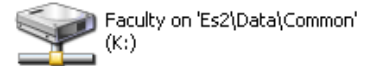


In order to provide Report Cards in Spanish for some parents, Spanish Report Card templates have been created that match the format of the Lumen report cards. These templates are available for each grade level on the Faculty Common drive at the Elementary School.

The blank templates can be printed and completed by hand but to keep a running record of a student's grades for each quarter, it's a better idea to complete them electronically, save the file, and then add grades for each marking period.

To create the Quarter 1 report card, follow these steps:

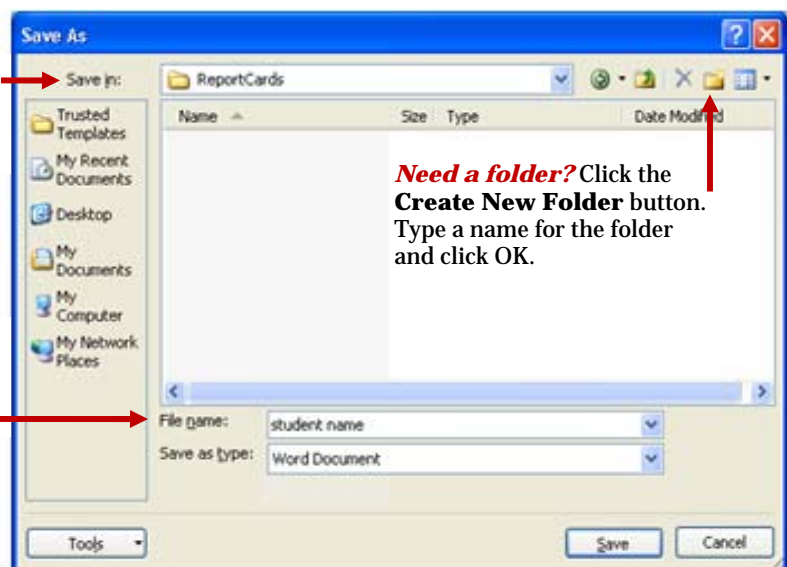
- Open **My Computer** and navigate to the **Faculty Common (K:)** drive
- Open the **Report Cards** folder
- Open the grade level Spanish report card template that you need
- This Word file is a form that allows you to add text in the 'grading' areas but won't let you edit the report card text. You will use this template to create a report card for each student.
- Type in the **Student Name, Room number** and **Teacher name** in the top section of the template
- From the **File** menu, choose **Save** (or type Ctrl + S)
- In the **Save As** dialog box, designate:
 - **where** to save the file and **what** to name it
- Click **Save**
- Enter the grades in the Quarter 1 column so that the report card matches the English version from Lumen
- Save often!



Repeat for each student in your class who will be receiving a Spanish report card.

WHERE - in the **Save in:** dropdown, navigate to the place where you want to save your report card files.

WHAT - in the **File name:** textbox, type the student's name for the name of the file.



To create the Quarter 2, 3, and 4 report card, follow these steps:

- Open **My Computer** and navigate to the folder where you saved your Quarter 1 report cards
- Open a student report card and type grades in the appropriate quarter column
- From the **File** menu, select **Save** (or type Ctrl + S). The file will be resaved with the new grades added.