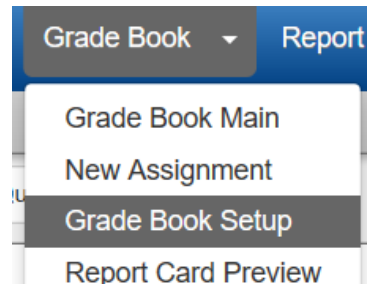


KG Report Card

Initial Setup

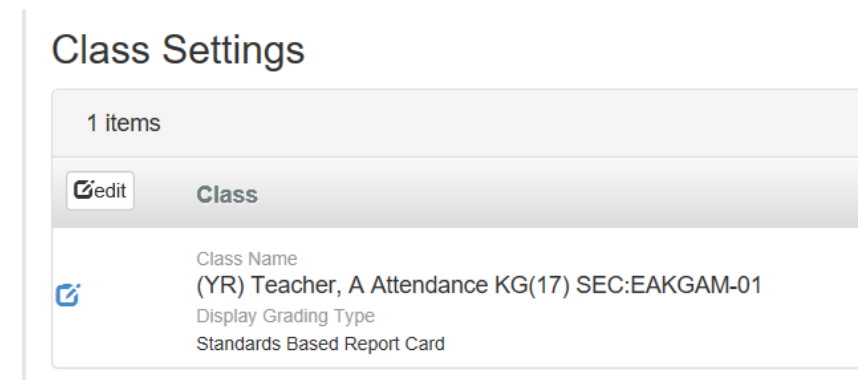
Go to Grade Book > Grade Book Setup



Go to Class Settings tab



Click Edit button or Blue edit icon



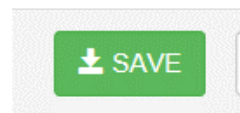
Click on Standards Mode to turn on

Class will show edited

Class Settings

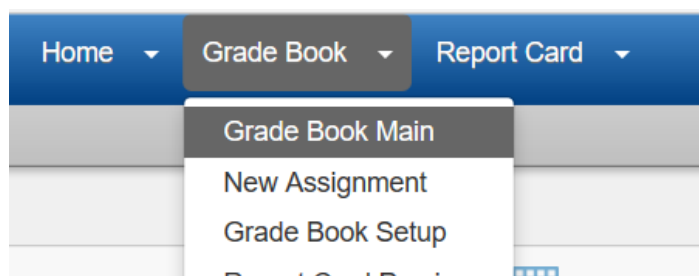


Click Save



Do this for all sections that will have grades!

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

2018-2019

School

Oro Grande Elementary Sc

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

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

Term and Period should default to current

Click on class

Click on Level 1 (or Standards) to display standards for grading

Assignment

Level 1

Assignment

Standards

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

Assignment Type

Classwork

Due Date

8/7/2018

Subject

<< select >>

Parent/Student Portal

Show Assignment in Portal

ON

Show Rubric Score In Portal

ON

Score Type

KG 1-2-3

Points

1

Show only when scored

OFF

Rubric

Assignment Drop Box

Enable Assignment Drop Box

OFF

Scroll down to the Standards Correlations tab

Click on Subject and Grade to view standards

Click on standard to add to list

Standards CorrelationsGrading PeriodsResources

Assignment Standards

Standards Picker

All Standards

Search

Classical Standards

History

Literature

Math

Phonics

Grade KG

Phonics

Science

All Items / Phonics

Recent:

Options

allStandard

Phonics

allStandard

Phonics

Options

1 Selected

allStandard

Selected

Phonics

Phonics

Save Assignment

Cancel

Click on the red radio button to add standard to assignment (sometimes the button does not show)

Selected will show next to standard

Multiple standards can be selected for an assignment

Click Save Assignment

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

All Standards

Entering Scores

On the Grade Book Main screen, expand the standard

* Click on the arrow by the standard name

| Assignment | Reading 4 MAX:3.00 PTS:1.00 5/14/2019 | Reading 3 MAX:3.00 PTS:1.00 5/14/2019 | Reading 2 MAX:3.00 PTS:1.00 5/14/2019 |
|----------------|--|--|--|
| Weight: 1.0000 | Homework | Homework | Homework |
| | | | |

Enter score (red)

Click Save Changes (black)

| Assignment | Reading 4 MAX:3.00 PTS:1.00 5/14/2019 | Reading 3 MAX:3.00 PTS:1.00 5/14/2019 | Reading 2 MAX:3.00 PTS:1.00 5/14/2019 |
|----------------|--|--|--|
| Weight: 1.0000 | Homework | Homework | Homework |
| | 1 | 2 | 3 |

Assignment grade will transfer to the standard

Multiple assignments can be linked to a standard; the scores will average

| Student | Grade | Weight: 1.0000 |
|------------------|-------|----------------|
| Anderson, Carter | | 2 |

OR

Click on the standard and choose Enter Scores

| Assignment |
|--|
| Weight: 1.0000 |
| <div> Enter Scores Edit Assignment Delete Assignment Create Assignment Resources </div> |

Enter score on assignment

**Make sure you are not entering the score on the standard

Use the green arrow to fill down

Click Save

| Assignment | Reading 4 5/14/2019 | Reading 3 5/14/2019 | Reading 2 5/14/2019 | Reading 4/30/2019 |
|------------|------------------------|------------------------|------------------------|----------------------|
| | Homework | Homework | Homework | Homework |
| | 1 | 2 | 3 | 3 |

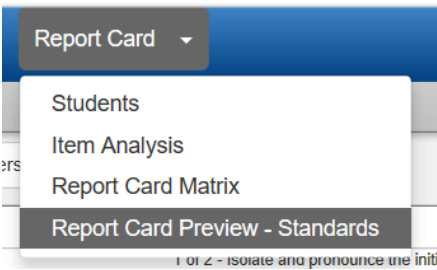
Standard score will update

| Assignment | Reading 4 5/14/2019 | Reading 3 5/14/2019 | Reading 2 5/14/2019 | Reading 4/30/2019 |
|------------|------------------------|------------------------|------------------------|----------------------|
| | Homework | Homework | Homework | Homework |
| | 2 | 1 | 2 | 3 |

Report Cards

****Change Focus to Attendance section****

Go to Report Card > Report Card Preview – Standards



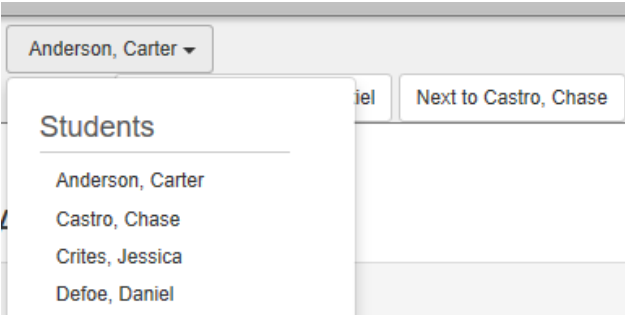
The orange number is what is in the Grade Book
This will be the average for all the assignment grades linked to the standard
The scores will be under each subject section

The grades can be overridden by clicking on the drop down box above orange grade

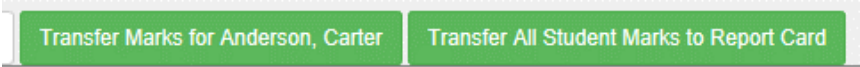
| Report Card Item | Calculated Mark | <input type="checkbox"/> Overwrite All Mark overwrite | Kasey Baker (YR) Baker, K... | Kasey Baker (YR) Baker, K... | Kasey Baker (YR) Baker, K... | Kasey Baker (YR) Baker, K... | Kas (YR) |
|----------------------------|-----------------|---|------------------------------|------------------------------|------------------------------|------------------------------|----------|
| Math | 2 | | | | | | |
| SDCMAT SDC Math | 2 | | | | 2 (2.00) | | |
| Language Arts | 2 | | | | | | |
| SDCLA SDC Language Arts | 2 | | | 2 (2.00) | | | |
| Reading | 2 | | | | | | |
| SDCRDG SDC Reading | 2 | | 2 (2.25) | | | | |
| Science | 2 | | | | | | |
| SDCSCI SDC Science | 2 | | | | | 2 (2.00) | |
| Social Studies | | | | | | | |

Scroll through all students to check grades as needed

Click Next to (student name) OR
Choose student from the drop down



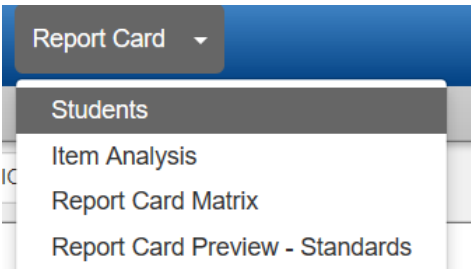
Click on Transfer Marks
This can be done one student at a time or
all students at once



The scores are moved to the Report Card fields Column with white numbers

| Report Card Item | Calculated Mark | <input type="checkbox"/> Overwrite All Mark overwrite | Kasey I (YR) Ba |
|----------------------------|-----------------|---|-----------------|
| Math | 2 | 2 | |
| SDCMAT SDC Math | 2 | | |
| Language Arts | 2 | 2 | |
| SDCLA SDC Language Arts | 2 | | |
| Reading | 2 | 2 | |

Go to Report Card > Students



All students are listed on left side of screen

Class Report Card

Report Cards Not Complete

MARK ALL COMPLETE →

No Photo
On file

KG-OG
Test

→

Click on student name to open Report Card

Scroll to the bottom
Click on pencil to add/edit Comments

Click Save Comments

Quarter 4

This is where the comments go.

Quarter 4 Teacher Comments

This is where the comments go.

940 Characters Remaining

Clear Comments Close Save Comments

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

Save/Continue

After the grades are reviewed and comments are added, the students need to be marked as complete

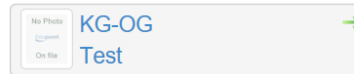
Click green arrow to move single student or
MARK ALL COMPLETE for whole class

Students move to right side of screen

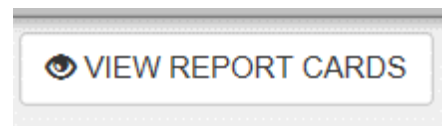
Class Report Card

Report Cards Not Complete

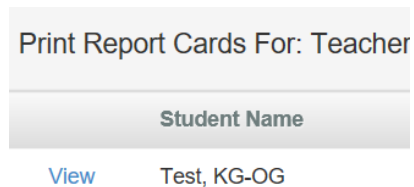
MARK ALL COMPLETE →



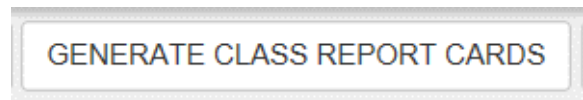
Click VIEW REPORT CARDS – shows entire class



Click View next to student to see individual report cards



Click GENERATE CLASS REPORT CARDS to get whole class
Report generates as a PDF file



DO NOT change Language we only have an English report card

Important Note:

Students must be marked complete - this allows the office to print report cards