

# MANUAL ENTRY INTO REPORT CARDS

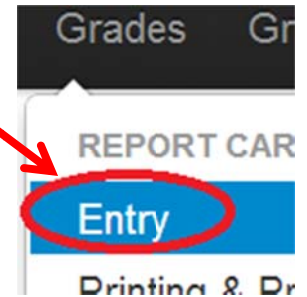
To manually enter marks into the report card, select "Entry" under the "Grades" tab:

The default options are the current date as reflected in the control panel, and all students:

Report Card Entry

Enrollment/Roster Date: Control Panel (08-26-2014)

Student Group: All Students



The "Enrollment/Roster Date" may be changed for entries or modifications that need to be made for students who had been on the roster sometime in the past, and who had now transferred out for some reason.

Clicking the "Find Student" button will then take the user to a screen where they will select the marking term for which the desired report card resides:



Once the "Load" button is pressed, the student names, and the report card fields are presented:

If wanting to record all entries one student at the time, then select the student name.

## Entry By Student

- 751227 Bejarano, Joey
- 754355 Campos, Jordan
- 914082 Carney, Aidan
- 919222 Cobb, Kaylee
- 919077 De Malignon, Jake
- 753537 DeLeon, Annalese
- 757768 Duerig, Isabella
- 753743 Enriquez-Pineda, Aaliyah
- 905894 Flores, Anjelica

## Entry By Field

### Grade 6 Reading

- Key Ideas and Details
- Craft and Structure
- Integration of Knowledge and Ideas
- Level of Text Complexity

### Grade 6 Writing

- Text Types and Purposes
- Production of Writing: Writing Process

## Entry By Field

### Attendance

- Days Tardy
- Days Absent
- Independent Study
- Affecting Academic Progress
- School Attendance Review Board (SARB)

### English Learners

- English Proficiency

If wanting to make entries for a specific field for all students, then select the specific field.

When choosing a specific student, all fields available for entry specific to that student will be available in a list form. Once entries for the first student are complete, the teacher may toggle to the next student using the drop-down.

To jump to a specific section of the report card, click on one of the "Jump to" options. This will take the user straight to that section of the report card on that page.

If the desire is to make entries for a specific section for all students, click on the section link in a lower portion of the page.

My Student | Load Student | Print | Publish | Save

Jump to: [Grade 6 Reading](#) | [Grade 6 Writing](#) | [Personal & Citizenship Skills](#) | [Grade 6 Mathematics](#) | [Grade 6 Physical Education](#) | [Grade 6 Music](#) | [Grade 6 Language, Speaking & Listening](#)

Field	Grade 6 Trimester 1 Report Card
<b>Grade 6 Reading</b>	
Key Ideas and Details *	2.5 *
Craft and Structure *	2.0 *
Integration of Knowledge and Ideas *	
Level of Text Complexity *	2.0 *
<b>Grade 6 Writing</b>	
Text Types and Purposes *	