

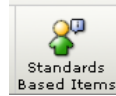
STANDARDS BASED REPORT CARDS

The Elementary uses Standard Based Report Cards for all subjects *except* Specialty classes. Standards Based Item grades can be entered by Student or by Standard. Follow these steps:

- In the Instructor Suite select your **Homeroom** class. Be sure to select the correct Marking Period from the selector in the upper right hand corner.

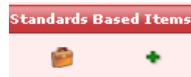


- Click the **Standards Based Items** button.



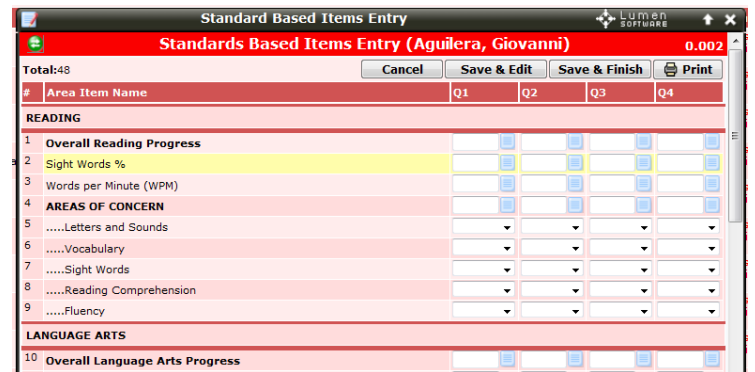
- To enter Standards Based grades by Student:

Click the **briefcase** next to the student name to open the Entry window.



Enter grades for each standards item in the appropriate quarter column;

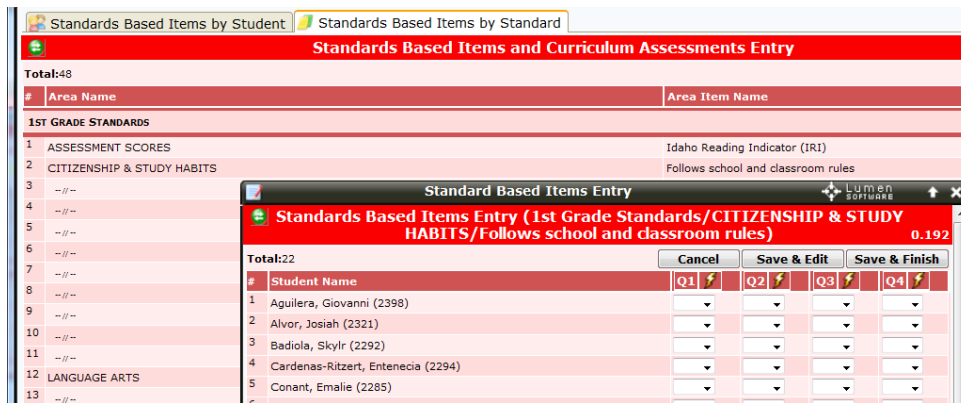
- Save & Edit** often to save your entries and keep working
- Save & Finish** to save your entries and close the window



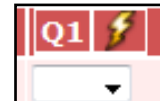
- To enter Standards Based grades by Standard:

Click the **tab** at the top of the window then click an **item**

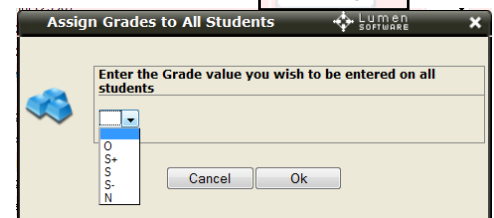
Fill in grades for individual students in the appropriate quarter column



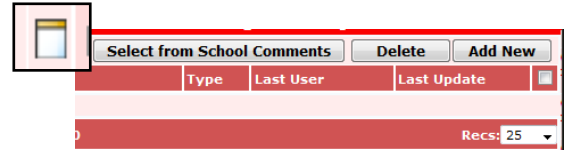
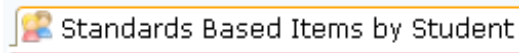
- Time Saver Tip:** Use the lightning bolt to quick fill the same grade for all students



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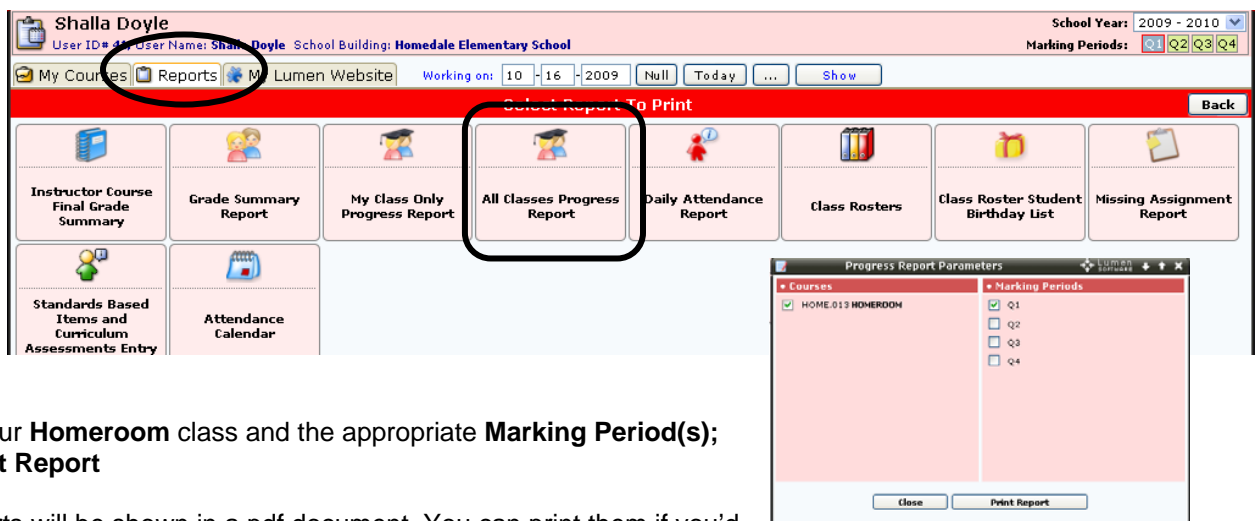


- Enter Comments
 - On the Standards Based Items by Student tab, click the **Comment page icon** in the far right column next to a student name
 - Click **Select from School Comments** OR Click **Add New** to write your own comment
 - NOTE: Be sure you are in the correct marking period!



When you have entered all your grades, you should verify your grades and comments before report cards are printed. Follow these steps:

- In the Instructor Suite, select the correct Marking Period and open your **Homeroom** class
- Click the **Reports** tab
- Click **All Classes Progress Report**



- Check your **Homeroom** class and the appropriate **Marking Period(s)**; click **Print Report**
- The reports will be shown in a pdf document. You can print them if you'd like but you may want to just preview them onscreen.
- Be sure all grades and comments are displaying as you planned.** Don't be concerned about the spacing of the tables on the progress report, they don't exactly match the way the report cards will print. You just need to be sure the grades and comments are correct.
- If you find errors or omissions, go back into your Standards Based Items application and edit or add as needed.
- When your grades are ready to be printed, let the office know.

Spanish Report Card templates are available on the Faculty Common drive at the Elementary School. These templates can be completed electronically in Word and printed or the blank template can be printed and completed by hand.