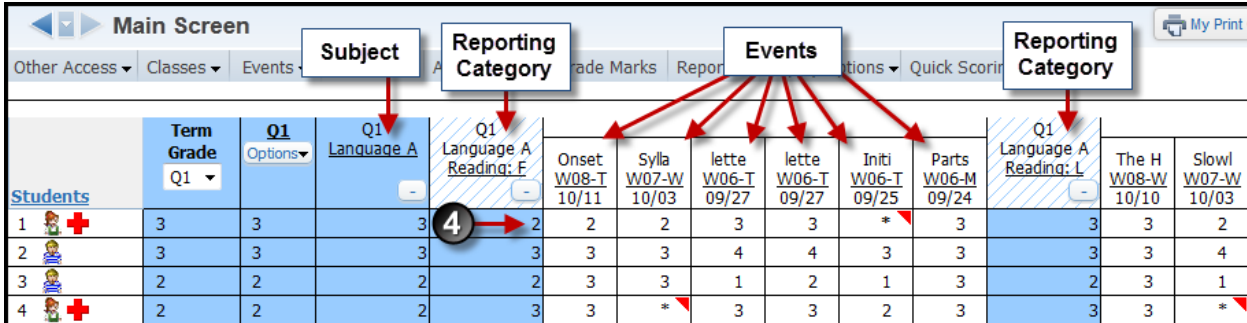


## K-2 REPORT CARDS

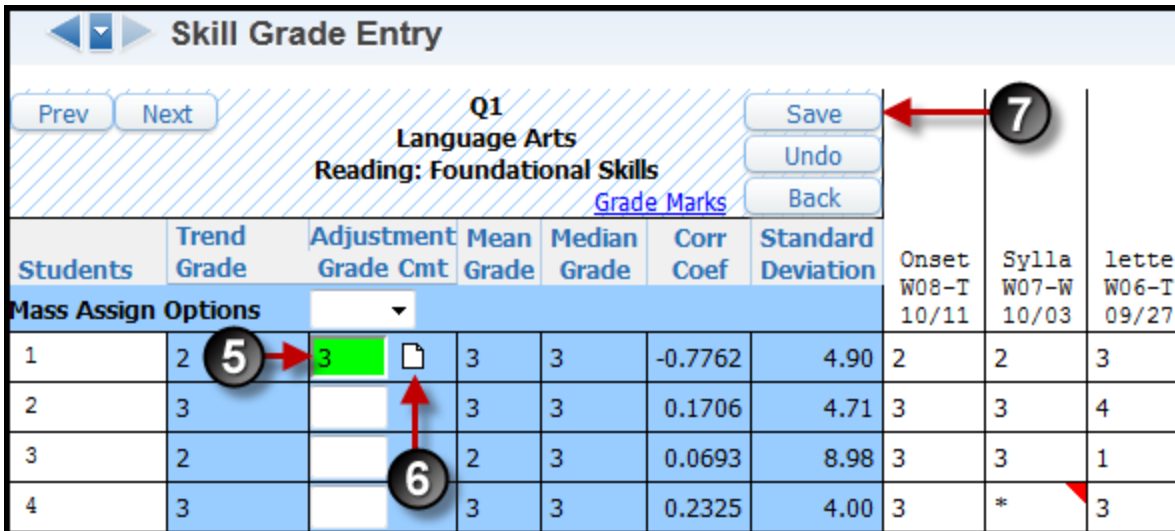
### Task A – Finalizing Quarter Grades

1. Open the "Standards Gradebook" for **Language Arts** or **Math**.
2. Ensure that the event scores are in for each reporting category.



Students	Term Grade	Q1 Options	Q1 Language A	Q1 Language A Reading: F	Onset W08-T 10/11	Sylla W07-W 10/03	lette W06-T 09/27	lette W06-T 09/27	Initi W06-T 09/25	Parts W06-M 09/24	Q1 Language A Reading: L	The H W08-W 10/10	Slowl W07-W 10/03
1	3	3	3	4	2	2	3	3	*	3	3	3	2
2	3	3	3	3	3	3	4	4	3	3	3	3	4
3	2	2	2	2	3	3	1	2	1	3	2	3	1
4	2	2	2	3	3	*	3	3	2	3	3	3	*

3. Review the calculated trend grade for students.
4. If you need to edit a calculated grade for the reporting category, click on a score within the column.



Students	Trend Grade	Adjustment Grade	Grade Cmt	Mean Grade	Median Grade	Corr Coef	Standard Deviation	Onset W08-T 10/11	Sylla W07-W 10/03	lette W06-T 09/27
1	2	3		3	3	-0.7762	4.90	2	2	3
2	3			3	3	0.1706	4.71	3	3	4
3	2			2	3	0.0693	8.98	3	3	1
4	3			3	3	0.2325	4.00	3	*	3

5. In the Adjustment Grade column, enter the new score for the student.
6. If desired, use the Comment paper to add a reason for the change.
7. Click "Save" when finished.

**Note:** Once a reporting category is introduced in math, the reporting category will be available for the remainder of the year. If the category is not needed for a student in math, the category can be left blank.

### Kindergarten Reporting Categories:

English Language Arts	Math
Reading: Foundational Skills	Counting and Cardinality
Reading: Literature	Number and Operations in Base 10
Reading: Informational Text	Geometry
Speaking and Listening	Measurement and Data
Language	Operations and Algebraic Thinking
Writing	

### First Grade Reporting Categories:

English Language Arts	Math
Reading: Foundational Skills	Number and Operations in Base 10
Reading: Literature	Geometry
Reading: Informational Text	Measurement and Data
Speaking and Listening	Operations and Algebraic Thinking
Language	
Writing	

### Second Grade Reporting Categories:

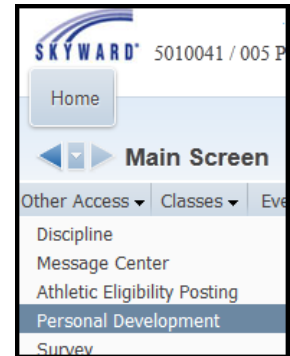
English Language Arts	Math
Reading: Foundational Skills	Number and Operations in Base 10
Reading: Literature	Geometry
Reading: Informational Text	Measurement and Data
Speaking and Listening	Operations and Algebraic Thinking
Language	
Writing	

8. The overall subject grade can only be modified if the grade needs to be increased. You would use the same process as described for adjusting the grade in the Reporting Categories.

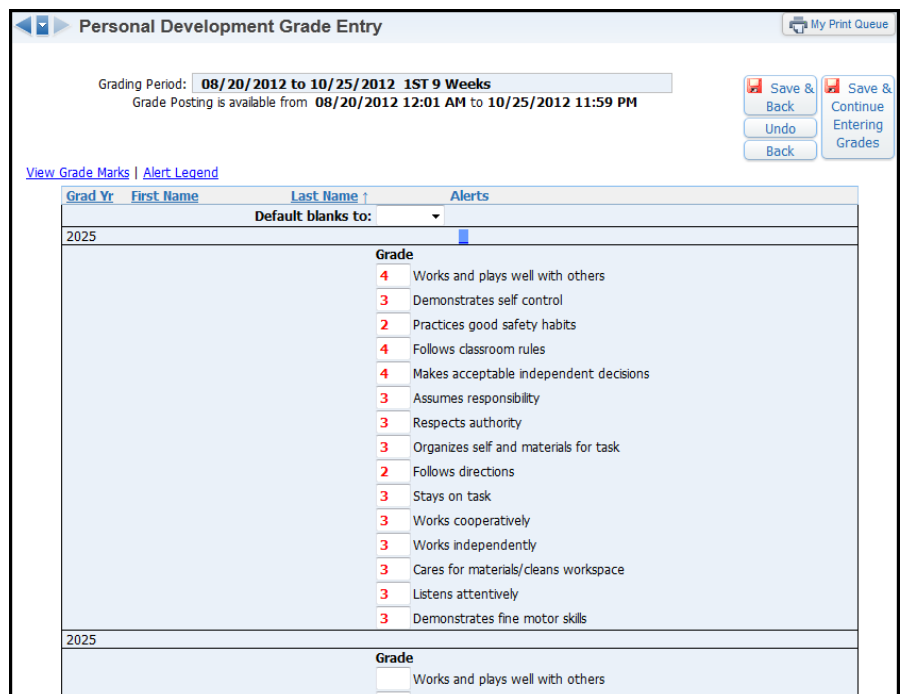
## K-2 REPORT CARDS

### Task B – Enter Personal Development Scores

9. Open a gradebook.
10. Hover over the "**Other Access**" tab.
11. Click "**Personal Development**".
12. The Personal Development window appears listing the Personal Development skills for each student in the class.
13. Type **4, 3, 2, 1** or **0** in the Grade cell for each skill.
14. **Do not use S, P, or N** in grades K-2 though the grade marks are listed in the drop-down menu.
15. The "**Default blanks to:**" drop-down can be used to mass assign a certain score to blank cells.
16. "**Save & Continue Entering Grades**" can be used to periodically save the screen as you enter scores.
17. When finished, click "**Save & Back**".



**NOTE:** The Personal Development scores are linked to the student name not the class, so the scores need only to be entered in one class per 9 weeks.



Personal Development Grade Entry

Grading Period: 08/20/2012 to 10/25/2012 1ST 9 Weeks  
Grade Posting is available from 08/20/2012 12:01 AM to 10/25/2012 11:59 PM

Save & Back | Save & Continue Entering Grades  
Undo | Back

[View Grade Marks](#) | [Alert Legend](#)

Grad Yr	First Name	Last Name ↑	Alerts																																
Default blanks to: [dropdown]																																			
2025			<table border="1"> <thead> <tr> <th>Grade</th> <th></th> </tr> </thead> <tbody> <tr><td>4</td><td>Works and plays well with others</td></tr> <tr><td>3</td><td>Demonstrates self control</td></tr> <tr><td>2</td><td>Practices good safety habits</td></tr> <tr><td>4</td><td>Follows classroom rules</td></tr> <tr><td>4</td><td>Makes acceptable independent decisions</td></tr> <tr><td>3</td><td>Assumes responsibility</td></tr> <tr><td>3</td><td>Respects authority</td></tr> <tr><td>3</td><td>Organizes self and materials for task</td></tr> <tr><td>2</td><td>Follows directions</td></tr> <tr><td>3</td><td>Stays on task</td></tr> <tr><td>3</td><td>Works cooperatively</td></tr> <tr><td>3</td><td>Works independently</td></tr> <tr><td>3</td><td>Cares for materials/cleans workspace</td></tr> <tr><td>3</td><td>Listens attentively</td></tr> <tr><td>3</td><td>Demonstrates fine motor skills</td></tr> </tbody> </table>	Grade		4	Works and plays well with others	3	Demonstrates self control	2	Practices good safety habits	4	Follows classroom rules	4	Makes acceptable independent decisions	3	Assumes responsibility	3	Respects authority	3	Organizes self and materials for task	2	Follows directions	3	Stays on task	3	Works cooperatively	3	Works independently	3	Cares for materials/cleans workspace	3	Listens attentively	3	Demonstrates fine motor skills
Grade																																			
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Grade																																			
	Works and plays well with others																																		

## K-2 REPORT CARDS

### Task C – Teacher Comments (*Optional*)

Conference Request, In Danger of Being Retained, Below Grade Level & Individual Comments

1. Open your "Language Arts" gradebook.
2. Click "Comments".
3. Click the "Post Comments" link for the current grading period.

#### To Request a Teacher Conference:

In the first column, "CON", type an "X" in the cell that corresponds to the student for whom a conference is requested.

#### To Indicate a Student is in Danger of Being Retained:

In the second column, "RET", enter an "X" in the student's corresponding cell.

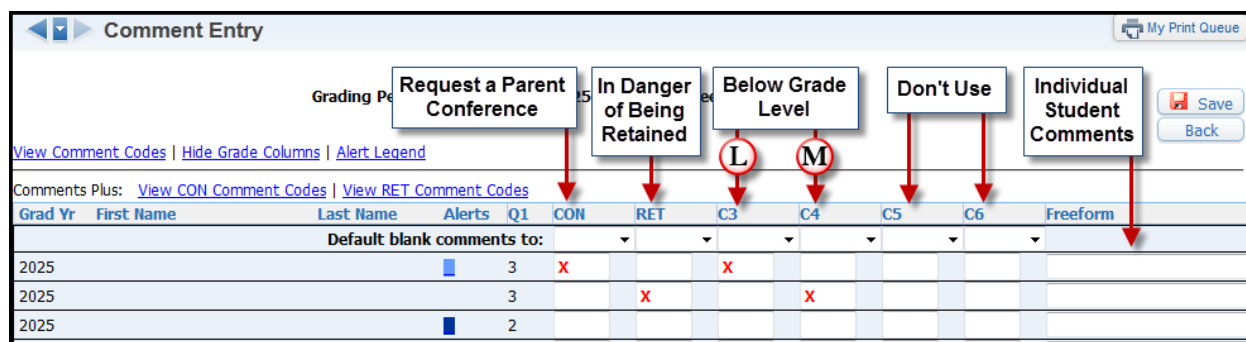
#### To Mark a Student as Below Grade Level: *\*\*Only within Lang. Arts Gradebook\*\**

For **Language Arts**, type an "X" in column "C3" for the specific student.

For **Math**, type an "X" in column "C4" for the specific student.

#### To Enter Individual Student Comments:

In the final column, "Freeform Comments", type up to 450 characters (including spaces). Copy and paste can be used. To use spell check, click on the small square icon to the far right of the freeform comment line.



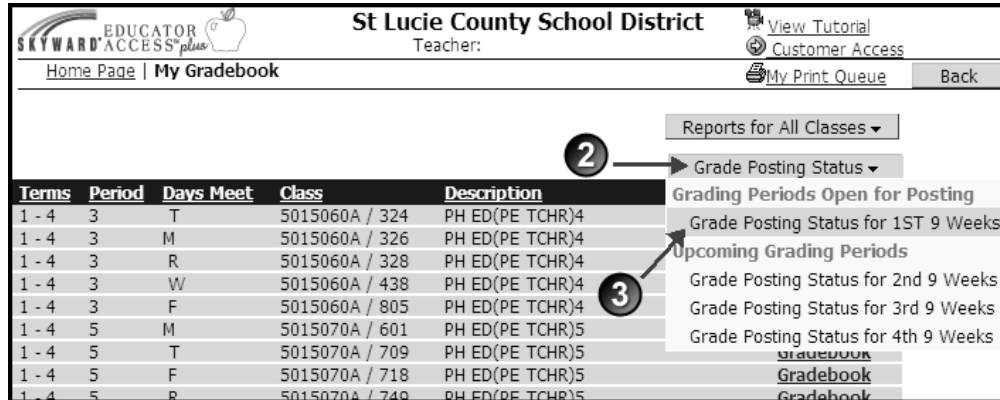
Grading Period	Request a Parent Conference	In Danger of Being Retained	Below Grade Level	Don't Use	Individual Student Comments	
CON	RET	C3	C4	C5	C6	Freeform
2025	X		X			
2025		X		X		
2025						

**Important:** Only complete the comments in the **Language Arts** gradebook.

## K-2 REPORT CARDS

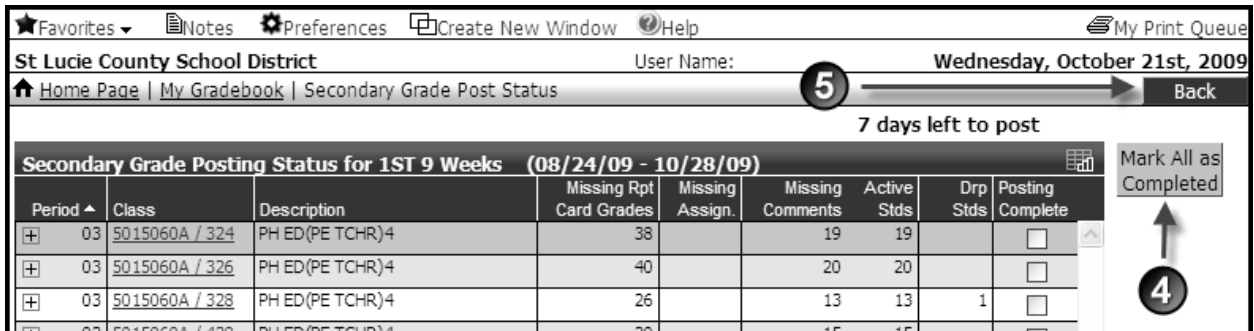
### Task D – Mark Posting Complete

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.



Terms	Period	Days Meet	Class	Description
1 - 4	3	T	5015060A / 324	PH ED(PE TCHR)4
1 - 4	3	M	5015060A / 326	PH ED(PE TCHR)4
1 - 4	3	R	5015060A / 328	PH ED(PE TCHR)4
1 - 4	3	W	5015060A / 438	PH ED(PE TCHR)4
1 - 4	3	F	5015060A / 805	PH ED(PE TCHR)4
1 - 4	5	M	5015070A / 601	PH ED(PE TCHR)5
1 - 4	5	T	5015070A / 709	PH ED(PE TCHR)5
1 - 4	5	F	5015070A / 718	PH ED(PE TCHR)5
1 - 4	5	R	5015070A / 749	PH ED(PE TCHR)5

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.



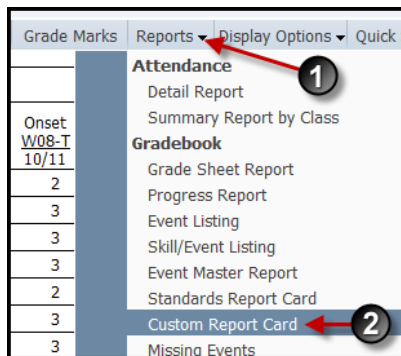
Period	Class	Description	Missing Rpt Card Grades	Missing Assign.	Missing Comments	Active Stds	Drp Stds	Posting Complete
03	5015060A / 324	PH ED(PE TCHR)4	38		19	19		<input type="checkbox"/>
03	5015060A / 326	PH ED(PE TCHR)4	40		20	20		<input type="checkbox"/>
03	5015060A / 328	PH ED(PE TCHR)4	26		13	13	1	<input type="checkbox"/>
03	5015060A / 438	PH ED(PE TCHR)4	20		15	15		<input type="checkbox"/>

## K-2 REPORT CARDS

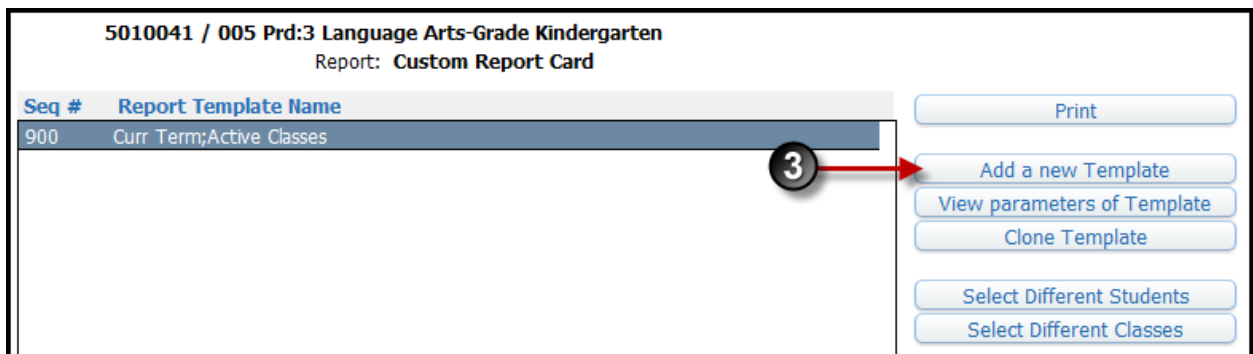
### Task E – Previewing the Report Cards (*Optional*)

You can preview the report cards once the previous tasks have been completed.

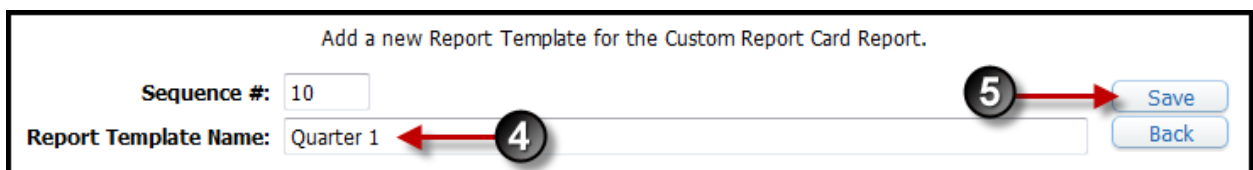
1. Within the Math or Language Arts gradebook, hover over "**Reports**".
2. Click "**Custom Report Card**".



3. Click "**Add template**".



4. Enter a template name such as "**Quarter 1**".
5. Click "**Save**".



6. Select the quarter from the "Show Student Grades for Term" drop-down.
7. Click "Save".

Select Parameters for Custom Report Card for 5010041 / 005 Prd:3 Language Arts-Grade Kindergarten

**10 - Quarter 1**

**Grading Period**

Show Student Grades for Term  
Q1 : 08/20/2012 - 10/25/2012

**Options**

☐ Print Dropped Classes with Grades  
☐ Print All Dropped Classes  
☐ Only Print for Families Set to Receive a Hard Copy of the Report Card

**Print for Family:**  
☒ Print for First Family Only

Save  
Undo  
Back

8. Click on the newly created template.
9. Click "Print".

5010041 / 005 Prd:3 Language Arts-Grade Kindergarten  
Report: Custom Report Card

Seq #	Report Template Name
10	Quarter 1
900	Curr Term;Active Classes

Print

Add a new Template  
Rename Template  
Modify parameters of Template