

**MS - HS**

1. Make sure all attendance is filled in.
2. Bring up **Class** and go to **Report Card** in right-hand column.
3. With **Grades** highlighted, select the **Load icon**, current term is selected, choose **Alpha, 1 decimal place, Load grades and SAVE**. **If term grade is lower than 45**, curve grade up on **Summary screen** in **Gradebook** . You must have **Show Curve Points** selected under **Options - Preferences** to see curve column.
4. Select **Comments** at top of page (optional). Click pencil **Icon Key** to get **Codes**.  
**MS - Number comment code only #1 - 14**. (Please use comma & space between comments)

**SAVE**

**HS - Text comments only 150 characters**; count at end of comment line. (can select pre-written comments) **SAVE**

**MS -  
Number  
Comment  
Codes only**

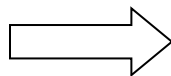
**HS - Text  
Comments  
only**

Grades 6-12 Comments	
1	Exemplary effort
2	Noticeable progress made
3	Diligent student
4	Low test or quiz grade
5	Unprepared for class
6	Poor study habits
7	Inadequate effort
8	Parent conference requested
9	Inattentive in class
10	Does not work independently
11	Failure to complete project
12	Does not complete assignments on time
13	Does not make up work when absent
14	Absence diminishes progress

**5. Citizenship (Conduct)** - Mandatory for grades 6 - 12.

On Report Card page, select **Citizenship**. Click the **Pencil Icon Key** to display **Codes**. Click only the **number, not text**. You can use the **Fill** function here, if desired. Save. See below for instructions to print Citizenship for your personal use, if desired.

**Gr. 6 - 12  
Enter number  
code only, not  
description**



Grades 6 - 12 Citizenship Codes	
1	Excellent
2	Satisfactory
3	Improvement Needed
4	Unsatisfactory

**MS/HS - Print Citizenship grades** (if desired)

Once your Citizenship (Conduct) is entered, you may want to run a copy to go over your grades. In Classroom, Report Card, Citizenship, click the Export icon. The report will open in an Excel report.

### HS Semester exam

On Report Card screen:

1. In Exam2 column, enter a numeric grade in Display and the Average column will populate. Save

Optional:

To calculate Sem. and/or Final grade:

1. Click Calculate Icon on upper right
2. Select Grade to Calculate (Sem. 1, Sem. 2, Final Grade)
3. Save Grade type - Alpha
4. Click Calculate Grades

### MS Semester 1 Exam grades - Math and English only

Enter exam grade in your gradebook in the category you created for quarter 2, MidTerm exam. (15%).  
Save.

### MS Semester 2 Exam grades - Core classes - Important

On Report Card screen:

1. Under Exam 2, enter **Letter grade in Display column** and then a **Number grade in Average column**  
SAVE

### Pass/Fail course grading instructions

For Pass/Fail courses the Display Grade should be listed as P (or F) and the Average is whatever numeric is loaded on the Report card.

In Quarter 2, simply enter a P (or F) as the Exam and Sem. 1 grade and 0 will display automatically as the Average. In Quarter 4, Exam 2, Sem. 2, and Final Grade are handled the same way.

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## ELEMENTARY

### Comments

**K3 - gr 5** - Bring up **Homeroom** and select **Report Card** in right-hand column. Select **Comments** at top of page. Select student and type **Comment**. Your character count will display in the Length column after you save the comment.

**K3 & 1-5 - 300 characters**

**K4 - 150 characters**

### Skill Sets

**K3, K4, K5, Gr. 1-5**

1. Select **Homeroom** then select **Skill by Student** or **Skill by Subject** to enter Skill Sets using chart below.

You may fill grades using **Fill Icon** in upper right. **SAVE**.

### Grades 1 - 5 (Core Classes)

1. Make sure all attendance is filled in.

2. In Classroom, select **Class (Subject)**, **Report Card**, and select **Grades** at top left. Select the **Load Icon**, current term is selected, choose **Alpha**, **1 decimal place**, **Load grades** and **SAVE**.

3. After grades are entered, for subjects that also receive **Skill Set** grades, select **Skill Sets by Student or Subject** at top of page and enter appropriate grade using chart below. Depending on screen size, you may have to scroll to end of top line. You may fill grades using **Fill Icon** on upper right. **SAVE**.

**SPECIALISTS - Do not enter grades in the GRADES column.** Use only **Skill Sets by Student** or **Skill Sets by Subject**

K3 Skill Set Grades		K4 Skill Set Grades	
E	Excellent	M	Has met objective
S	Satisfactory	S	Satisfactory progress
W	Working on skill	I	Improvement/Practice needed
N	No interest shown	N	No interest shown
Blank	Not assessed at this time	Blank	Not assessed at this time
<b>K5 Skill Set Grades</b>		<b>Grades 1 - 5 Skill Set Grades</b>	
E	Excellent progress	E	Excellent
S	Satisfactory progress	S- & S+	Satisfactory
I	Improvement needed	I	Improvement needed
Blank	Not assessed at this time	U	Unsatisfactory
		NG	No grade given
		INC	Incomplete
		+	Special strength
		-	Area of difficulty
		W	Withdrawn