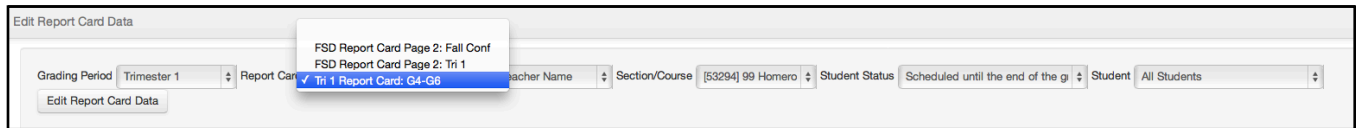
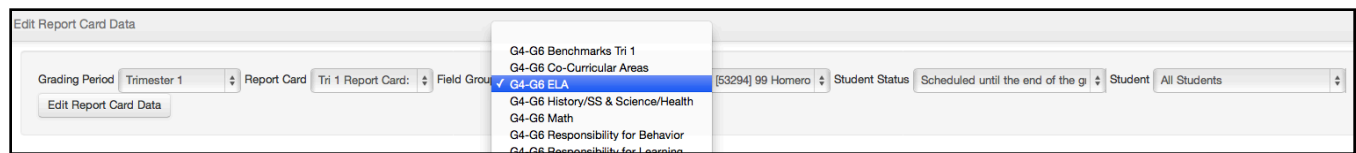


ENTERING REPORT CARD GRADES

- Grades Tab > Report Card Entry
- Make the appropriate selections (most of the fields should already be selected for you):
 - All teachers must select a section/course if it has not already been selected for you
 - Click on Edit Report Card Data (it will take a few seconds for your student list to appear)



- Once you see a list of your students, you can start to enter grades for each field
- Make sure to scroll through the columns to ensure that every grade has been entered
- It is recommended that you periodically click on Save
- To toggle to another field group, click on the Field Group and then click on Edit Report Card Data



- To enter a grade for all students at one time, click on Fill Down
 - A window will pop up for you to fill down any report card field
 - Click on the Fill Down icon that is within the pop up window
 - If you'd like to delete a grade that has already been filled down, check the "empty" box and then click on Fill Down

PRINTING REPORT CARDS

- Grades Tab > Print Report Cards
- Make the appropriate field selections and click on Select Students
- At the bottom of the screen, select the language and click Print
- If you would like to generate a report card for an individual student, click on the Spanish link or the Download (English) link for the particular student