

E-sistance Software Services Ltd.



School District 8
Kootenay Lake

Preparing for Report Cards –High Schools and K-12

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Report Card Preparation Checklist

Task	Navigation	Comments
Ensure all students are schedule as necessary	Student top tab > No Courses Scheduled filter	<ul style="list-style-type: none"> Review students with no schedules and assign classes, if appropriate.
Set school preferences	School top tab > Setup side tab > Preferences leaf > Category = Grade	<ul style="list-style-type: none"> Multiple posts by staff checked. Report card message appropriate to the term.
Review comment banks	Admin top tab > Comments side tab > Codes leaf	<ul style="list-style-type: none"> Add, delete, modify comments, as required.
Review grade terms setup	Grades top tab > Grade Terms side tab <ul style="list-style-type: none"> Schools issuing report cards 4 times per year must have Q1, Q2, Q3 and Q4. School issuing report cards 3 times per year must have Tri 1, Tri 2 and Tri 3. 	<ul style="list-style-type: none"> No gaps in dates. Correct start and end dates.
Review grade term cover maps	Schedule top tab > Structure side tab > Terms sub-side tab	<ul style="list-style-type: none"> Ensure the correct grade term cover map boxes are checked for each schedule term.
Check course attributes	Schedule top tab > Courses side tab > Report Card field set	<ul style="list-style-type: none"> Elementary only: Ensure courses have correct rubric definition. Set attendance courses to Hide from Grade Input = Y. Ensure field for Report Card Hide is set to N, unless otherwise appropriate. Ensure school comment bank is assigned to all courses (if applicable).

<p>Prepare grade input for term marks</p>	<p>Grades top tab > Grade Input side tab > Options > Prepare Grade Input</p>	<ul style="list-style-type: none"> • Prepare for: all sections. Next. • Report type: set to Term. • Grade Term: Select the first grade term. • Replace Existing Columns: <u>unchecked!</u> Click Next. • Set post windows as appropriate for each term. Teachers cannot post to the report card prior to the term grade post window start date arrives or after the term grade post window has passed. • Repeat for each grade term.
<p>Prepare grade input for course dates</p>	<p>Grades top tab > Grade Input side tab > Options > Prepare Grade Input</p>	<ul style="list-style-type: none"> • Prepare for: all sections. Next. • Report type: set to Course. Grade term will disappear. This is ok. • Replace Existing Columns: <u>unchecked!</u> Next. • Click Finish.
<p>Post course dates for all sections beginning in the current semester</p>	<p>Grades top tab > Grade Input side tab</p> <ul style="list-style-type: none"> • Click the Term header to sort by schedule term. Check the box beside all classes starting or finishing within the current term (FY, S1, Q1, Q2, Tri 1, Tri 2, etc) <p>Options > Show Selected</p>	<ul style="list-style-type: none"> • Options > Post Grades • Check the Post Course Dates box. • Post for selected sections <ul style="list-style-type: none"> ○ Say NO if there's a pop-up asking to post for withdrawn students!
<p>Manually modify grades as requested by staff</p>	<p>Grades top tab > Grade Input side tab</p>	<ul style="list-style-type: none"> • Check the box beside the class needing a change • Make change to mark, work habit or comment as requested. • Post Grades to update the transcript record with new data • Post Course Dates if a final mark was entered to update the transcript record with the completion date.

<p>Post grades for all sections</p>	<p>Grades top tab > Grade Input side tab</p> <ul style="list-style-type: none"> Click the Term header to sort by schedule term. Check the box beside all classes starting or finishing within the current term (FY, S1, Q1, Q2, Tri 1, Tri 2, etc) Options > Show Selected 	<ul style="list-style-type: none"> Options > Post Grades Select the current grade term. Post grades for selected sections <ul style="list-style-type: none"> Say NO to the pop-up asking to post for withdrawn students!
<p>Run report cards</p>	<p>Student top tab > use the filter menu to select a grade level of students to help the report run faster.</p> <p>Reports menu > Report Cards</p>	<ul style="list-style-type: none"> Select the appropriate report card Make the selections for terms and other options Click Run. Repeat for each grade.

1.0 Review Grade Preferences

Grade preferences were set as appropriate to the school business practice when MyEducation BC was implemented for the district. Unless there has been a change in business practice, the only setting to be reviewed in this screen is the report card message that appears at the top of every report card in the school.

1. Click the **School** top tab.
2. Click the **Setup** side tab, then the **Preferences** leaf.
3. In the upper right corner, use the **Category** drop-down menu to select **Grade**.
4. In the **Report card message** field, update the text as appropriate.
5. Click **Save**.

Gradebook

Add/drop ignore window (days)

Add/drop align gradebook scores behavior

Allow multiple posts by staff (2)

Report Cards

Category: Grade (1)


Report card message (3) This report card reflects ongoing assessment for linear and final assessment for semester 1 learning outcomes. JL Crowe teachers use a cumulative

Honor roll qualification list

Transcript auto-calculation options

2.0 Review School Comment Bank

Schools may need to add, modify or delete comments from the school comment bank for the new school year. The school comment bank is then attached to courses so teachers can select these comments to populate the student report card.

1. In the **School** view, click the **Admin** top tab.
2. Click the **Comments** side tab.
3. Check the box beside the School Comment Bank, then click the **Codes** leaf.
4. All comments will appear. These can be reviewed in MyEd BC, or the user can extract them to an Excel file by using the  icon and selecting **CSV**.
5. Click the blue hyperlink for the **ID** of the comment to edit its content.

Comments

Details

Codes (2)

Fields

Licenses

Logs

< 1:0100 >

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<input type="checkbox"/>	ID	Preview
<input type="checkbox"/>	0100	Term mark reflects a major written and oral assessment. Students demonstrated their writing and spe
<input type="checkbox"/>	0101	Reading performance is not yet within the expectations for the grade level.
<input type="checkbox"/>	0102	Progress in English is hindered by difficulties with reading.
<input type="checkbox"/>	0103	Lack of comprehension of text materials indicates a weakness in reading skills.

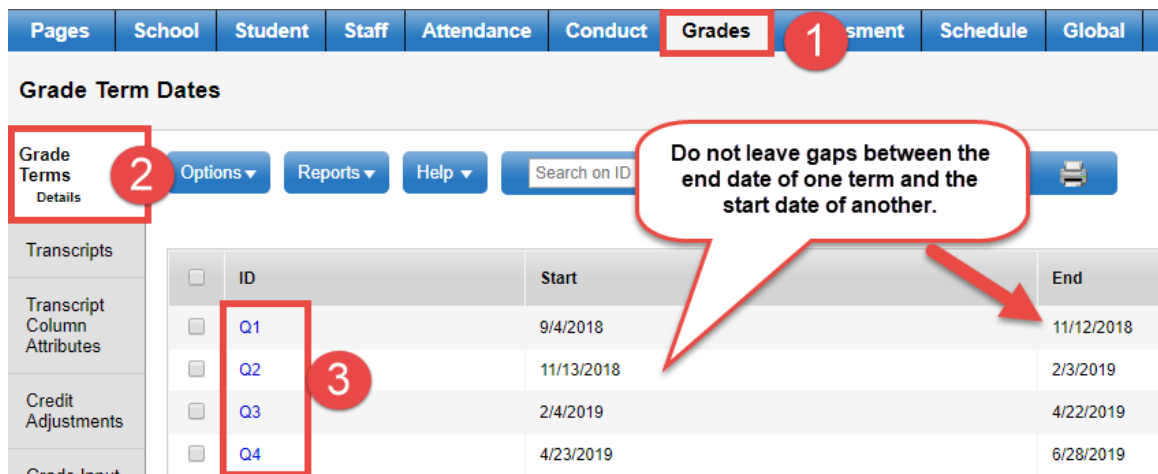
3.0 Grade Term Setup

Grade terms create the reporting periods for the school and also define when classes appear in the *Current Classes* filter for teachers in the Staff View > Gradebook top tab.

Schools using **quarterly transcript definitions** should show Q1, Q2, Q3 and Q4 in the **Grade Terms** screen.

These term dates represent the start and end dates of the school's terms for reporting. They do not control when teachers can begin posting marks and when they can no longer post marks to the report card.

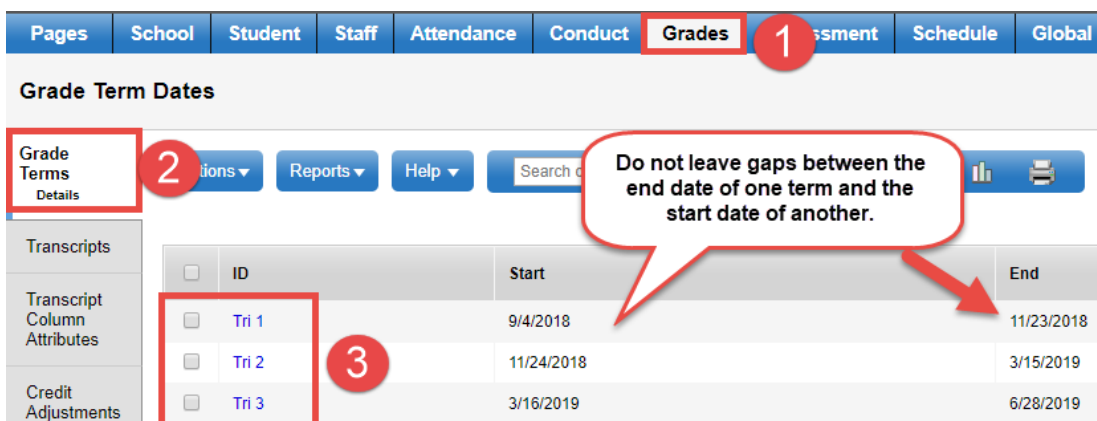
1. In the **Grades** top tab, click the **Grade Terms** side tab.
2. Ensure the correct grade terms are in place and there are no gaps between the end date of one term and the start date of the next.



ID	Start	End
Q1	9/4/2018	11/12/2018
Q2	11/13/2018	2/3/2019
Q3	2/4/2019	4/22/2019
Q4	4/23/2019	6/28/2019

Schools using **trimester transcript definitions** should show Tri 1, Tri 2 and Tri 3 in the **Grade Terms** screen.

These term dates represent the start and end dates of the school's terms for reporting. They do not control when teachers can begin posting marks and when they can no longer post marks to the report card.



ID	Start	End
Tri 1	9/4/2018	11/23/2018
Tri 2	11/24/2018	3/15/2019
Tri 3	3/16/2019	6/28/2019

3. If a date change is required, click the blue hyperlink for the term.
 - a. Modify the **Start date** or **End date** field as required.
 - b. Click **Save**.

Grade Term Definition > Name	Standard Trimester Grades
Term ID *	<input type="text" value="Tri 1"/>
Start date *	<input type="text" value="06/09/2016"/>
End date *	<input type="text" value="27/01/2017"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

4.0 Grade Term Cover Maps

Grade term cover maps indicate which reporting periods apply to each course length. They also control when the final mark column will appear. *It is absolutely critical that this is done correctly!*

4.0.1 Schools Reporting Quarterly

For schools reporting four times per year, there will be 4 grade term cover map check boxes. See the chart below to help determine when to report on different scheduled terms (course lengths) within the quarterly reporting model.

Schedule Term	Schedule Term Start & End Dates		Grade Term Cover Maps			
	Start Date	End Date	Q1 Sep 4 - Nov 8	Q2 Nov 9 - Jan 25	Q3 Jan 26 - Apr 19	Q4 Apr 20 - Jun 28
FY (Full Year)	04-Sep	28-Jun	X	X	X	X
S1 (Semester 1)	04-Sep	25-Jan	X	X		
S2 (Semester 2)	26-Jan	28-Jun			X	X
Q1 (Term 1, 9-week)	04-Sep	09-Nov	X			
Q2 (Term 2, 9-week)	10-Nov	25-Jan		X		
Q3 (Term 3, 9-week)	26-Jan	18-Apr			X	
Q4 (Term 4, 9-week)	19-Apr	28-Jun				X
Tri 1 (12-week)	04-Sep	14-Dec	X	X		
Tri 2 (12-week)	15-Dec	15-Mar		X	X	
Tri 3 (12-week)	16-Mar	28-Jun			X	X

Set the grade term cover map boxes to indicate which grade terms (reporting periods) apply to each schedule term (course length).

1. In the **School** view, click the **Schedule** top tab.
2. Click the **Structure** side tab. This will open up to the **Terms** sub-side tab.
3. Click the blue hyperlink for each schedule term code.
4. Ensure the correct **Grade term cover map** boxes are checked appropriately for the schedule term. Use the charts above as a guide.

The screenshot shows a configuration form for a schedule term. The 'Code' is set to 'FY'. The 'Name' is 'FY'. 'Base terms per year' is set to '1'. The 'Term map' checkbox is checked. Under 'Term Date Ranges', the 'Start' date is 06/09/2016 and the 'End' date is 22/06/2017. At the bottom, the 'Grade term cover map' section has four checkboxes, all of which are checked and highlighted with a red box.

4.0.2 Schools Reporting on Trimester Model

For schools reporting three times per year, there will be 3 grade term cover map check boxes. See the chart below to help determine when to report on different scheduled terms (course lengths) within the trimester reporting model.

Schedule Term	Schedule Term Start & End Dates		Grade Term Cover Maps		
	Start Date	End Date	Tri 1 Sep 4 - Dec 15	Tri 2 Dec 16 - Mar 15	Tri 3 Mar 16 - June 28
FY (Full Year)	04-Sep	28-Jun	X	X	X
S1 (Semester 1)	04-Sep	25-Jan	X	X	
S2 (Semester 2)	26-Jan	28-Jun		x	X
Q1 (Term 1, 9-week)	04-Sep	09-Nov	X		
Q2 (Term 2, 9-week)	10-Nov	25-Jan	X	X	
Q3 (Term 3, 9-week)	26-Jan	18-Apr		X	X
Q4 (Term 4, 9-week)	19-Apr	28-Jun			X
Tri 1 (12-week)	04-Sep	14-Dec	X		
Tri 2 (12-week)	15-Dec	15-Mar		X	
Tri 3 (12-week)	16-Mar	28-Jun			X

1. In the **School** view, click the **Schedule** top tab.
2. Click the **Structure** side tab. This will open up to the **Terms** sub-side tab.

- Click the blue hyperlink for each schedule term code.
- Ensure the correct **Grade term cover map** boxes are checked appropriately for the schedule term. Use the chart above as a guide.

Code	FY	
Name	FY	
Base terms per year	1	Set
Term map	<input checked="" type="checkbox"/>	
<u>Term Date Ranges</u>	<u>Start</u>	<u>End</u>
1	06/09/2016	29/06/2017
Grade term cover map	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

4.0.3 K-12 Schools

K-12 schools often report quarterly for grade 8-12 students and trimester for K-7 students. This means that the grade term cover map boxes need to be checked for each schedule term as would be appropriate for both reporting models. In other words, treat each schedule term as though it were being reported on in both models and set the grade term cover maps accordingly.

Use the charts in the previous sections to help determine which boxes should be checked for each model on each schedule term.

Example:

Code	S1	
Name	Semester 1	
Base terms per year	2	Set
Term map	<input checked="" type="checkbox"/> <input type="checkbox"/>	
<u>Term Date Ranges</u>	<u>Start</u>	<u>End</u>
1	9/4/2018	2/3/2019
Grade term cover map	<input checked="" type="checkbox"/> Standard Single Term <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Standard Trimester Grades <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Standard Quarterly Grades	

Save Cancel



5.0 Course Attributes

Course attributes that relate to grade entry should be reviewed for accuracy prior to preparing grade input.

Accurate transcript definitions, in particular, are critical for successful reporting. Transcript definitions define what columns are available for teachers to enter data into (mark, work habit, comment). They also define whether a final mark can be calculated by the system or must be entered manually.




5.0.1 School Comment Banks

School comment banks must be attached to courses in order for teachers to use them during their data entry. Only one comment bank may be attached to a course.

1. In the **Schedule** top tab, click the **Courses** side tab.
2. Use the  icon to select the **Report Card Field Set**.
3. In the **Options** menu, select **Mass Update**.
 - a. **Field:** Use the drop-down menu to select **Comment Bank Table**.
 - b. **Value:** use the  to select **School Comments Category 1** from the pick list.
 - c. Click **Update**. Read the pop-up warnings and confirm the update.




5.0.2 Hide From Grade Input

This field means that the process of preparing grade input will not be run on courses with a value of Y (box checked). The impact of this is that there will be no mark, work habit or comment columns for teachers to enter data into.

1. In the **Schedule** top tab, click the **Courses** side tab.
2. Use the  icon to select the **Report Card Field Set**.
3. Click the **HideFromGradeInput** column header twice, so all “Y” settings filter to the top.
4. Confirm that the courses with a “Y” in this field will not be reported on for the report card. To change a course setting:
 - a. In the **Options** menu, select **Modify List**.
 - b. Use the  icon at the top of the **HideFromGradeInput** column to open the column for editing.
 - c. Check the box for the course that needs to have grade input prepared.
 - d. Click the  icon at the top of the column to save the changes.

5.0.3 Hide on Report Card




This field means that the course will not appear on the report card, even if grade input is prepared and grades have been entered.

1. In the **Schedule** top tab, click the **Courses** side tab.
2. Use the  icon to select the **Report Card Field Set**.
3. Click the **RCrdHide** column header twice, so all “Y” settings filter to the top.
4. Confirm that the courses with a “Y” in this field are not intended to appear on the report card. To change the setting for a course.
 - a. In the **Options** menu, select **Modify List**.
 - b. Use the  icon at the top of the **RCrdHide** column to open the column for editing.
 - c. Check the box for the course that needs to appear on the report card.
 - d. Click the  icon at the top of the column to save the changes.

5.0.4 Sequence Number (optional)

This field allows schools to decide what order courses will appear on the report card. All values in this column can be zero. However, if a school chooses to have all “core” courses (English, Math, Science, etc) appear at the top of the report card, for example, sequence values could be assigned as follows:

- All English courses have a value of 0: appear as the first course on the report card.
- All math courses have a value of 1: appear as the second course on the report card.
- All science courses have a value of 2: appear as the third course on the report card, etc.

1. In the **Schedule** top tab, click the **Courses** side tab.
2. Use the  icon to select the **Report Card Field Set**.
3. In the **Options** menu, select **Modify List**.
4. Use the  icon at the top of the **SeqNo** column to open the column for editing.
5. Type the value representing the order for the course to appear on the report card.
6. Click the  icon at the top of the column to save the changes.

6.0 Preparing Grade Input

The process of preparing grade input creates the columns for mark entry for each term. If this is not done, when teachers enter the screen to input marks, there will not be any fields to enter data into.

It is important that this is done EVERY reporting period to pick up sections that were created after the last run.

6.0.1 Preparing Grade Input for Course Dates

Preparing grade input for course dates is simply to populate the student transcript record with a course start and end date. This is where the SADE and TRAX extracts get these dates, and so this process is necessary.

1. In the **School** view, click the **Grades** top tab.
2. Click the **Grade Input** side tab. A list of all sections in the school that have students scheduled into them, will appear.
3. In the **Options** menu, select **Prepare Grade Input . . .**

The screenshot shows the software interface with the following elements:

- Top Navigation Bar:** Pages, School, Student, Staff, Attendance, Cond 1, **Grades** (highlighted), Assessme
- Classes Section:**
 - Grade Terms
 - Transcripts
 - Transcript Column Attributes
 - Credit Adjustments
 - Grade Input** (highlighted with a red box and a red circle containing the number 2)
- Options Menu:**
 - Options (highlighted with a red box and a red circle containing the number 3)
 - reports
 - Help
 - Search on Term
 - Query...
 - Show Selected
 - Omit Selected
 - Post Grades...
 - Prepare Grade Input...** (highlighted with a red box and a red arrow pointing to it)
 - Prepare Reporting Standards Grad
 - Prepopulate Rubric Scores
- Table:**

<input type="checkbox"/>	MEN-08-01	01	ENGLISH LANGUAGE ARTS
<input type="checkbox"/>	MEN-08-02	02	ENGLISH LANGUAGE ARTS

4. In the *Prepare Grade Input* wizard:
 - a. **Step 1: Prepare Grade Input: Select Sections**
 - i. **Prepare for:** Select the radio button for **Current selection**.
 - ii. Click **Next**.
 - b. **Step 2: Prepare Grade Input: Select Columns**
 - i. **Report type:** Use the drop-down menu to select **Course**.

Report type	Course ▾
Replace Existing Columns	<input type="checkbox"/>

- ii. **Replace Existing Columns:** **DO NOT CHECK THIS BOX! EVER!** Check with Level 1 support before you check this box when preparing grade input to ensure it is the appropriate action.
- iii. Click **Finish**. Repeat for each term.

6.0.2 Preparing Grade Input For Term Marks

1. In the **School** view, click the **Grades** top tab.
2. Click the **Grade Input** side tab. A list of all sections in the school that have students scheduled into them, will appear. If sections have no students scheduled into them, those sections will not appear in the list.
3. In the **Options** menu, select **Prepare Grade Input . . .**
4. In the *Prepare Grade Input* wizard:
 - a. **Step 1: Prepare Grade Input: Select Sections**
 - i. **Prepare For:** select the radio button for **Current selection**.
 - ii. Click **Next**.
 - b. **Step 2: Prepare Grade Input: Select Columns**
 - i. **Report Type:** Use the drop-down menu to select **Term**.
 - ii. **Grade Term:** Select the first grade term in the school year (Q1 or Tri 1).
 - iii. **Replace Existing Columns:** **DO NOT CHECK THIS BOX! EVER!** Check with Level 1 support before you check this box when preparing grade input to ensure it is the appropriate action. It is very rare that this function would be used.

Report type	Term ▾
Grade Term	Q1 ▾
Replace Existing Columns	<input type="checkbox"/>

In a school that reports 3 times per year, this menu will display Tri 1, Tri 2 and Tri 3

- iv. Click **Next**.

c. Step 3: Prepare Grade Input: Set Posting Parameters

- i. **Post Window > Start Date:** enter the date when teachers will be permitted to post grades to this term's report card. This does not prevent teachers from entering grades, work habits and comments. It only prevents them from posting the data to the student transcript record, which is where the report card gets its information. This date can be changed later if necessary.
- ii. **Post Window > End Date:** enter the date when teachers will no longer be able to post grades to this term's report card. This is typically the date when the school office is running report cards and does not want the data to change without being aware of it. This date can be changed later if necessary.
- iii. **Allow posting for:** leave this setting at **All Students**.
- iv. Click **Next**.

Post Window	Start Date 15/10/2016	End Date 15/11/2016
Allow Posting For	All Students	

d. Step 4: Prepare Grade Input: Confirmation

- i. Confirm entries are correct.
- ii. Click **Finish**. The process can take a few minutes when being run for all sections. Be patient.

5. Repeat the process for each grade term.

7.0 Grade Post Controls

Grade post controls are created through the process of preparing grade input. Step 3 of the prepare grade input process called **Step 3: Prepare Grade Input: Set Posting Parameters** creates these dates for each term for which grade input has been prepared.

A grade post control record is also created for course dates and the end date for this record should be set to a current date.

Schools may also choose to restrict or extend the grade post window for a term to allow teachers an appropriate amount of time to post grades to the report card.

To modify a grade post control:

1. In the **School** view, click the **Grades** top tab.
2. Click the **Grade Post Controls** side tab. A row will appear for *Course dates for all students*, as well as additional rows for each grade term for which the prepare grade input process has been run.

<input type="checkbox"/>	GradeTerm > ID	Summary	StartDate	EndDate
<input type="checkbox"/>	Q1	Term grades for all students	05/09/2016	23/06/2017
<input type="checkbox"/>	Q1	Course dates for all students	09/08/2016	08/08/2017
<input type="checkbox"/>	Q2	Term grades for all students	06/09/2016	23/06/2017
<input type="checkbox"/>	Q3	Term grades for all students	21/09/2016	28/04/2017
<input type="checkbox"/>	Q4	Term grades for all students	21/09/2016	30/06/2017

Change to a current date.

3. Click the **Grade Term > ID** blank box for **Course dates for all students**. This will open the details of the record.
4. Use the calendar icon to change the **End date** field to the current date. This is done to the course dates record so grades will not show as posted in the teacher view.
5. Click **Save**. The same process may be used to change the start date or end date of a term as well, if teachers require more time to enter grades.

8.0 Posting Course Dates

Posting course dates is important so course start, end and completion dates populate for TRAX. Early in the year, it is recommended to omit Semester 2 courses from this post so transcript records are not created for Semester 2 courses when students may drop them and change to different courses.

It is important that this is done EVERY reporting period to pick up sections that were created after the last run.

For the first report card of the year:

1. In the **School** view, click the **Grades** top tab.
2. Click the **Grade Input** side tab.
3. Click the Schedule Term > Code header to sort by scheduled term. Check the box beside all courses that begin in Semester 1 (FY, S1, Q1, Q2, Tri 1, Tri 2, etc) and click **Options > Show Selected** to isolate them in the list.
4. In the **Options** menu, select **Post Grades...**
5. In the *Prepare Grade Input: Select Columns* window:
 - a. **Post Course Dates:** Check the box. (Note: If the box does not appear, then the step to prepare grade input for course dates was missed. See Section 6 – Preparing Grade Input)
 - b. **Grade Term:** The drop-down menu should be blank.
 - c. **Grades to post:** Course dates for enrolled students.
6. Click **OK** to initiate the process.

The screenshot shows the 'Post Grades' dialog box. It has a title bar 'Post Grades'. Below the title bar, there are three rows of controls: 'Post course dates' with a checked checkbox (callout 'a'), 'Grade Term' with a blank dropdown menu (callout 'b'), and 'Grades to post' with a dropdown menu showing 'Course dates for enrolled' (callout 'c'). Below these is a section 'Post For...' with two radio buttons: 'Current selection: 348' (selected) and 'All Classes'. At the bottom, there are two buttons: 'OK' (callout 'd') and 'Cancel'.

For second and subsequent report cards:

Do not filter any courses out. Follow the steps above for all courses.

9.0 Posting Grades for All Courses


Once all grades have been entered, the office should post grades for all courses before running report cards. This ensures the update of any grades that were changed and not re-posted, or any classes where grade posting was missed by the teacher.

1. In the **School** view, click the **Grades** top tab.
2. Click the **Grade Input** side tab.
3. In the **Options** menu, click **Post Grades**.
 - a. **Grade Term:** Use the drop-down to select the term for which report cards are being issued.
 - b. **Grades to post:** Use the drop-down to select to **Term grades for all students**.


Important note: If a pop-up message appears asking if grades should be posted for withdrawn students, click **No**.
 - c. Click **OK**.

10.0 Generating Report Cards – Office User

Report cards are often run at the office level and organized for distribution. When mark entry and posting is completed by teachers, the office can run report cards for all students in the school. Best practice is to run report cards by grade to minimize the amount of time it takes to complete the 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. In the **Reports** menu, select **Report Cards**, then **Report Cards - Middle Years and Secondary**. There are a variety of options on the parameter form for report cards. A full explanation of all of these can be seen in the Grade Management document at <http://www.myeducationbc.info/wordpress/wp-content/uploads/Grade-Management-v2.6.pdf>.

The most common choices for middle and high schools are:

- a. **Report Card Type:** use the drop-down menu to select **Middle** or **Secondary**, as appropriate. The **Middle** option means the grade will be displayed as a letter grade. **Secondary** option means both the grade will be displayed as both a letter grade and a percent.
- b. **Term:** use the  icon to select the appropriate term for which report cards are being generated.

- c. **Sort students by:** many schools will choose to sort the report cards by homeroom, if that is how they are distributed in the school.
 - d. **Print on Both Sides:** ensures that a report card that exceeds two pages does not get printed as the first page of another student. The school printer option for print on both sides must also be selected.
 - e. **Display Attendance Summary:** This option is checked by default and will display the attendance block at the top of the report card. To remove the attendance block at the top of the report card, uncheck this box.
 - f. **Display School Message:** When this option is checked, the school-wide message will display at the top of every report card in the school. This message is entered in School > Setup > Preferences > Category = Grade > Report card message.
4. When all appropriate selections have been made, click **Run**.

It may take some time for the reports to generate. After **Run** is clicked, the report window may be closed. The user can check back later in the **Reports** menu > **Job Queue**, to check the status. When the job has finished, clicking **Finished (click to view)** will generate the PDF report cards.
 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.

Appendix A: 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. 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** | **Conc 1** | **Grades** | **Assessment** | **Sc**


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Grade Terms
Transcripts
Transcript Column Attributes
Credit Adjustments
Grade Input (2) | Input Grid | Student

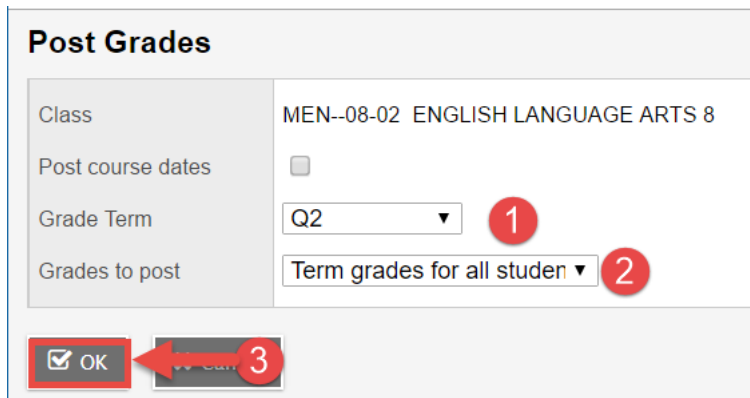
Options | Reports | Help | [Grid Icon]

Grade Columns: Post Columns - Term (3) | Term: Q2 (4) | Status: Enrolled Withdrawn [Gear Icon]

Name	YOG	Q2 Grade	Q2 WH	Q2 Com
	2021	52 (5)	S (6)	[Comment Icon] (7)
	2021	81	G	[Comment Icon]
	2021	51	S	[Comment Icon]

6. The term mark entry screen will present 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. Populate the work habit (**WH**) column with the appropriate work habit for each student (G, S or N). Entries are automatically saved.
 - If most students have a work habit of G, then a G can be entered for the first student and the **Ctrl+D** or **Options > Fill Down Values** function can be used to populate all students with a G.
 - Individual students can be adjusted manually by clicking into their Q1 WH column and entering the appropriate value.
 - c. Enter comments in the comment (**Com**) column by clicking the  icon. This will open the comment window for the student.

- A combination of comment bank and ad-hoc comments can be entered into this window. To use the comment bank:
 - Click the small triangle to the right in the comment window.
 - Use the **Category** drop-down menu to select a subject category. The list of comments in that category will appear.
 - Click the comment to have it appear in the comment box for the student. If more comments from the comment bank are required, they can be selected one after another and will string together in the comment window.
 - Click the small triangle in the upper right of the comment window to close the comment bank.
 - Review the comment in the window, adjusting for grammar or adding additional comments as necessary.
 - 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, comments and work habits have been entered and are ready for the report card, in the **Options** menu, click **Post Grades**.
- a. **Class:** ensure the correct class is displayed.
 - b. **Post course dates:** unchecked
 - c. **Grade Term:** use the drop-down menu to select the term for which grades are being posted to the report card.
 - d. **Grades to post:** leave set to *Term grades for all students*.
 - e. Click **OK**.



- f. If a pop-up message appears saying grades have already been posted, click **OK**.
- g. If a pop-up message appears asking if grades should be posted for withdrawn students, click **No**.