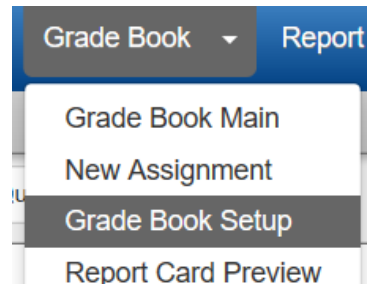


KG Report Card

Initial Setup

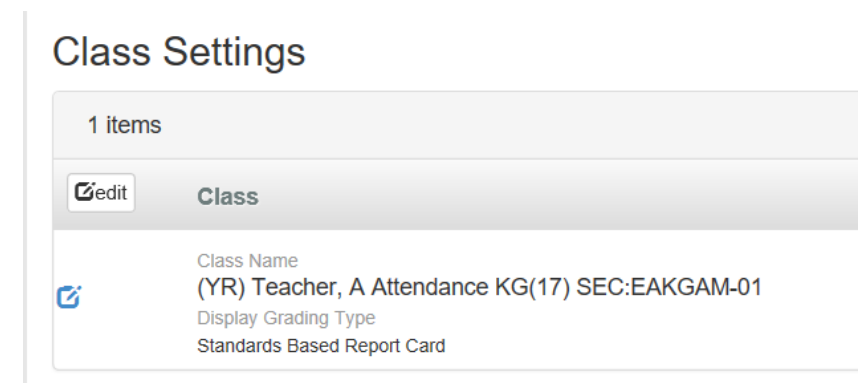
Go to Grade Book > Grade Book Setup



Go to Class Settings tab



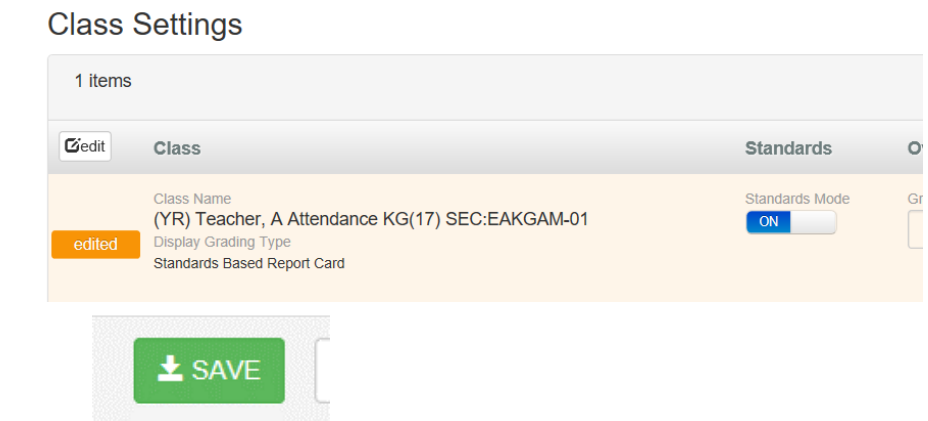
Click Edit button or Blue edit icon



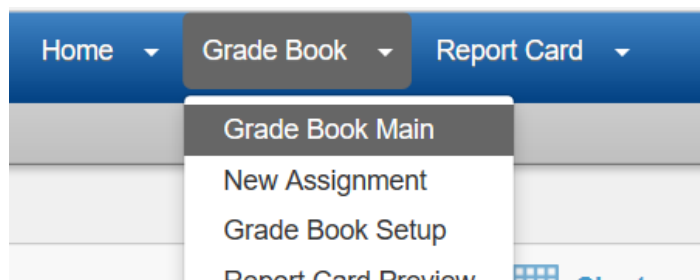
Click on Standards Mode to turn on

Class will show edited

Click Save



Go to Grade Book > Grade Book Main



Hover over class to see details

(YR) Teacher, A Attendance KG(17) SEC:EAKGAM-01 / Quarter 1 ▾ Filters & Options ▾ Assignment Level 1 ▾

Terms Class Focus ▾ Periods

Quarter 1
Quarter 2
Quarter 3
Quarter 4

School Year School

2018-2019 ▾ Oro Grande Elementary Sc ▾

Period	Course	Section ID	Students	Term	Room	Att Taken
Quarter 1 (08/06/2018 - 10/04/2018)						
17	Attendance KG	EAKGAM-01	1	YR		

Quarter 1 (Grading/Mark Periods)
Quarter 2 (Grading/Mark Periods)
Quarter 3 (Grading/Mark Periods)
Quarter 4 (Grading/Mark Periods)
Change Focus (Grading/Mark P

Term and Period should default to current

Click on Attendance section

Click on Level 1 to show standards for grading

Assignment Level 1 ▾

Create Assignments

From Grade Book Main screen

Grade Book > New Assignment

OR

+ New button

Grade Book ▾ Report

Grade Book Main
New Assignment
Grade Book Setup
Report Card Preview

+ New

Fill in Assignment Name

Description (optional)

Assignment Type

Select Subject

Score Type

KG 1-2-3 or KG-S-P-N

Adjust Date of Assignment and Due date if needed

Assignment Settings

Assignment Name
K.RF.2d

Date of Assignment
8/7/2018

Description
Initial Sounds

Assignment Category
Normal

Due Date
8/7/2018

Assignment Type
Classwork ▾

Parent/Student Portal
Show Assignment in Portal ☒ ON Show Rubric Score In Portal ☒ ON
Show only when scored ☐ OFF

Subject
<< select >> ▾

Assignment Drop Box
Enable Assignment Drop Box ☐ OFF

Score Type
KG 1-2-3 ▾ Points
1

Rubric

Scroll down to the Standards Correlations tab

Click on Subject and Grade to view standards

Click on standard to add to list

All Standards

Search

KG Standards

Behavior

Language Arts

Math

Reading

Grade KG

Recognize and name all upper- and lowercase letter...

Recognize and name all upper- and lowercase letter...

Click on the red radio button to add standard to assignment

Selected will show next to standard

Multiple standards can be selected for an assignment

Click Save Assignment

Standards Correlations

Grading Periods

Resources

Assignment Standards

Standards Picker

All Standards

Search

KG Standards

Behavior

Language Arts

Math

Reading

Grade KG

Recognize and name all upper- and lowercase letter...

Recognize and name all upper- and lowercase letter...

Recognize and produce rhyming words. Focus produc...

Recognize and produce rhyming words. Focus recogni...

All Items / Isolate and pronounce the initial, medial vowel, a...

Recent: K.RF.2d

Options

all

Standard

☐

K.RF.2d

Isolate and pronounce the initial, medial vowel, and final sounds

Options

all

Standard

☒

K.RF.2d

Isolate and pronounce the initial, medial vowel, and final sounds (phonemes)

Options

1 Selected

all

Standard

☒

Selected

K.RF.2d

Isolate and pronounce the initial, medial vowel, and final sounds (phonemes)

Lock

Sign Out

Support

Help

Save Assignment

Cancel

NOTE: If all the standards are not showing click on the All Standards button on the right side of the Standards Picker area

Entering Scores

On the Grade Book Main screen, expand the standard

		K.RF.2d.1	K.RF.2d	K.RF.2d.2
		Isolate and pronounce the initial, medial vowel, and final sounds (phonemes) in three-phoneme CVC	MAX:3.00 PTS:1.00 8/7/2018	Isolate and pronounce the initial, medial vowel, and final sounds (phonemes) in three-phoneme CVC
Student	Grade	Weight: 1.0000	Classwork	Weight: 1.0000
Test, KG-OG				
Student	Grade	K.RF.2d.1	K.RF.2d	K.RF.2d.2
1 student(s)	Avg: 0%			

Enter score (red)
Click Save Changes (black)

		K.RF.2d.1	K.RF.2d	K.RF.2d.2
		Isolate and pronounce the initial, medial vowel, and final sounds (phonemes) in three-phoneme CVC	MAX:3.00 PTS:1.00 8/7/2018	Isolate and pronounce the initial, medial vowel, and final sounds (phonemes) in three-phoneme CVC
Student	Grade	Weight: 1.0000	Classwork	Weight: 1.0000
Test, KG-OG			3	
Student	Grade	K.RF.2d.1	K.RF.2d	K.RF.2d.2
1 student(s)	Avg: 0%			

✓ Save Changes

Assignment grade will update to standard

		K.RF.2d.1	K.RF.2d.2
		Isolate and pronounce the initial, medial vowel, and final sounds (phonemes) in three-phoneme CVC	Isolate and pronounce the initial, medial vowel, and final sounds (phonemes) in three-phoneme CVC
Student	Grade	Weight: 1.0000	Weight: 1.0000
Test, KG-OG		3	
Student	Grade	K.RF.2d.1	K.RF.2d.2
1 student(s)	Avg: 0%	Avg:3	

Multiple assignments can be added to a standard, the scores will average

OR

Click on the standard and choose Enter Scores

		K.RF.2d.1	K.RF.2d.2
		Isolate and pronounce the initial, medial vowel, and final sounds (phonemes) in three-phoneme CVC	Isolate and pronounce the initial, medial vowel, and final sounds (phonemes) in three-phoneme CVC
Student	Grade	Weight: 1.0000	Weight: 1.0000
Test, KG-OG			
Student	Grade	K.RF.2d.1	K.RF.2d.2
1 student(s)	Avg: 0%		

Enter Scores
Edit Assignment
Delete Assignment
Create Assignment Resources

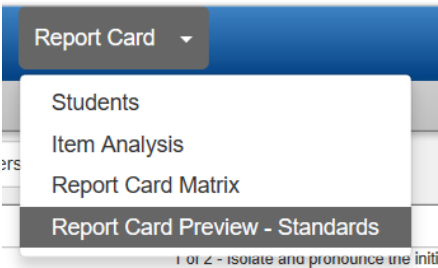
Enter score on assignment
Use the green arrow to fill down

Click Save
Standard will update

		K.RF.2d.2	K.RF.2d
		Isolate and pronounce the initial, medial vowel, and final sounds (phonemes) in three-phoneme CVC	MAX:3.0000 PTS:1.0000 8/7/2018
Student	Class Grade		Classwork
Test, KG-OG	0%	3	

✓ Save

Go to Report Card
Report Card Preview – Standards

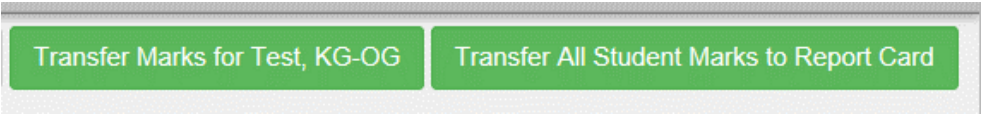


The orange number is what is in the Grade Book
The drop down will allow for overriding grade

Report Card Standards Analysis For Test, KG-OG

46 items			
Report Card Item	Calculated Mark	<input type="checkbox"/> Overwrite All Mark overwrite	Alexis Teacher (YR) Teacher,...
Isolate and pronounce the initial sound in CVC words	3		
<div><div></div><div>K RF.2d.1</div><div>Isolate and pronounce the initial, medial vowel, and final sounds (phonemes) in three-phoneme CVC words. Focus initial.</div></div>	3		3 (3.00)
Isolate and pronounce the medial sound in CVC words	2		
<div><div></div><div>K RF.2d.2</div><div>Isolate and pronounce the initial, medial vowel, and final sounds (phonemes) in three-phoneme CVC words. Focus medial.</div></div>	2		2 (2.00)

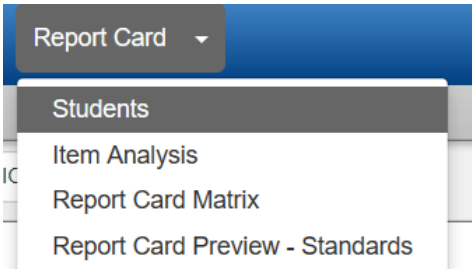
Click on Transfer Marks for (single student or all students)



The scores are moved to the Report Card fields

Calculated Mark	<input type="checkbox"/> Overwrite All Mark overwrite	Alexis Teacher (YR) Teacher,...
3	3	
3		3 (3.00)
2	2	
2		2 (2.00)

Go to Report Card
Students

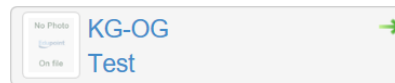


All student will be listed on left side of screen

Class Report Card

Report Cards Not Complete

MARK ALL COMPLETE →



Click on student name to open Report Card
Scroll to bottom to enter "Student Counts to"

Students Counts		
Counts To:		60
ATTENDANCE		

Click on pencil to add/edit Comments

Quarter 1	
NO COMMENTS ENTERED.	

Click Save Comments

Quarter 1 Teacher Comments

Example report card comment|

902 Characters Remaining

Clear Comments

Close

Save Comments

When student is complete click on Save/Continue to move to next student

Save/Back to List

Save/Continue

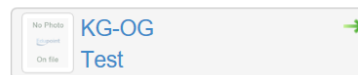
Once all students are reviewed and updated mark as complete
This can be done one student at time or by the whole class

Class Report Card

Click green arrow to move singe student or
MARK ALL COMPLETE for whole class

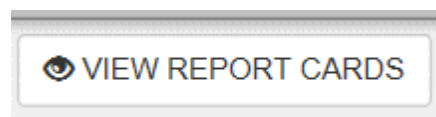
Report Cards Not Complete

MARK ALL COMPLETE →



Student moves to right side of screen

Click VIEW REPORT CARDS



Print Report Cards For: Teacher

Student Name

[View](#)

Test, KG-OG

Click View next to student to see individual report cards

Click GENERATE CLASS REPORT CARDS to get whole class

GENERATE CLASS REPORT CARDS

DO NOT change Language we only have an English report card

Once students are marked complete, the office can also print report cards