

Elementary Marking Periods 1-5, Report Card Checklist

Students must be enrolled or activated at your campus to receive a report card. Students must be assigned to a homeroom. Students must be scheduled into their courses as of the first day they are active at your campus. **SPECIAL NOTE:** If a student changes homerooms, you should drop them from the original course on the date the change occurred. If it should have been from the beginning of the school year, clear the old course from the schedule, then, add the new course on the entry date of the student.

1. ____ **CREATE TIME LINE:** ONE WEEK PRIOR TO THE END OF THE SIX WEEKS:
Create your time line for handing out report cards.
 - Create and distribute a time line that includes times for teachers to submit the first “Load from Gradebook”, Verification Sheet due times signifying Final “Load from Gradebook” submission has been performed.
2. ____ **RUN SCHEDULING SYNCHRONIZATION:** THE MONDAY PRIOR TO THE END OF THE SIX WEEKS: Run Scheduling Synchronization for the entire building. This is the process that creates report card records for the grades to be entered based on the student’s schedule.
 - Go to Menu > Mark Reporting > Utilities > Build Report Card Data > Scheduling/RC Synchronization > Select appropriate building > Select Delete Invalid Marks > Select Log all Activity > Click  (run) at the top right corner of the page to launch the task. (NOTE: Do not filter this the first time you are running it). This generally takes a long time so you may want to set it up to run once and schedule it after hours such as 5:00 PM so that it will run at night and be ready for you in the morning.
3. ____ **RUN MISSING SUBMISSIONS REPORT:** AFTER THE FIRST LOAD FROM GRADEBOOK DEADLINE DETERMINED BY CAMPUS: After the first “Load from Gradebook” deadline, run Missing Submissions report and contact teachers who have not submitted grades yet.
 - Go to Mark Reporting > Click on Entry & Reports > Click on Report Card Reports > Missing Submissions. Select appropriate building and report card run. If you select “Send Notification” the system will send the teachers who have not submitted grades a notice reminding them about the grades being submitted. Either way it will generate a log that will list teachers who have not submitted their grades. Click  (run) at the top right corner of the page to launch the task.

Revised: 02/2023

4. ____ **LOAD UNPOSTED AVERAGES:** PRIOR TO VERIFICATION SHEET
PRINTING: Run the Load Unposted Averages process.
 - Go to [Mark Reporting Center](#) > [Utilities](#) > [Calculations](#) > [Load Gradebook Averages](#). Select building, Report Card for Mode and correct marking period for RC Run. Be sure to check All Teachers, All Students and Log Statistics. Filter Section should include the following: Demographic, Current Status, equals, A
5. ____ **MARK VERIFICATION SHEETS:** Generate and Distribute Mark Verification Sheets. (Since elementary campuses do Homeroom attendance, your verification sheets will NOT have attendance on them.)
 - Go to [Mark Reporting Center](#) > [Entry & Reports](#) > [Report Card Reports](#) > [Verification Sheets](#). Be sure to choose the correct building and RC run. Do not include course competencies without marks. Please select Log Statistics. You may sort by Staff Building, Staff Name, and Ascending. Sort also by Demographics, Last Name, Ascending to have students in alphabetical order. Click  (run) at the top right corner of the page to launch the task.

Click on Tasks/Reports at the top right of your screen to display the Tasks and Reports screen. Once the task has finished running, you will see the report listed in the Reports sections of the screen. Clicking on the report title will display the report in a separate tab in your browser. You can preview and print Verification Sheets from this report if you desire.
6. ____ **ALERT TEACHERS:** Let teachers know when Mark Verification Sheets are due back. Remind teachers if changes are made in the gradebook they must open RC, Load from Gradebook again, and click on Save to save the grades in eSchool for report card printing.
7. ____ **NOTIFY ADMIN:** Contact Technology when you are ready to generate your report cards so that grade books can be locked down. This should mark the final "Load from Gradebook" submission from all teachers.
8. ____ **LOAD UNPOSTED AVERAGES:** After confirmation that grade books have been locked, run the Load Unposted Averages process again.
 - Go to [Mark Reporting Center](#) > [Utilities](#) > [Calculations](#) > [Load Gradebook Averages](#). Select building, Report Card for Mode and correct marking period for RC Run. Be sure to check All Teachers, All Students and Log

Statistics. Filter Section should include the following: Demographic, Current Status, equals, A

9. ____ **GENERATE REPORT CARDS:** Generate Report Cards in the order you want to distribute them (usually by homeroom).
 - Go to Mark Reporting Center > Entry & Reports > Report Card Reports > Print Custom Elementary Report Cards. Select the correct building and marking period for Report Card Run > Send to student address only > Leave Print Office Copy checked > Home Access Center Upload should not be selected > Select the *Refresh MR data before print* box > Process Courses without marks **SHOULD** be selected. Set this to C-Include only courses that have started. Use the last day of the marking period for both date fields > Cumulative Credit Building Types will not have a selection > No filter of any kind should be used > Be sure to sort by Demographic, Primary Homeroom as the first field > Add in other fields for alphabetical order after homeroom. (Last Name, First Name, Middle Name, Student ID) > Click  (run) at the top right corner of the page to launch the task.
10. ____ **SAMPLE:** Print one Report Card and have it approved
11. ____ **PRINT:** Review and Print the complete Report Card file
12. ____ **SAVE:** Save the Report Card file to a special folder in your folder on the server as RCMP# with the # marking the six weeks. (Ensure you save this file to your folder on the NAS-SVR. It might be:
<\\nas-svr\teachers\username> or <\\nas-svr\administration\username>)