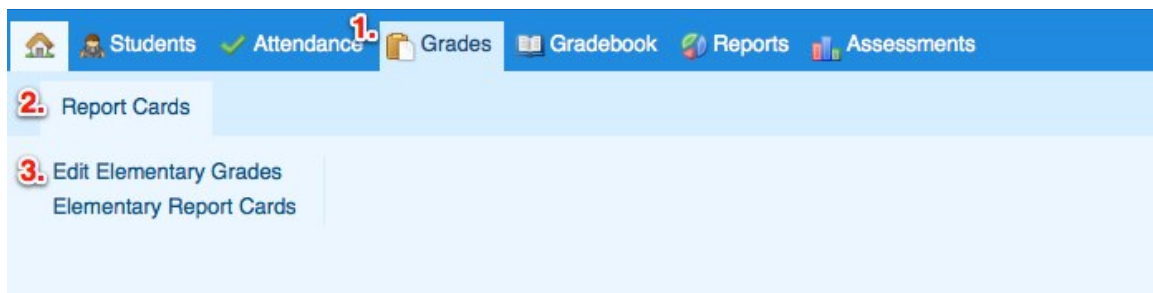


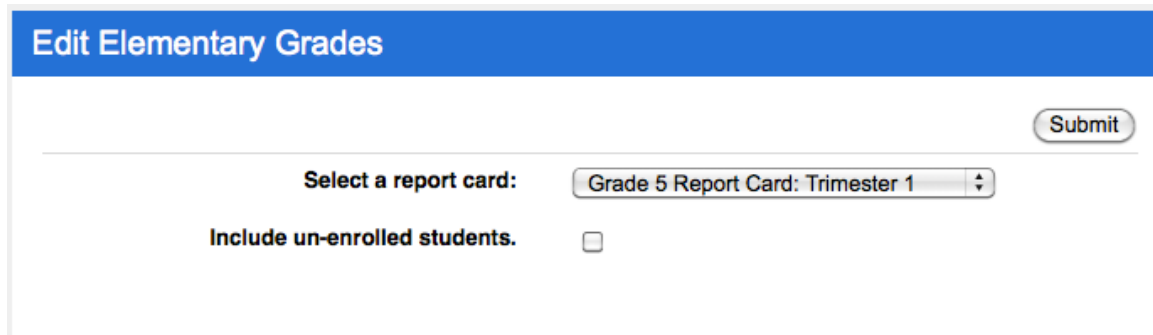
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Where to Start – Enter Grades



1. Click **Grades** at the top of the page.
2. Click **Report Cards**.
3. Click **Edit Elementary Grades**.

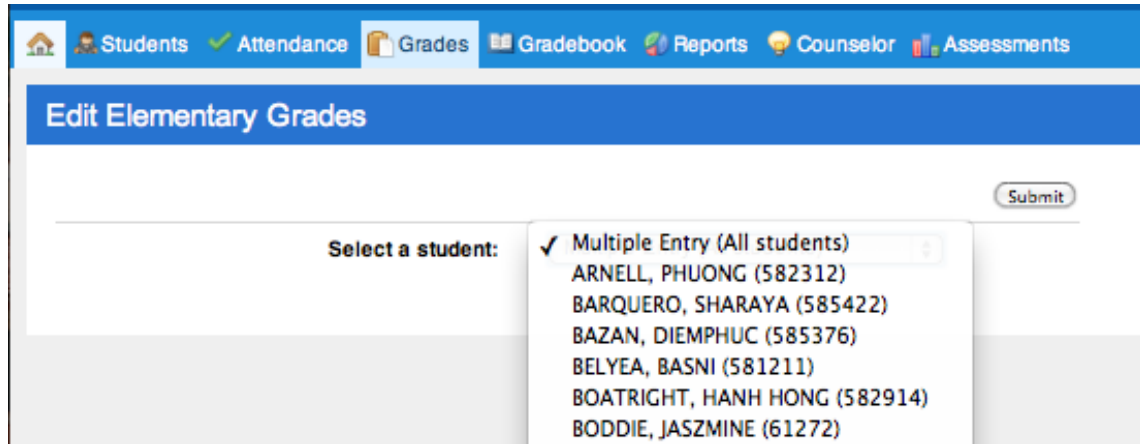
Select Trimester Report Card

A screenshot of the 'Edit Elementary Grades' form. The form has a blue header with the text 'Edit Elementary Grades'. In the top right corner, there is a 'Submit' button. Below the header, there is a section labeled 'Select a report card:' with a dropdown menu showing 'Grade 5 Report Card: Trimester 1'. Below this, there is a checkbox labeled 'Include un-enrolled students.' which is currently unchecked.

1. Select the trimester from the drop down.
2. Check **Include un-enrolled students**, if you’d like to see dropped students.
3. Click **Submit**.

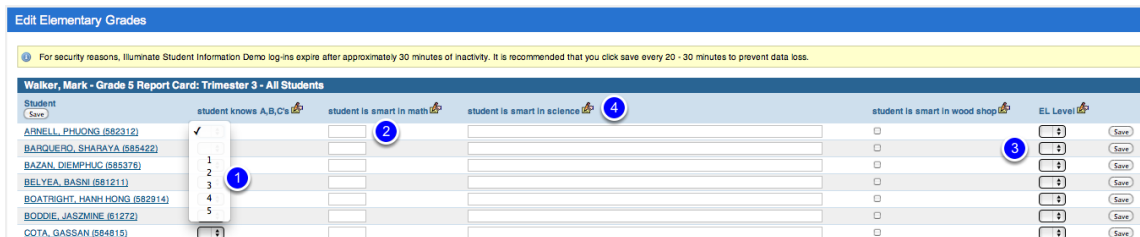
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Select Students



You may enter student grades by viewing an individual student or by viewing the entire class. From the drop down menu, select a student’s name or select Multiple Entry (All Students). Click **Submit**.

Enter Grades and/or Comments using Multiple Entry



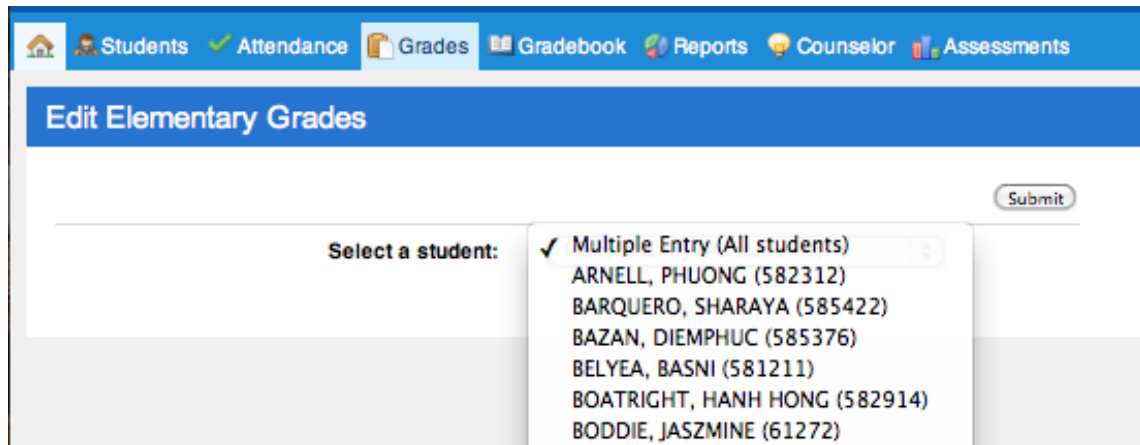
Depending on the field on the report card, you may enter data through a drop down menu (1) or typed field (2).

The pencil at the top of each column (4) allows you to fill the column using the first entry in the column. This feature is particularly helpful if 80% of your students will receive the same grade. Auto-fill the column and then go back and make any necessary changes.

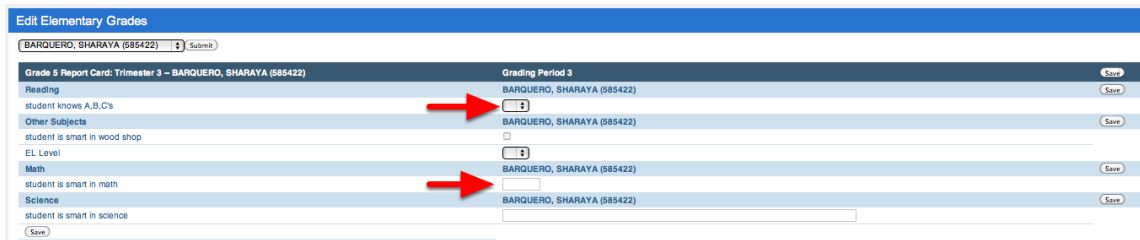
NOTE: Entries must be saved. As stated in yellow, after approximately 30 minutes of inactivity, the system will log you out. Any unsaved changes will be lost. Save often!

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Enter Grades and/or Comments by Student



After selecting a student from the drop down menu, click **Submit**.



Make any changes necessary and click **Save** when finished (you may use any Save button). You may also switch students utilizing the student drop down towards the top left. Select the student and click the **Submit** button. Be sure to save any changes on the current student before switching to another student.

Comments

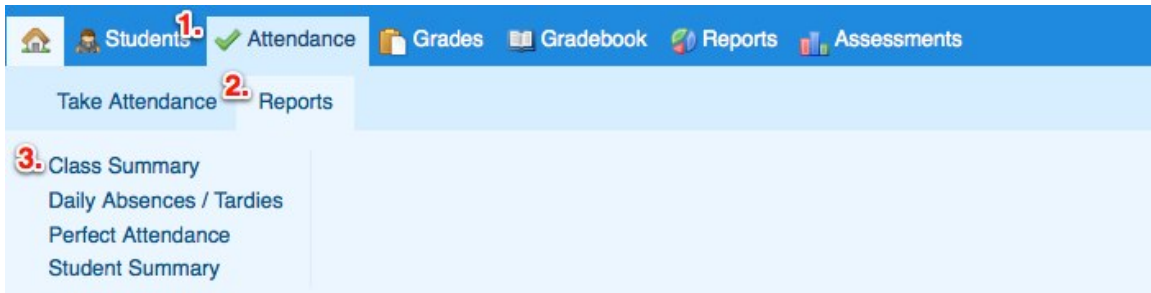
The Illuminate Report Card Module lacks a comment editor, comment bank and spell checker. Therefore, it is highly recommended that comments be drafted in Microsoft Word and then copied and pasted into the comment fields. The easiest screen to use would be the Multiple Student Entry, so that you can just copy and paste down the list. Limit comments to approximately 1,000 characters. Illuminate does not have a comment max size, however, the system will reduce the font until the comment will fit in the space provided, possibly making the comment unreadable.

Microsoft Word has a built in word/character counter. To use this, highlight the comment, go to the “Tools” menu at the top of the screen, and then select “Word Count”. Once the “Word Count” window opens, you’ll reference the “Word count with spaces” figure.

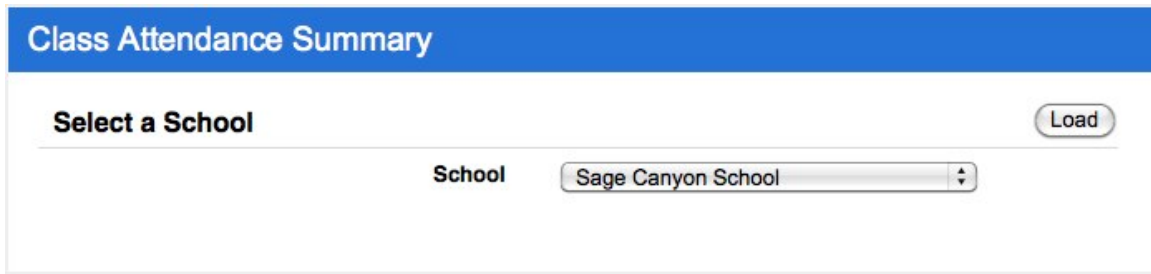
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Attendance

The Illuminate Report Card Module does not have the ability to pull in trimester attendance information into the report card. The Class Summary Attendance Report will need to be run and then the data entered into the report card module.



1. Click **Attendance** at the top of the page.
2. Click on **Reports**.
3. Click on **Class Summary**.



1. Click **Load**.

Continued on next page...

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Class Attendance Summary

Reporting Period Load


Attendance Period #2 (09-26-2011 - 10-21-2011) ▾

1. Grading Period Trimester 1 ▾

Date Range 10/11/2011 to 10/11/2011

Group Criteria

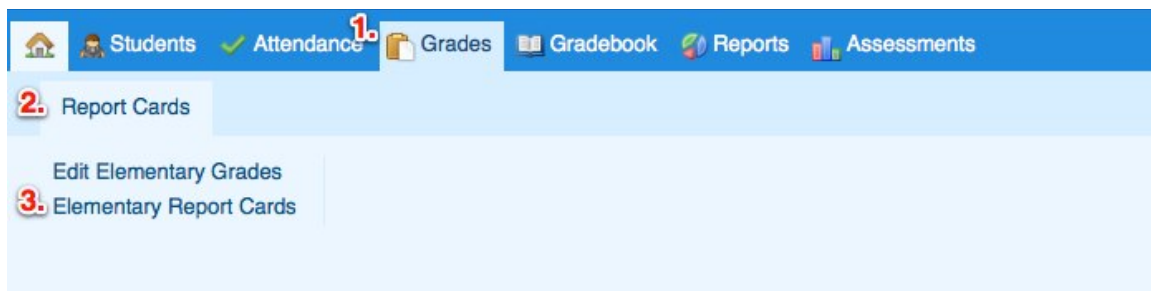
Statistics Group **2.** Detailed Count Summary Total Summary Percentage

1. Click on the button next to **Grading Period** and select the appropriate trimester from the drop down list.
2. Un-check **Detailed Count**.
3. Click **Load**.
4. Scroll down; the attendance report will load below your selections.
5. Use the export buttons at the top of the report to print your report into a PDF or an Excel document. 

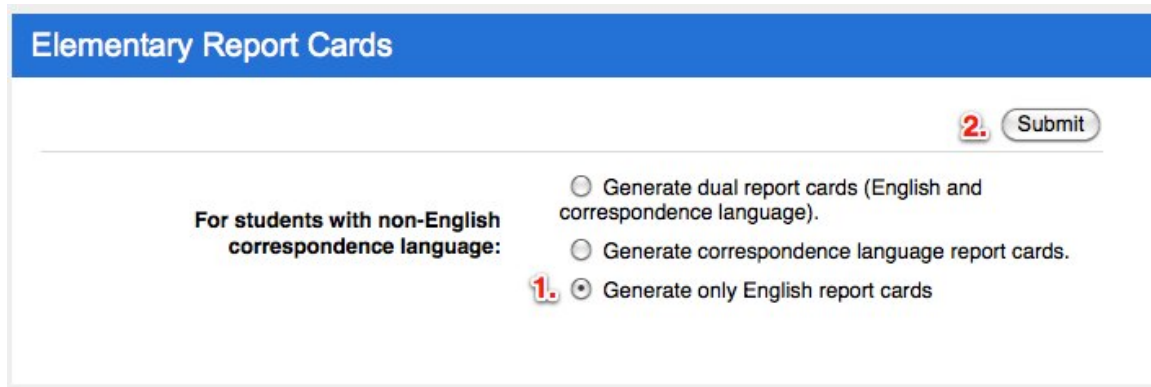
NOTE: If you wish to see detailed counts by attendance code, you may leave Detailed Count checked. However, for report card purposes, the report is much easier to read without them and this should make entering the data in the report card module a little easier.

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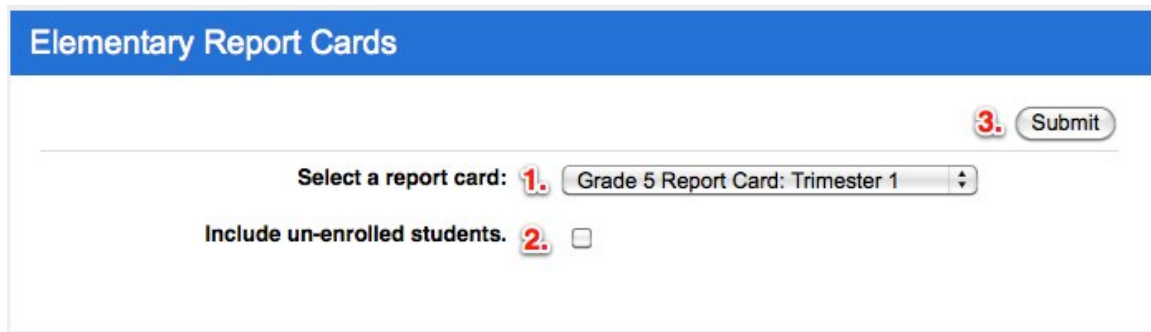
Printing Report Cards



1. Click on **Grades** at the top of the page.
2. Click on **Report Cards**.
3. Click on **Elementary Report Cards**.



1. Select **Generate only English report cards**.
2. Click on **Submit**.



1. Select the Trimester you’d like to print.
2. Check **Include un-enrolled students** to include any students that have been dropped from your class.
3. Click **Submit**.
4. Report cards will be created and downloaded into a PDF file.