

## Office Mark Entry and Printing

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## 1.0 Mark Entry – Office User

If a teacher is unable to enter their data at report card time, it is possible for it to be done by clerical or administration staff. There may also be situations where a report card has already been printed, but a change needs to be made (at the teacher's request). This can be done at the office level so the report card can be re-printed quickly.

### 1.1 Enter & Post Marks in the Term Screen

1. In the **School** view, click the **Grades** top tab.
2. Click the **Grade Input** side tab.
3. Click the blue hyperlink for the class that requires the entry or change. The input grid will appear with all the students in the class displayed.
4. Use the drop-down menu in the **Grade Columns** field to select **Post Columns – Term**
5. Use the drop-down menu in the **Term** field to select the term for which grades are being posted to the report card.

Pages School Student Staff Attendance Cond 1 Grades Assessment

Classes :: MEN--07-002 - ENGLISH LANGUAGE ARTS 7

Grade Terms

Transcripts

Transcript Column Attributes

Credit Adjustments

Grade Input 2

Options Reports Help



Grade Columns 3 Post Columns - Term

Term 4 Tri 3

Status Enrolled Withdrawn

Name	YOG	Tri 3 Grade	Tri 3 Com	Final
	2024	A !		A !
	2024	B !		B !
	2024	B !		B !
	2024	A !		A !

Student names blanked for privacy.

6. The term mark entry screen will display the columns for report card entry. Any values may be manually adjusted here, if necessary.
  - a. Populate the **Grade** column with the appropriate value for each student.
  - b. For Tri 3, populate the **Final** column if there is the final mark for the course.
  - c. Enter comments in the comment (**Com**) column by clicking the  icon. This will open the comment window for the student.
    - When comment entry is complete, click **OK**. The comment icon will now indicate that it has text by showing lines on it. 

7. When all marks and comments have been entered for all classes and are ready for the report card:

- a. Click the **Grade Input** side tab. All classes should be displayed.
- b. In the **Options** menu, click **Post Grades**.
- c. **Grade Term**: use the drop-down menu to select the term for which grades are being posted.
- d. **Grades to post**: leave set to *Term grades for all students*.
- e. **Post for**: leave set to **Term grades for all students**.
- f. Click **OK**.
- g. If posting is being done for several sections, a message will appear asking for confirmation to post grades for multiple sections. Click **Yes**.


For schools using the single term report card, the grade input screen will only have one option in the **Term** drop-down.

When posting grades for the single term report card, only one option will be available in the Grade Term field.

## 2.0 Generating Report Cards – Office User

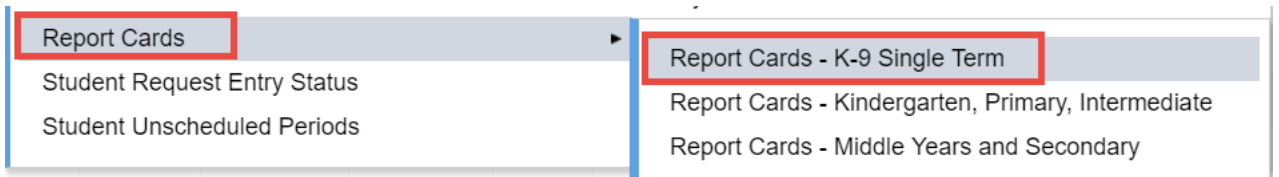
Before generating report cards to be sent home, it is recommended that the school office posts grades (use the steps in section 1.1 above). In the event that a teacher has missed posting a class or made an adjustment to a mark and comment without re-posting, this will ensure that the report card has complete and current data.

Best practice is to run report cards by grade to minimize the time it takes to do the report card run.

1. In the **School** view, click the **Student** top tab.
2. Use the  icon to select the **Grade level = ?** filter.
  - a. **Grade level:** use the drop-down menu to select the student grade for report cards to be run.
  - b. **Search based on:** use the drop-down menu to select **Primary Active Students**.
  - c. Click **Submit**.
3. For schools using a Tri 1, Tri 2 and Tri 3 reporting model, go to the **Reports** menu and click **Report Cards**, then **Report Cards – Kindergarten, Primary, Intermediate**.



For schools using the single term report card, click **Report Cards – K-9 Single Term**.



4. Set appropriate parameters and click **Run**.
5. It is recommended that the final report card run is saved to a secure location for future reference and a copy filed in the student file.

**Note:** For schools using the single term report card, it is recommended that all report cards are run each term and the pdf file saved for backup, as data is overwritten each term in this model.