

Secondary Cycle 1 & 2, Report Card Checklist

In order for a student to receive a report card (RC) from eSchool they must be in the system, with a schedule that has courses that require grades or comments. If you need to change schedules remember the importance of dates (both added and dropped) and last mark flags. You also may need to run the synchronization process if changes will affect this report card.

1. ____ **CREATE TIME LINE:** ONE WEEK PRIOR TO THE END OF THE SIX WEEKS:
Create your time line for handing out report cards. Share this with the attendance clerk.
 - 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.

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.
 - 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. ____ **VERIFY and TRANSFER ATTENDANCE:** Verify attendance is correct with attendance clerk and transfer Class Attendance to Report Cards

Revised: 02/2023

- Go to Mark Reporting Center > Utilities > Calculations > Transfer Class Attendance to RC > Make sure to select the correct building. Select All RC Runs > Log Errors Only > Click  (run) at the top right corner of the page to launch the task.
10. SET SORT ORDER FOR CARDS: If your sort is for a particular period run the Set Homeroom based on period option.
- Go to Registration > Utilities > Tools > Homeroom Assignment by Period > Select your campus and select: Always use Primary Homeroom > **THINK ABOUT THIS NEXT ANSWER!!** Be sure to choose the marking period you where you will be handing out the Report Cards> Choose the Cycle which is the day of the week you are handing them out > Choose period. Filter by Demographics, Current Status, Equals, A and Click  (run) at the top right corner of the page to launch the task.
11. GENERATE REPORT CARDS: Generate Report Cards with the sort set (Homeroom Primary, Last Name, First Name, Middle Name, Student ID – to have the classes print in period order. Do not enter any Master Schedule fields in the sort area)
- Go to Mark Reporting Center > Entry & Reports > Report Card Reports > Print Custom Middle and High School 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.
12. SAMPLE: Print one Report Card and have it approved
13. PRINT: Review and Print the complete Report Card file
14. 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:

Revised: 02/2023

[\\nas-svr\teachers\username](#) or [\\nas-svr\administration\username](#))