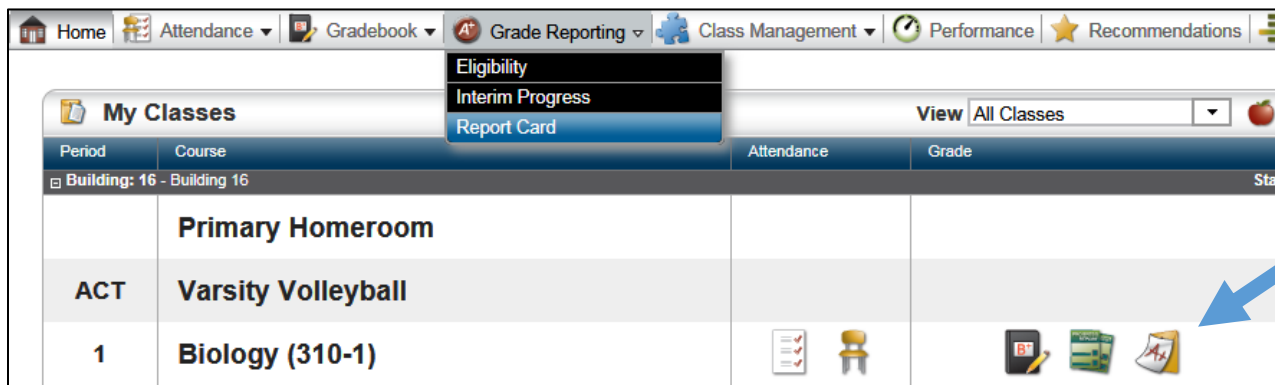









# Entering Grades into Report Cards at Semester

The window to enter semester grades into report cards will open Tuesday, December 13, and close at 3:30 on Friday, January 6. Report card grades and verification sheets are due by noon on Friday, January 6. Follow these instructions to enter semester exam grades, load grades to report cards and print verification summaries. Please sign and submit verification summaries to Kathy in the high school office no later than 3:30 on January 6, 2017.



From  **Grade Reporting**, select **Report Cards** OR from the **My Classes Pane** > click the **Report Card** icon to display the Report Card page. To update the course or marking period, click **Change** to display the Class List pop-up and make the selection. (This is Marking Period 2 (MP2))

Report Card English 3 (111-1), MP: M2 <span>Change</span>									
Student ID	Name	Alerts	Marks			Comments			
			MP	EXM	SEM	CM1	CM2		
16012	Brookheimer, Melody Lee		84	100	95	11	12		
16022	Hayes, Ty		100	95	96	11			
16023	Johnson, Rudy		84	90	90	14			
16021	Jones, Sarah		88	95	93	13			
16026	Nelson, Joshua		91	100	93				
16024	Patel, Vin		76	87	87				

- Key in the semester exam scores in the **EXM** column or use the drop down menu. Do not leave blanks. If the student was absent and will make up the test, enter I - Incomplete. If the student was absent and will not be allowed to make up the test, enter 0 – zero. (The **Override** box will populate on all **EXM** scores.)
- Click **Load from Gradebook**  icon to translate the student's overall Gradebook percentage to a valid mark in the **MP** column and **SEM** columns. **Note:** Courses without assignments can have grades manually keyed but cannot be 'Loaded from Gradebook". (Teachers may adjust marks for each student as appropriate. Key in the desired grade **OR** click the down arrow to select the grade from a list of valid grades.) Semester grades should calculate and be viewable in the **SEM** column. If the grades do not calculate, click the Load from Gradebook icon again. Check all grades. Key in any corrections. The **Override** box will be checked on any score that is manually changed.
- Click the  **Save** icon. Clicking **Save** "submits" the marks to *eSchoolPLUS* and places a checkmark on the Report Card icon on the TAC My Classes Pane.
- To print the verification summary, click  to display the Report Card Summary for the class. Click the Printer icon. There is no preview nor is the report saved to the 'My Reports' area of the Home page.
- To return to the Report Card page, click . Print the summary for each course.

## Posting Grades to Report Cards

### Prerequisite items:

1. On the Score Assignments page, enter all scores that should be included when calculating report card marks.
2. Run the **Missing Scores** report for the class to verify that there are no scores missing for students that should be entered.

**Note:** The Exclude Missing Scores option on the Categories page controls whether all missing scores count as zero when calculating the average. If the school has defined alpha scores, alpha scores may be used for an individual student instead.


3. If desired, run the **Student Detail Report** for the class. This report includes a signature line for students/guardians to sign.


### Loading grades to Report Cards:


1. From **Grade Reporting**, select **Report Cards** OR from the **My Classes Pane** > click the **Report Card** icon to display the Report Card page.


2. To update the class or marking period, click **Change** to display the Class List pop-up, and make the selections.

3. At Semester, IF the semester exam is not set as a Category, the semester exam grades should be entered at this time. This also includes any exempt marks, such as, EX.

4. Click Load from Gradebook  icon to translate the student's overall Gradebook percentage to a valid mark in the building's Level Table. **Note:** Courses without assignments can have grades manually keyed but cannot be 'Loaded from Gradebook'.

5. Teachers may adjust marks for each student as appropriate. Type the desired grade, **or** click the down arrow to select the grade from a list of valid grades. Click  to display mass update options which allow clearing all marks or updating either all or only blank marks with an entered value.

6. Enter the comment to assign to the student for the type of comment specified for the column. Type the comment code, **or** click on the down arrow to select the comment. Click  to display mass update options. These allow clearing all comments or update either all or only blank comments with an entered comment code value.

7. If free text comments are enabled for the building, click  on the toolbar to open a free text comment field under each student's marks. The teacher can also click to spell check comments. Free text will print on an *eSchoolPLUS* report card but does not display in Home Access Center.

Report Card		English 3 (111-1), MP: M2		Change					
Student ID	Name	Alerts	Marks			Comments			
			MP	EXM	SEM	CM1	CM2		
16012	Brookheimer, Melody Lee		84	100 <input checked="" type="checkbox"/>	95 <input checked="" type="checkbox"/>	11	12		
Report Card Free Text area.									
16022	Hayes, Ty		100	95 <input checked="" type="checkbox"/>	96	11			
16023	Johnson, Rudy		84	90 <input checked="" type="checkbox"/>	90	14			

8. Click the Save icon. Clicking Save “submits” the marks to *eSchoolPLUS* and places a checkmark on the Report Card icon on the TAC My Classes Pane.

9. For teachers to verify grades, the Summary button may be selected. More detail follows in the section on TAC Report Card Summary.