How to Load Report Cards Online

Grades 2-12

After you have entered all of your grades for the quarter, upload the grades to your report cards.

A. Check the grades.

1. Go to the gradebook. Use the term tab at the top to choose the term (quarter) that you want.

2. Check to make sure all grades are in the book. You may enter an E for excused, an i for incomplete, or m for missing. An E does **not** count against the student. "I" and "M" are calculated as zeroes. **Each student MUST have a grade or one of these grading codes for every assignment. You should have NO blank spaces among your grades.**

3. If you decide to drop the lowest grade(s) from the quarter, use the AUTO DROP icon at the top right, which will take you to a popup window so you can configure it exactly as you like. You can recover any grades that you drop if you change your mind.

4. Click on the three vertical dots (top right button) > RECALCULATE for the current quarter.

5. After clicking on recalculate, check to make sure that grades look correct for the quarter.

   TROUBLESHOOTING: If you are not getting grades to calculate, use the three vertical dots button to make sure you have your **categories** defined and gradebook **options** loaded. If you have no options loaded, the simplest way to load them is to go to another class that has the options you want, scroll down to the bottom of the options popup window, and copy them from that class to the class that needs them.

B. Upload report cards.

1. Now you need to load the grades from the gradebook to the report card. Choose REPORT CARD from the menu on the right (the same menu you chose GRADEBOOK from).

2. You can enter any comments you want to appear on the report card by selecting COMMENTS at the top.

3. Select DISPLAY GRADES at the top left. Click the LOAD icon at the top right. Select QUARTER>NUMERIC>LOAD GRADES.

4. Click on the SAVE icon at the bottom right.

5. **If you teach Lower School**, skip step "C" below. Proceed to D.

C. If you have given a final exam at the end of the semester, input semester exam grades.

1. After loading the report card, stay on the report card screen to input your semester exam grades. Just type them in, right there on the report card.

2. Click on the SAVE icon at bottom right.

D. Calculate the semester grade.

1. Use the CALCULATE icon at the top right. From the pop up screen, choose the following:
   a. SEMESTER that you want to calculate (Semester 1 or 2)
   b. NUMERIC: Choose to calculate with a NUMERIC grade. This grade will print on the student's transcript.
   c. SKIP CALCULATION: You can leave this to the default of skipping the calculation for students who are missing grades, because you have already entered a grade or grading code for each student under every assignment. If you do have any blank spaces in your grades, such as for a student that enrolled after the first quarter, choose PERFORM CALCULATION.

NOTE: If a student has withdrawn one to three weeks before the end of the quarter, we want to give that student a quarter grade so we can send a report card to his/her new school. In that case, you should either fill in an "E" for excused assignment grades for all the grades taken after he withdrew OR change the setting on this pop-up box to PERFORM CALCULATION when missing grades.

2. Check your report card screen to see that your semester grades are now there.

3. Click on the SAVE icon at bottom right.

4. After saving the semester grade, **if this is Quarter 4** please calculate the FINAL grade. *NOTE: If you are teaching a one-semester class, you do not need to calculate the final grade.*

5. Click on the SAVE icon at the bottom right.

TROUBLESHOOTING: If your semester grade does not populate on the report card, then do this:
- Select "perform calculation" in the instruction above.
- In the CALCULATE pop up window, look at the very top. Choose CONFIGURE. Look at the configuration. **For high school level courses with a final exam,** the semester 1 grade should

be comprised of quarter 1 and quarter 2 at 40% each with the final counting 20%. Same thing for semester 2.

- For **7th and 8th grade core classes**, Semester 1 has no final exam, so quarter 1 and quarter 2 count for 50% each only in Semester 1. Semester 2 follows the 40/40/20 format as above.
- For **middle school courses with no final exam,** quarter 1 and quarter 2 count as 50% each in both semesters.
- For the **final grade for all courses**, input 50 and 50 in the boxes for Semester 1 & Semester 2.
- Go back to calculate your semester grade in Step 1 above.

Grades K-1st: Skill Set Grades

Enter skill set grades for your students directly to the report card.

1. Go to CLASSROOM. After choosing the class, choose REPORT CARD from the menu at the right.

2. From the horizontal menu at the top, scroll to the right and choose one of the two skill set choices
.
3. Type in the grade you wish to give under the correct quarter. You can use the COMMENTS tool from the same horizontal menu at the top of the page to enter comments.

4. If you want to enter **comments that will print at the bottom of the report card** to summarize the student's overall performance for each quarter, do this:
- Go to your HOMEROOM class.
- Click on REPORT CARD from the menu at the right.
- From the horizontal menu at the top, move the selector (blue line) to COMMENTS. Enter your comments for each student.
- **These comments will show up on the report card at the bottom for Q1, Q2, Q3 and Q4.** Every quarter's comments you enter in this place will show up at the bottom of every report card throughout the year. The comments that you enter into the gradebook beside assignment grades show up only when the parent views student grades, not the report card.