School District 8
Kootenay Lake

Preparing for Report Cards - Elementary

Date: September 16, 2019

Contents

Report Card Preparation Checklist

Task	Navigation	Comments
Set school preferences	**School** top tab > **Setup** side tab > **Preferences** leaf > Category = Grade	• **Multiple posts by staff** should be checked • **Report card message** should be changed as appropriate to the upcoming report card.
Review grade terms setup	**Grades** top tab > **Grade Terms** side tabs	• Ensure all grade terms are created. • For Tri 1, 2 and 3, there should not be gaps between the end date of one term and the start date of the next. To change dates, click the blue hyperlink of the grade term, enter the correct date and click **Save**.
Review grade term cover maps	**Schedule** top tab > **Structure** side tab > **Terms** sub-side tab	• Click the blue hyperlink for **FY**. • All grade term cover map boxes should be checked. If not, check them and **Save**.
Check course attributes	**Schedule** top tab > **Courses** side tab > **Report Card** field set	• Use **Option > Modify** List to set attendance courses to Hide from Grade Input = Y. All other courses should be set to N. • Click the **RCard Hide** column header <u>twice</u>. Courses set to Y will <u>not</u> appear on the report card. If necessary, use **Options > Modify List** to change them to N. • Are transcript definitions correct for all courses?
Prepare grade input for term marks	**Grades** top tab > **Grade Input** side tab > **Options** > **Prepare Grade Input**.	• Prepare grade input for each term. • 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.
Adjust grade post controls	**Grades** top tab > **Grade Post Controls**	• Set start dates and end dates to determine when teachers can post grades to report cards.

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. In the **School** view, 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**.

2.0 Confirm Grade Term Dates

Grade terms represent the reporting periods for the school. These may be different depending on the type of elementary report card being used in the school.

- New, single term report card: should show only one row called "Term".
- Traditional, three-term report card: should show Tri 1, Tri 2, and Tri 3.

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

	ID	Start	End	
☐	Term	9/5/2017	6/29/2018	Standard Single Term
☐	Tri 1	9/5/2017	12/8/2017	
☐	Tri 2	12/9/2017	3/3/2018	
☐	Tri 3	3/4/2018	6/29/2018	Standard Trimester Grades

"Term" grade term should be school year start and end dates.

There should be no gaps between the end of one term and the start of another for Tri 1, 2 and 3.

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.**

If grade terms are missing, see the Back to School guide for instructions on how to create grade terms.

3.0 Grade Term Cover Maps

Grade term cover maps control which term columns are created for teachers to enter marks into. They also control when the final mark column will appear. _It is absolutely critical that this is done correctly!_

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 the **FY** schedule term code.

4. All **Grade term cover map** boxes should be checked. If they are not, check them and click **Save.**

Schools using the single term report card will only have one grade term cover map box. It must be checked.

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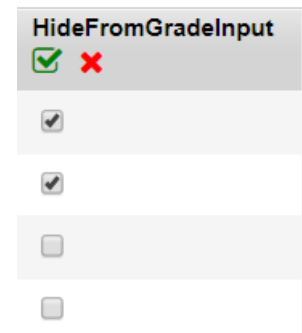
Course attributes that relate to grade entry should be reviewed for accuracy prior to preparing grade input.

4.0.1 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, 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. *Uncheck* the box for any course that needs to have columns for grade entry.

   d. Click the ☑ icon at the top of the column to save the changes.

4.0.2 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. Only attendance courses should have this value set to "Y". 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. *Uncheck* the box for any course that needs to appear on the report card.

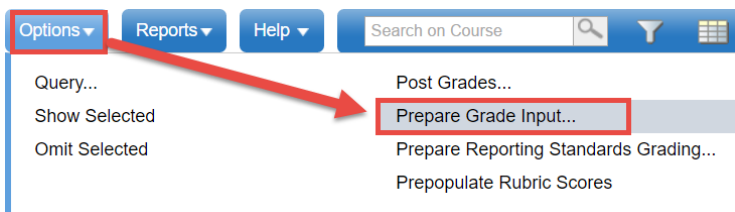   d. Click the ☑ icon at the top of the column to save the changes.
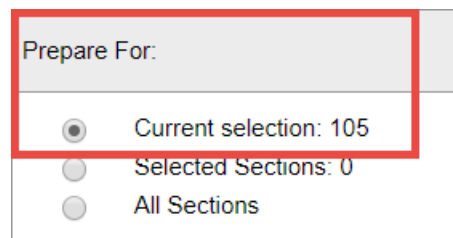
5.0 Preparing Grade Input

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.

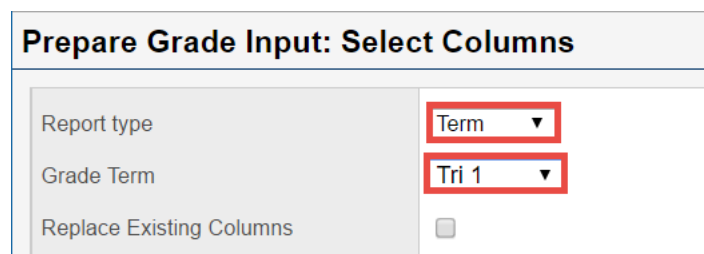### 5.0.1 Preparing Grade Input for Tri 1, Tri 2 and Tri 3 Grade Terms

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 . . .**

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**: Use the drop-down menu to select **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.

      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 the report card. This does not prevent teachers from entering grades 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 the 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**.

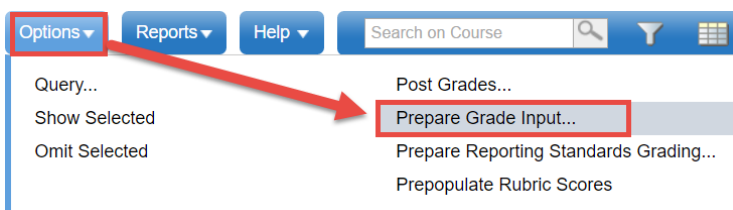| Prepare Grade Input: Set Posting Parameters		Step 3
Post Window	Start Date ① 11/1/2016	End Date ② 12/10/2016
Allow Posting For	All Students ▼	

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 steps 3 and 4 for **Tri 2** and **Tri 3.**

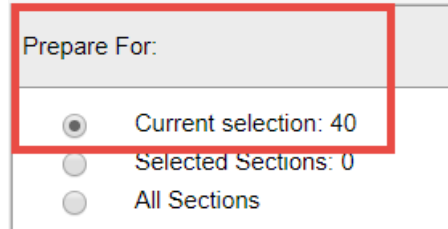## 5.0.2 Preparing Grade Input for the "Term" Grade Term

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 . . .**

Options ▾	Reports ▾	Help ▾	Search on Course		
Query...			Post Grades...		
Show Selected			Prepare Grade Input...		
Omit Selected			Prepare Reporting Standards Grading...		
			Prepopulate Rubric Scores		

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**
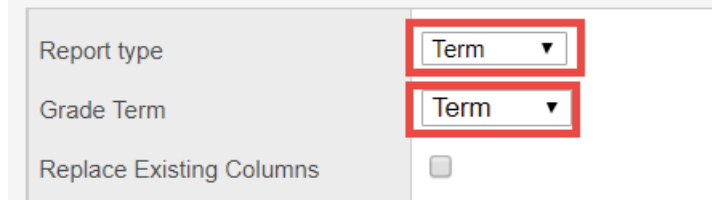
      i. **Report Type**: Use the drop-down menu to select **Term**.

      ii. **Grade Term**: Use the drop-down menu to select **Term**.

      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.

      iv. Click **Next**.

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

      i. **Post Window > Start Date**: The start date will always be the beginning of the school year.

      ii. **Post Window > End Date**: Enter the date when teachers will no longer be able to post grades to the report card.

      iii. **Allow posting for**: leave this setting at **All Students**.

      iv. Click **Next**.

Prepare Grade Input: Set Posting Parameters Step 3

| Post Window | Start Date 11/1/2016 | ① | End Date 12/10/2016 | ② |
| 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.

6.0 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.

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.

3.   Check the **Start Date** and **End Date** columns to ensure that they are dates that allow teachers to enter and post grades for the current reporting term.

	Grade Term > ID	StartDate	EndDate
☐	Term	19/02/2019	12/03/2019
☐	Tri 1	04/09/2018	21/12/2018
☐	Tri 2	19/02/2019	12/03/2019
☐	Tri 3	13/03/2019	25/06/2019