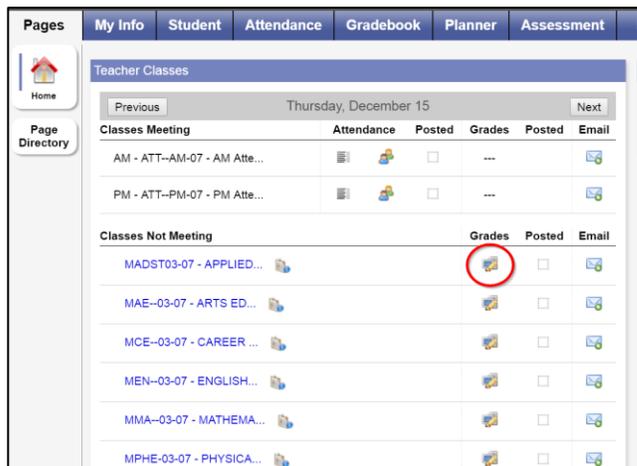
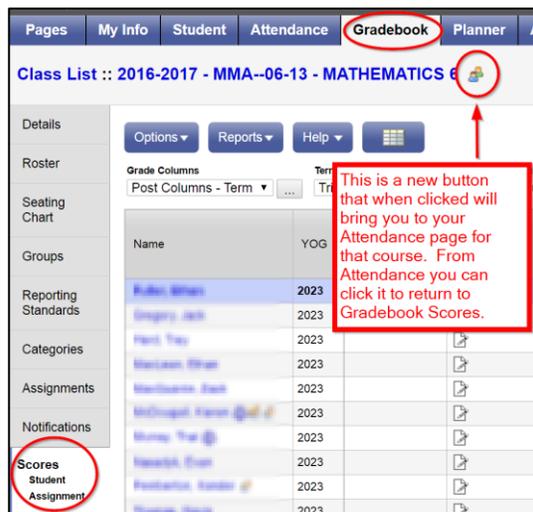


Report Card Entry

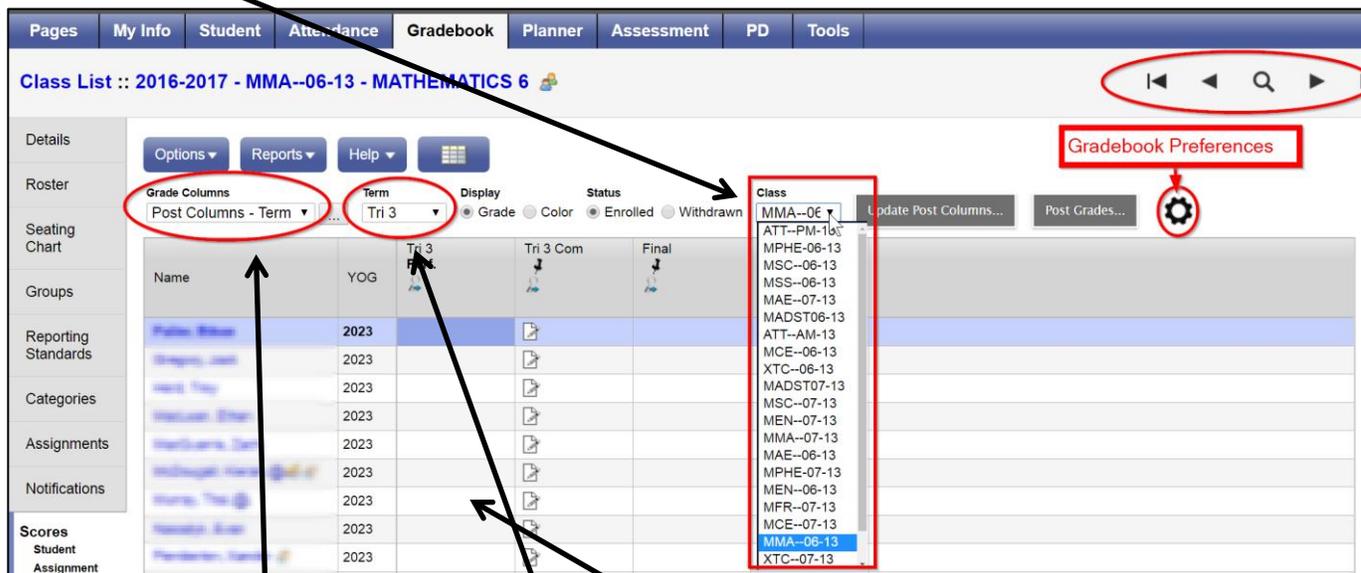
1. On **Pages** top tab click on the **Grades** icon beside the course or click on the **Gradebook** top tab, select your course and click the **Scores** side tab.



OR



2. Use the dropdown menu to switch between your courses.



3. When posting term grades, make sure that you have **"Term"** selected in the Grade Columns dropdown.

4. Make sure you are either in **ALL** under **TERM** or that you have selected the term you want to work with. **ALL** will allow you to see the whole year.

5. In the Tri # Perf column for the current term, click on the cell that you would like to enter a grade for and enter your performance mark.

NOTE: 1 is the LOWEST achievement and 4 is the HIGHEST and that Kindergarten does not use "Not Meeting".

Kindergarten: 1= Approaching, 2 = Meeting, 3 = Exceeding | **Primary and Intermediate:** 1 = Not Meeting, 2 = Approaching, 3 = Meeting, 4 = Exceeding
Intermediate teachers will be posting numerical grades for terms 1-3 with an overall letter grade in June as required by the Ministry of Education.

Students away for extended period of time when a mark is not possible receive an empty box where the mark should go. An explanation should be placed in the comment box as to why this student does not receive a mark.

Primary Teachers Note

For the **FINAL** reporting period – TERM 3 as per instructions from the ministry of education report card working group, Primary teachers enter the final mark for the year under Term 3. There is no final mark column. PR cards will pull from the most recent term that has marks in it.

Name	YOG	Tri 1 Perf.	Tri 1 Com	Tri 2 Perf.	Tri 2 Com	Tri 3 Perf.	Tri 3 Com
Regina Cook	2029						
Shane O'Neil	2029						
Corcoran, Bradley	2029						
Stewart, Nathan	2029						

6. In the **Tri X Com** column, click on the paper icon to enter learning outcomes and/or comments about student performance in that subject.

Copying and Pasting Comments from a Word Document:

1. Select what you would like to copy in your word document by clicking and dragging your mouse to highlight it. Right click then select **Copy**.
2. Navigate back to your report card. In the comment section of your report card, **right click** and select **Paste as Plain Text**.
3. Click **OK** to return to the Grade Input screen.
4. You will see the paper symbol now has blue lines on it. Press **CTRL + D** if you would like to copy the same Comment into all the other students

If you would like to copy and paste from a word document containing the **Big Ideas** from the new curriculum or the **Learning Outcomes** for the current curriculum you can find them at: learn71.ca

Click on **Curriculum** and find the link to **K-7 Current PLOs and Big Ideas and Pop Outs** on the side bar on the right side of the page.

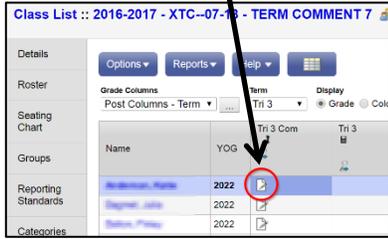
Overall Term Comment:

After you do comments that are specific to each subject, you have the opportunity to do a final comment at the end of the report. In order to complete this:

1. Click on **Pages** and then scroll down to the **Term Comment** for the appropriate term. Click on the **Grades** icon beside it.

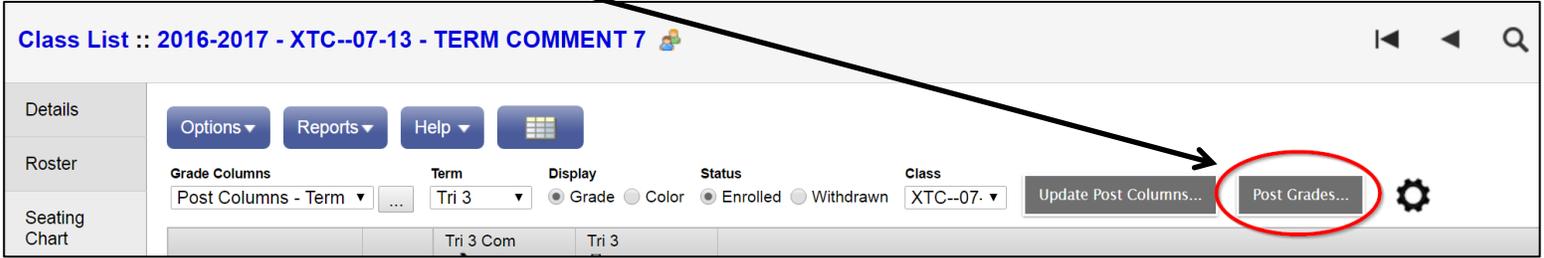
2. Make sure that the **Grade Columns** and **Term** are set up correctly (same as #3 under Report Card Entry)

3. Click on comment icon under **Tri # Com** and enter comments the same way you did for each subject.

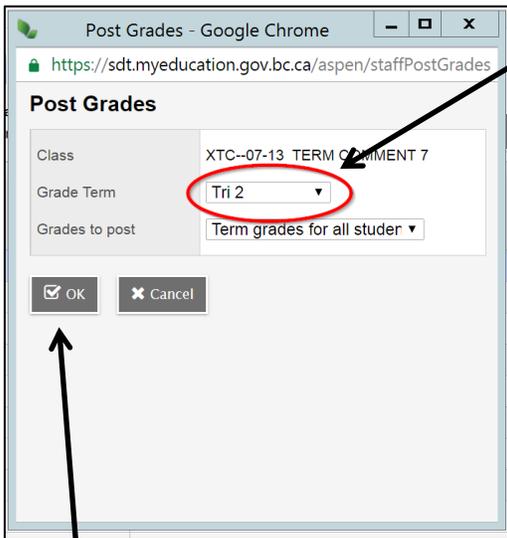


Posting Grades

1. Click on **Post Grades** when you are ready to send this information to the report card. You can post again later if you have made changes. You do not have to post grades to save your data. It just allows the data to appear on the report card. Sometimes there is a lag during this process. No information is lost.



2. After you click the Post Grades button. You will need to pick the term that you would like to post grades for:



3. Click OK