

Entering Report Cards

Traditional/Secondary

- 1 On the **Teacher Home Page**, below **Assignments & Marks**, click **Enter Report Cards**.

Assignments & Marks

[Assignment Details](#) / [Assignment Marks](#)

[Add a Recurring Assignment](#) / [Assignment Maintenance](#)

[GradeBook Grid](#) / [5-Day View](#)

[Standards-Based Grid](#) / [Progress By Student](#)

1 [Enter Report Cards](#) [Enter Interims](#)

[Google Classroom Sync](#)

- 2 On the **Report Card Entry** screen, in the **Classes** drop-down list, select the desired class.
- 3 (Optional) In the **Grade Level** drop-down list, select a grade level by which to filter your students.
- 4 Click the name of a student *or* click **** Show All Students ****.

On the right side of the screen, the student or students display depending on your selection.

- 5 Select the checkbox above the reporting period for which you are entering marks. At the top right of the screen, click **=**.
- 6 Review the marks that have been auto-selected from the drop-down lists. If you are not satisfied with the marks, select the desired ones from the drop-down lists. Click **Save** or **Save Next**.

ProgressBook - Report Card Entry

GradeBook | Dashboard

AMERICAN LITERATURE Rpt: High School Report Card

Check the columns to calculate, then press the = button.

Class	Assessment	Qtr1	Qtr2	EX1	AV1	Qtr3	Qtr4	EX2	AV2	FIN
Bush Aidan Grade Level: 10 Rpt Period: Qtr1 Avg: 68.39 Mark: D+ Points: 132/193 YTD Average: () HR Absences: 0 HR Tardies: 0	Grade Comment Semester Exam Semester 1 Average Semester 1 Final Semester 2 Average Year Final	C								
Curry Lucius Grade Level: 10 Rpt Period: Qtr1 Avg: 61.66 Mark: D- Points: 119/193 YTD Average: () HR Absences: 0 HR Tardies: 0	Grade Comment Semester Exam Semester 1 Average Semester 1 Final Semester 2 Average Year Final	C								
Dawson Primavera Grade Level: 10 Rpt Period: Qtr1 Avg: 80.06 Mark: B- Points: 138.5/173 YTD Average: () HR Absences: 0 HR Tardies: 0	Grade Comment Semester Exam Semester 1 Average Semester 1 Final Semester 2 Average Year Final	A								

**See the reverse side of this sheet for more options.*

Student Progress

Student: Bush, Aidan Class: AMERICAN LITERATURE Period: Qtr1

68.39 D+ Average: 66.00 D

Date	Assignment	Weight	Mark	Miss?	Late?	Excl?	Comments
8/14/2019	Short Story Notes I	1	17/30				
9/11/2019	Short Story Extension I	1	23/30				
9/11/2019	Which Word is a Noun I	1	/8				
9/13/2019	Weekly Participation I	1	13/20				
9/14/2019	Weekly Participation I	1	13/20				

The Student Progress window displays averages by assignment type.

ProgressBook - Report Card Entry

GradeBook

Dashboard

Classes: AMERICAN LITERATURE: 21

Grade Level: []

AMERICAN LITERATURE

Check the columns to calculate, then press the = button.

Class: **Bush, Aidan** Grade Level: 10 Rpt Period: Qtr1 Avg: 68.39 Mark: D+

Assessment

Assessment	Qtr1	Qtr2	EX1	AV1	Qtr3	Qtr4	EX2	AV2	FIN
Grade	C								
Comment									
Semester Exam	01								
Semester 1 Average	02								
Semester 1 Final	03								
Semester 2 Average	04								
Year Final	05								
Grade	06								
Comment	07								
Semester Exam	08								
Semester 1 Average	09								
Semester 2 Average	10								
Year Final									
Grade	A								
Comment									
Semester Exam	C								
Semester 1 Average									
Semester 1 Final									
Semester 2 Average									
Year Final									
Grade	C								
Comment									
Semester Exam									
Semester 1 Average									
Semester 1 Final									
Semester 2 Average									
Year Final									
Grade	C								
Comment									
Semester Exam									
Semester 1 Average									
Semester 1 Final									
Semester 2 Average									
Year Final									

Classes: AMERICAN LITERATURE: 21

Grade Level: []

Valid Marks

Mark	Description
A	A
A+	A+
A-	A-
1	Outstanding
B	B
B+	B+
B-	B-
2	Satisfactory
C	C
C+	C+
C-	C-
3	Minimal
D	D
D+	D+
D-	D-
*	BLANK MARK
F	F

Select a different report card (if available).

Click a student's name to open the Student Progress window.

Select a different available mark from the drop-down list.

Click a link to open a window with options available for that item.

For some assessments, you can select an item or enter a freeform comment.

Selecting a reporting period checkbox and then clicking = is commonly referred to as "checkmark equals."