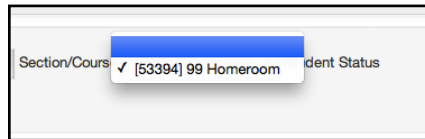


ENTERING REPORT CARD GRADES

- 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
 - *There is a temporary glitch in the system: If the homeroom course is automatically selected for you, you will need to click the drop-down, select the blank course, and then re-select the homeroom course. Once the HR course is selected, it will take a few seconds for your student list to load.*



- Click on Edit Report Card Data (it will take a few seconds for your student list to appear)
- For the Fall conference comments, you will have the option to type in your own comments as well as select 4 pre-defined comments.

Parent Attendance	Fall Custom Comments	Fall Pre-Defined Comment 1	Fall Pre-Defined Comment 2	Fall Pre-Defined Comment 3	Fall Pre-Defined Comment 4
<input type="text"/>	<input type="text" value="This section is for your own personalized comments."/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<small>51/600 character(s) used</small>				

Parent Attendance: Select “Yes” or “No”. “N/A” should only be used for Spring conferences.

Fall Custom Comments: It is recommended that you type your own comments onto a separate document and copy and paste them into the text box.

Fall Pre-Defined Comment: You can select up to 4 pre-defined comments. These comments will translate into Spanish. Please refer to the pre-defined comment list document.

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