





## Report Cards for PE and Music Grades K-2

### Task A – Finalize the Quarter Grades

1. Open the "Standards Gradebook" for **Physical Education** or **Music**.
2. Ensure that the event scores are entered in the gradebook for each section.

**Main Screen**

Other Access ▾ Classes ▾ Events ▾ **Subject** ▾ **Reporting Category** ▾ **Events** ▾ Grade Marks ▾ Report ▾ Options ▾ Quick Search ▾

Students	Term Grade Q1 ▾	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
1 	3	3	3	4 → 2	2	2	3	3	*	3
2 	3	3	3	3	3	3	4	4	3	3
3 	2	2	2	2	3	3	1	2	1	3
4 	2	2	2	3	3	*	3	3	2	3

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

**Skill Grade Entry**

Prev Next

**Q1**  
**Language Arts**  
**Reading: Foundational Skills**

Grade Marks

Save Undo Back

Students	Trend Grade	Adjustment 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	5 → 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	6	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.
8. Modifying the score in the reporting category will adjust the subject grade, so you would only need to adjust the grade in the reporting category.



## Task B – 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.

St Lucie County School District  
Teacher: \_\_\_\_\_

Home Page | My Gradebook

View Tutorial  
Customer Access  
My Print Queue Back

Reports for All Classes ▾

Grade Posting Status ▾

0221 - Standards Gradebook  
Grading Periods Open for Posting  
Grade Posting Status for 1ST 9 Weeks  
Upcoming Grading Periods  
Grade Posting Status for 2ND 9 Weeks  
Grade Posting Status for 3RD 9 Weeks  
Grade Posting Status for 4TH 9 Weeks

0221 - Secondary Gradebook  
Grading Periods Open for Posting  
Grade Posting Status for 1ST 9 Weeks

Terms	Period	Days Meet	Class	Description
1 - 4	2	W	50130001 / 025	MUSIC GEN E-1ST
1 - 4	2	R	50130001 / 027	MUSIC GEN E-1ST
1 - 4	2	F	50130001 / 074	MUSIC GEN E-1ST
1 - 4	2	M	50130001 / 079	MUSIC GEN E-1ST
1 - 4	2	T	50130001 / 093	MUSIC GEN E-1ST
1 - 4	2	F	50130002 / 007	MUSIC GEN E-2ND
1 - 4	2	R	50130002 / 024	MUSIC GEN E-2ND
1 - 4	2	W	50130002 / 072	MUSIC GEN E-2ND
1 - 4	2	M	50130002 / 077	MUSIC GEN E-2ND
1 - 4	2	T	50130002 / 080	MUSIC GEN E-2ND
1 - 4	2	W	50130002 / 082	MUSIC GEN E-2ND
1 - 4	3	F	5013000 / 003	MUSIC GEN E
1 - 4	3	T	5013000 / 013	MUSIC GEN E
1 - 4	3	M	5013000 / 015	MUSIC GEN E

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

St Lucie County School District  
User Name: \_\_\_\_\_

Home Page | My Gradebook | Secondary Grade Post Status

Wednesday, October 21st, 2009

7 days left to post

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"/>

Mark All as Completed