

Entering Report Cards

Traditional/Secondary

1 On the **Teacher Home Page**, below **Assignments & Marks**, click **Enter Report Cards**.

Assignments & Marks

[Assignment Details](#) / [Assignment Marks](#)

[Add a Recurring Assignment](#) / [Assignment Maintenance](#)

[GradeBook Grid](#) / [5-Day View](#)

[Standards-Based Grid](#) / [Progress By Student](#)

1 [Enter Report Cards](#) [Enter Interims](#)

[Google Classroom Sync](#)

2 On the **Report Card Entry** screen, in the **Classes** drop-down list, select the desired class.

3 (Optional) In the **Grade Level** drop-down list, select a grade level by which to filter your students.

4 Click the name of a student *or* click **** Show All Students ****.

On the right side of the screen, the student or students display depending on your selection.

5 In the marks grid on the right of the screen, if you are satisfied with the marks that have been auto-selected in the drop-down lists, select the checkbox above the reporting period for which you are entering marks. If you are not satisfied with the marks, select the desired ones from the drop-down lists before selecting the checkbox.

6 At the top right of the screen, click = .

7 Click **Save** or **Save Next**.

**See the reverse side of this sheet for more options.*

Student Progress

Student: Bush, Aidan Class: AMERICAN LITERATURE Period: Qtr1

68.39 D+ Average: 66.00 D

Date	Assignment	Weight	Mark	Miss?	Late?	Excl?	Comments
8/14/2019	Short Story Notes I	1	17/30				
9/11/2019	Short Story Extension I	1	23/30				
9/11/2019	Which Word is a Noun I	1	/8				
9/13/2019	Weekly Participation I	1	13/20				
9/14/2019	Weekly Participation I	1	13/20				

The Student Progress window displays averages by assignment type.

ProgressBook - Report Card Entry

GradeBook | GradeBook | [Notifications] [User] [Help]

AMERICAN LITERATURE

Check the columns to calculate, then press the = button.

Classes: AMERICAN LITERATURE: 21

Grade Level: [Dropdown]

Bush, Aidan (highlighted)

Grade Level: 10
Rpt Period: Qtr1
Avg: 68.39 Mark: D+

Assessment: Grade, Semester Exam, Semester 1 Average, Semester 1 Final, Semester 2 Average, Year Final

Qtr1: C, Qtr2: [Empty], EX1: [Empty], AV1: [Empty], Qtr3: [Empty], Qtr4: [Empty], EX2: [Empty], AV2: [Empty], FIN: [Empty]

Qtr1 dropdown: 01, 02, 03, 04, 05, 06, 07, 08, 09, 10

Grade dropdown: A

Grade dropdown: C

Grade dropdown: C

Select a different report card (if available).

Rpt: High School Report Card

Click a student's name to open the Student Progress window.

For some assessments, you can select an item or enter a freeform comment.

Select a different available mark from the drop-down list.

Click a link to open a window with options available for that item.

Valid Marks

Mark	Description
A	A
A+	A+
A-	A-
1	Outstanding
B	B
B+	B+
B-	B-
2	Satisfactory
C	C
C+	C+
C-	C-
3	Minimal
D	D
D+	D+
D-	D-
*	BLANK MARK
F	F

Selecting a reporting period checkbox and then clicking = is commonly referred to as "checkmark equals."