

Report Card Grades

Path: My Classes > Report Card Grades Status Icon

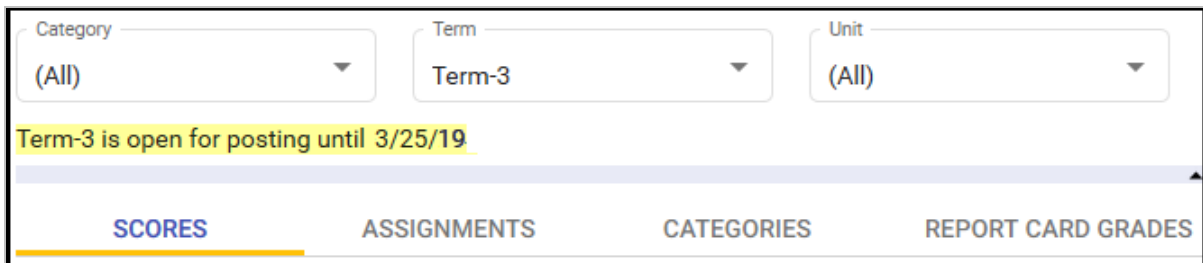
Or My Classes > Actions > Report Card Grades

Or From inside the gradebook > Report Card Grades

Overview

Report card grades are collected during grading cycles as determined by the school. Grades can be posted for report cards at progress, term, and/or semester intervals. Once a grading cycle has been opened by the school for grade entry, teachers can import (post) their grades to the report card grades tab in their gradebook. Once finalized, the grades are available for printing on a report card.

When the grade reporting cycle is open for posting, the Report Card Grades tab is highlighted in yellow and a message stating the cycle is open for posting is displayed at the top of the page on the **Scores** tab:



The screenshot shows a user interface for reporting grades. At the top, there are three dropdown menus: 'Category' with '(All)' selected, 'Term' with 'Term-3' selected, and 'Unit' with '(All)' selected. Below these is a yellow highlighted message: 'Term-3 is open for posting until 3/25/19'. At the bottom, there are four tabs: 'SCORES' (highlighted in yellow), 'ASSIGNMENTS', 'CATEGORIES', and 'REPORT CARD GRADES'.

This coloring remains until the grades for the open grading cycle have been finalized.

User Permissions

To print report cards, go to the **Grade Reporting** area. Select **Print Report Cards**.

Traditional Tab

Gradebook
GEOMETRY (H3010-01) P1 - Edwards High School - 2018-19

SCORES STANDARDS ASSIGNMENTS CATEGORIES **REPORT CARD GRADES**

TRADITIONAL STANDARDS BEHAVIOR / SOCIAL SKILLS STUDENT VIEW

Term-3: Grade entry allowed 01/02/18 - 03/25/19
Grades have not been finalized.

Students	T1	T2	X1	S1	T3	Special Purpose	Modified Curriculum	Instructional Adaptations	Comment
Barker, Michelle Kay	F	F	B+	D-		Regular			
Bryan, Savana V	B	B+	A	B+		Regular			
Collins, Jeraka R	***	***	***	***		Regular			
Diggs, Chris R	***	***	***	***		Regular			
Janney, Delanie L	A	A	A	A		Regular			
Stengel, Ashley H	***	***	***	***		Regular			

Attendance Legend Tools Maximize Preferences Save Finalize

Entering Grades

There are three options for creating grades on the Report Card Grades > Traditional tab:

- Import grades from the Scores tab
- Import grades from an external gradebook
- Enter grades manually

Regardless of how the initial grades are entered, comments and other information can then be added.

IMPORTANT: If assignments and scores are being kept in the gradebook and a grade needs to be adjusted, it is recommended the change NOT be made by overwriting a grade on the Report Card Grades tab. Instead, return to the Scores tab and make the adjustment to the assignments and/or scores, then re-import/post grades to adjust the grade. Parents may be closely monitoring grades via the parent portal and notice the discrepancy caused by a manually changed report card grade.

When the Report Card Grades tab is accessed, if grades exist on the Scores tab but do not already exist on the tab for the current term, a message is displayed asking if grades should be imported:

Import Grades

No grades exist on the Report Card Grades tab for this class for the current term. Do you want to import grades from the Scores tab?

Note: This option is also available on the Tools menu if you decide not to import or want to import again later.

✓ Yes
✗ No

If **Yes** is clicked, the grades for the class are imported and then the Report Card Grades tab is displayed.

If the open term is the last term in the year and the class contains 12th grade students as well as students in other grades, an extra option is available in the import window:

Import Grades

No grades exist on the Report Card Grades tab for this class for the current term.

Do you want to import grades from the Scores tab?

This appears to be the last term of the school year. If you want to only import scores for seniors at this time, check the box in the bottom bar before selecting Yes.

Note: This option is also available on the Tools menu if you decide not to import or want to import again later.

Only import scores for students in 12th grade

✓ Yes
✗ No

Checking the box and selecting Yes imports only the grades for the seniors.

Copy Grades from the Scores Tab

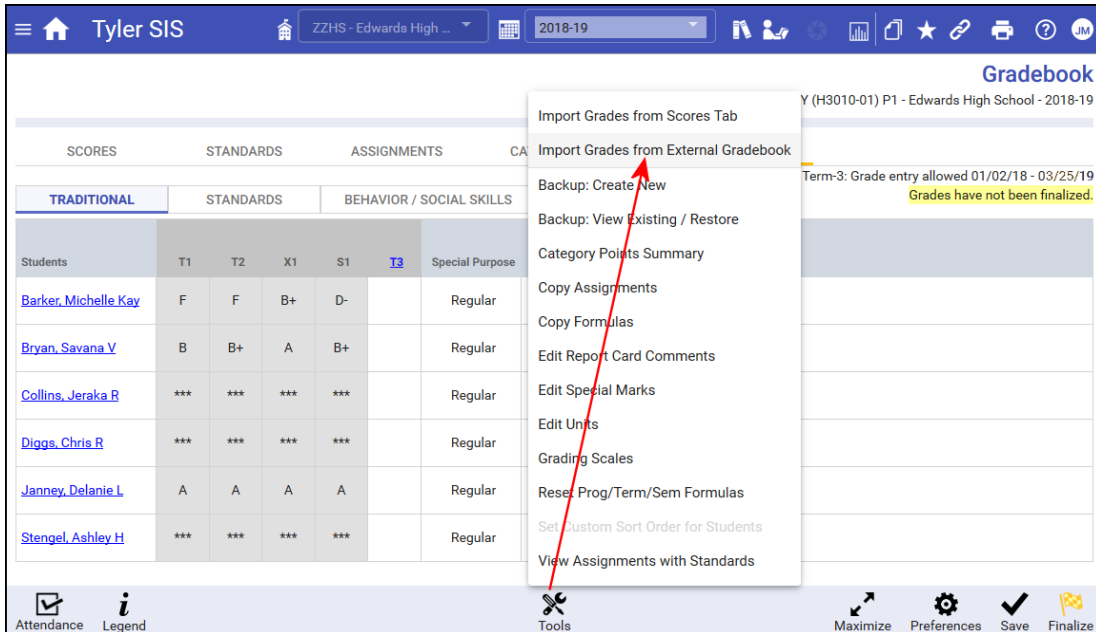
There are two options for moving grades from the Scores tab to the Report Card Grades tab and they both do the same thing, but from different locations.

- **Post Grades** – When a grading cycle is open for posting, **Post** is enabled in the lower right corner of the Scores tab. Clicking this pushes the scores for the open term from the Scores tab to the Report Card Grades tab.
- **Import Grades** – When a grading cycle is open for posting, on the Report Card Grades tab, from the **Tools** menu, select **Import Grades from Scores Tab**. This pulls the scores for the open term from the Scores tab to the Report Card Grades tab.

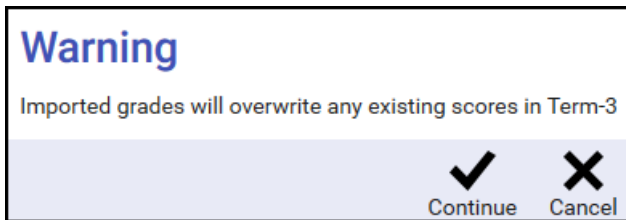
Import Grades from an External Gradebook

If a gradebook other than the SIS K-12 gradebook is used to track assignment scores, that information can be imported to the Report Card Grades tab.

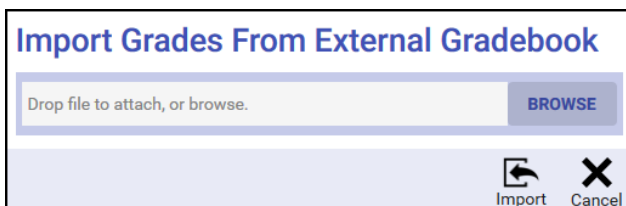
1. From the **Tools** menu, click **Import Grades from External Gradebook**.



2. A warning displays. Click **Continue**.



3. In the window that displays select the export file created from the other gradebook.



The file should be tab-delimited with the following columns (but no headings):

- **Student ID** – Regular ID for each student
- **Course code** – Subject+Section all together. For example, H501003 (for H5010-03)
- **Term code** – P = Progress, T or Q = Term, X = Exam S = Semester
- **Letter grade** – For example A, B-, P, etc.

Enter Grades Manually

If you do not use the SIS K-12 gradebook and are not going to import from some other gradebook, grades can be manually entered. Click the cell in the student's row and grading period column to enter a grade. To add a comment, click **Add** in the Comment column.

Students	TRADITIONAL				Special Purpose	Modified Curriculum	Instructional Adaptations	Comment
	T1	T2	X1	S1				
Foxwell, Leslie S	B+	A-	A	A-	Regular	<input type="checkbox"/>	<input type="checkbox"/>	Add
Grear, John H	***	***	***	***	Regular			
Pickens, Lucas C	F	C-	B-	D+	Regular			
Rimer, MacKenzie C	***	***	***	***	Regular			

Score/Gradebook Mismatch

A red box in the grade box indicates a mismatch between the scores on the Report Card Grade Columns and on the Scores tab. There is also a red box in the column heading as well as a message at the top of the page which includes a link to a window showing the details of the mismatch(es). These same red tag boxes display in the Scores tab.

Students	TRADITIONAL				Special Purpose	Modified Curriculum	Instructional Adaptations	Comment
	T1	T2	X1	S1				
Foxwell, Leslie S	B+	A-	A	A-	Regular	<input type="checkbox"/>	<input type="checkbox"/>	Add
Grear, John H	***	***	***	***	Regular			
Pickens, Lucas C	F	C-	B-	D+	Regular			
Rimer, MacKenzie C	***	***	***	***	Regular			

Mismatches can occur either when the teacher edits the scores on the Report Card Grades tab or has made changes on the Scores tab and has not re-posted. Remove the red boxes by correcting the mismatch. The mismatch does not have to be corrected, although it is recommended teachers do so.

Clicking the [View Details](#) link from the Mismatch box displays the details of the mismatch.

NOTE: if a score on the Report Card Grades tab was modified by another user, an O (indicating that it was changed by the "O"ffice) or an M (indicating that it was "M"odified by another user) will be shown in the cell.

Scores/Report Card Grades Mismatch

If grades need to be adjusted, it is recommended the change NOT be made by overwriting the report card grade. Instead, change assignment scores on the Scores tab, then re-import/post grades to adjust the grade on the Report Card Grades (RCG) tab.

Parents may be closely monitoring grades via the parent portal and notice the discrepancy caused by a manually-changed report card grade.

Student	T2	
	Scores	RCG
Entwistle, Shannon A	A 95%	A-



Close

Citizenship / Effort

This column is only visible if it has been turned on for the school. (**Management > Site Level > Site Settings – Grading > Grading Options** tab.)

Citizenship/effort marks can be selected for each student individually by using the dropdown on each row. To assign the same mark to all students, click the Citizenship column heading and enter the mark to be assigned. Changes can then be made for individual students by using the dropdown on each row.

Special Purpose

The Special Purpose column indicates the subject type as identified in the district subject list.

Modified Curriculum

If the Modified Curriculum column is set to show for this school, check the box in this column if the curriculum has been modified for the student. An at symbol (@) displays on the report card next to the student's grade.

Instructional Adaptations

If the Instructional Adaptations column is set to show for this school, check the box in this column if the student's instruction has been modified. A pound symbol (#) displays on the report card next to the student's grade.

Comments

Site Settings control whether teachers can enter comments and, if so, whether they may be free-form or must be selected from a pre-set list of comments.

If comments are allowed, they can be accessed three ways:

- Individually for a student by clicking the existing comment or **Add** link in the Comment column
- Individually for a student by clicking the student's name, then clicking **Report Card Comments for Student** from the menu
- For all students in the class by clicking the column heading for a term and clicking **View Term Comments for All Students**

If free-form entry is allowed, text can be entered directly in the Comments box.

To select from the list of available pre-set comments, place the cursor in the Comments box where you want the comment to be added, then select the comment from the list.

When viewing comments for one student, comments from other terms are displayed for reference at the bottom of the window. If displayed, the **Expand All** and **Collapse All** are activated.

When viewing comments for all students in the class, the top row can be used to enter comments to be applied to all students.

1. Select comments from the pre-set list and/or type in a free form comment in the ***All Students*** comments box.
2. Click **Actions > Copy Comment to All Students** to replace any existing comments on individual students with the All Students comments. After copying these comments from the **"All Students"** row, additional individual comments can be added to students.

Actions > Clear on the menu clears the current comment in the All Students row. **Clear All** in the bottom bar can be used to clear the comments for all rows. A warning box displays, click **OK** to proceed or **Cancel** to leave all comments.

Student Menu

As elsewhere in Classroom 360, selecting a student name displays the Student menu, from which student-specific options can be selected:

The screenshot shows the Tyler SIS Gradebook interface. At the top, there is a navigation bar with 'Tyler SIS', school information 'ZZHS - Edwards High ...', and the school year '2018-19'. Below this, the 'Gradebook' title is displayed along with the course 'GEOMETRY (H3010-02) P2 - Edwards High School - 2018-19'. The main area has tabs for 'SCORES', 'ASSIGNMENTS', 'CATEGORIES', and 'REPORT CARD GRADES'. A warning message states 'Scores tab does not match Report Card Grades tab. View details'. Below the tabs, there are sub-tabs for 'TRADITIONAL', 'STANDARDS', 'BEHAVIOR / SOCIAL SKILLS', and 'STUDENT VIEW'. A message indicates 'Term-3: Grade entry allowed 01/02/18 - 12/25/24' and 'Grades have not been finalized.'. The main table has columns for 'Students', 'T1', 'T2', 'X1', 'S1', 'T3', 'Special Purpose', 'Modified Curriculum', 'Instructional Adaptations', and 'Comment'. A student named 'Foxwell, Leslie S' is selected, and a dropdown menu is open showing options: 'Student Information', 'Add Behavior Referral', 'Add Communication Log Entry', 'Report Card Comments for Student', 'Report Card Grade Calculation Report', 'Show Only This Student', and 'Student View'. The table row for this student shows grades: B+ (T1), A- (T2), A (X1), A- (S1), A- (T3), and 'Regular' for Special Purpose. A comment for this student reads: 'Improved grade due to calculation skills improving and participation increasing. Good job!'. At the bottom, there are icons for 'Attendance', 'Legend', 'Tools', 'Maximize', 'Preferences', 'Save', and 'Finalize'.

Standards Tab

NOTE: The Standards tab is not displayed if no standards are associated with the course.

Standards marks are defined at the district level. These are used for the standards-based report cards. The Subject must also be set up appropriately for this. For more information on this topic see *Objective Based Report Card Setup* in the SIS K-12 documentation.

There are two different views available for standards – All Standards By Student and All Students By Standard, each providing a different perspective on the data.

Similar to the Traditional tab, the existing marks from the main Standards tab can be imported to this screen or marks can be entered manually. If the Report Card Grades > Standards tab is accessed and marks do not already exist on the tab for the current term, a message is displayed asking if the information should be imported:

Import Standards

No standards scores exist for this class for the current grade cycle. Do you want to import scores from the Standards tab

Note: This option is also available on the Tools menu if you decided not to import or want to import again later.

Yes No

The Term dropdown on the right-side of the screen allows a specific Term, Semester, or Year to be selected or **All**.

The screenshot shows the 'STANDARDS' tab selected. At the top right, a yellow warning says 'Grades have not been finalized.' Below the tabs, there are navigation arrows and a dropdown menu currently set to '(All)'. On the right side, a 'Term' dropdown menu is highlighted with a red box, also showing '(All)' as the selected option.

In the All Standards By Students tab, display all standards for one student using the navigation arrows. When one student is displayed, click the **Action** icon to show access Student options.

This screenshot shows the 'ALL STANDARDS BY STUDENT' view. The student name 'Janney, Delanie' is displayed in the navigation bar. A red box highlights the navigation arrows and the student name. To the right, a circular 'Action' icon with a downward arrow is highlighted with a red arrow. A dropdown menu is open, listing several options: Student Information, Add Behavior Referral, Add Communication Log Entry, Report Card Comments for Student, Show Only This Student, and Student View.

Description	I1	I2
APIs1 - comprehend and evaluate written, visual and oral presentations and works		
APIs2 - apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers		
APIs3 - review and revise communications to improve accuracy and clarity		
APIs4 - examine problems and proposed solutions		

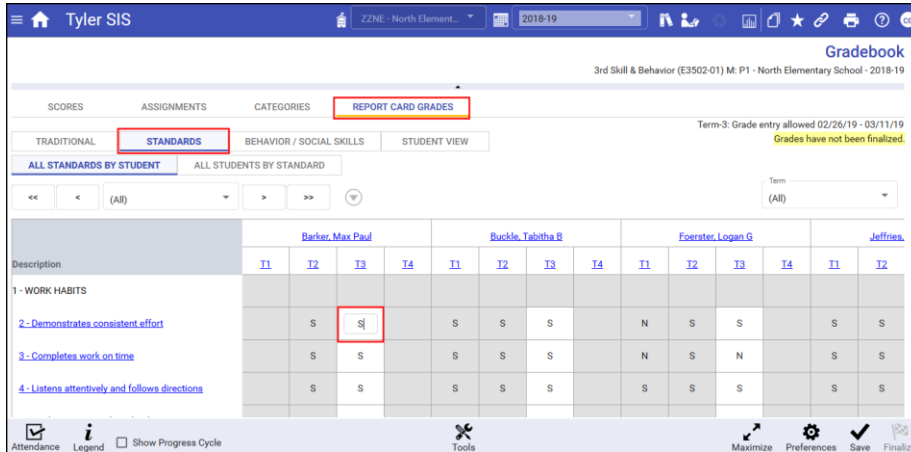
In the All Students By Standard tab, display all students for one standard using the navigation arrows.

This screenshot shows the 'ALL STUDENTS BY STANDARD' view. The navigation bar shows the standard 'APIs1 - comprehend and evaluate written, visual and oral presentations and works' selected. A red box highlights the navigation arrows and the standard name. Below, a table lists students and their scores for four items (I1, I2, I3, I4).

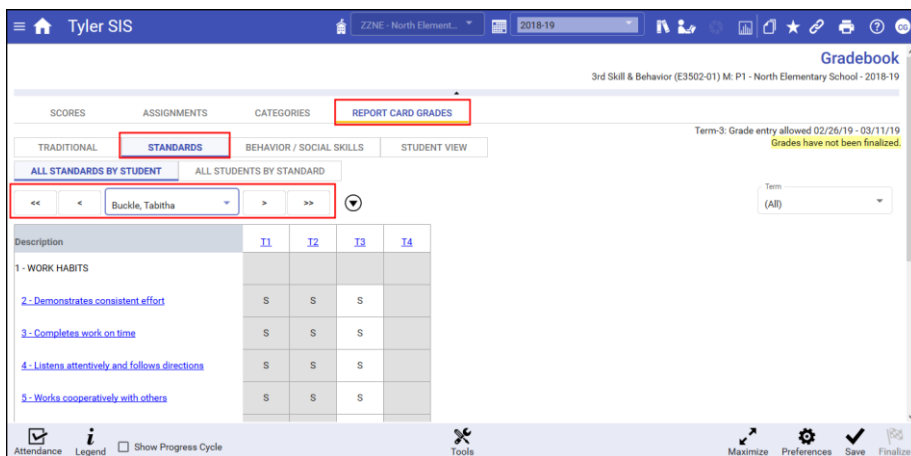
Student	I1	I2	I3	I4
Barker, Michelle Kay				
Ham, Michael C				
Janney, Delanie L				
Jordan, Cole L				

Entering Standards Grades

1. Use the dropdown list to select the curriculum mark for each objective. The curriculum mark can be left blank if the standard was not covered during that term.



2. Check **Show Progress Cycles** from the bottom bar to display all progress cycles on screen and in the Term dropdown list.
3. When a single student is selected from the dropdown on the left, the assignments for each term can be displayed:



The assignment display can be turned on/off from the Tools menu using the Assignments: Hide/Show option, as well as in Preferences.

Another handy option on the **Tools** menu is **Copy Marks from Prior Displayed Term**. This displays a window asking which term to update and then copies all of the marks from the column immediately to the left of the selected term. Note that depending on what is being shown, this may not be the term chronologically prior to the selected term.



Apply Mark to All

1. From the **Standards Report Card Grades** tab, click **Tools**.
2. Click **Apply Mark to All Students, All Standards**.
3. Select the term and select the mark.
4. Check **Overwrite existing marks** to replace any previously entered marks. Use with caution.

Apply Mark to All Students, All Standards

This will apply the selected mark to all active students in the selected term.

Term: Term-3 Mark: 3 Overwrite existing marks

Save
 Close

5. Click **OK** to save that score on all students for all standards.
6. Modify individual student scores as necessary.

NOTE: Users have the option to apply a mark to all active students or to all standards for this student by selecting the choice from the **Tools** menu. They may also overwrite any existing marks, which allows the user to decide whether all cells are changed, or only the blank cells.

The screenshot shows the 'STANDARDS' tab in the 'REPORT CARD GRADES' section. The 'Tools' menu is open, and the 'Apply Mark to All Students, All Standards' option is highlighted with a red box. The main table shows standards for student 'Barker, Michelle Kay' with scores of 3 and 2+ in the T3 column.

Description	T1	T2	T3	T4	T1	T2
APIs1 - Comprehend and evaluate written, visual and oral presentations and works			3			
APIs2 - Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers			2+			
APIs3 - Review and revise communications to improve accuracy and clarity						
APIs4 - Examine problems and proposed solutions from multiple perspectives						

Behavior / Social Skills Tab

Behavior and Social Skills items are user-defined, per grade level, to be used by teachers to further indicate a student's progress. While typically used by elementary schools, they can be used for all grade levels. These may be printed in the body of the Report Card.

1. Under the **Report Card Grades** tab click the **Behavior / Social Skills** tab.

2. Select the cell for the student and Behavior/Social Skills you wish to grade. Marks can be numeric, up to three digits, or pulled from the site valid grades table. The grade mark can be left blank, only marking those items below level.


NOTE: Sites may have Behavior & Social Skill items marked to show for each subject or just one. For instance, Elementary students stay with the same teacher most of the day. Therefore, it would only be necessary to mark for one subject. Only the Behavior & Social Skill Style set by the office staff in the Site Settings is printed on the report card.

Student View Tab

The screen displays all the student's grading areas and each grading area can be completed on one screen using the same steps as above.

Select a student using the navigation bar at the top of the page to scroll through the students. Click the down arrow to the right of the student name to access a list of students in your gradebook. Selecting the up/down Arrow on the right expands/collapses the various grading areas.

Finalize Grades

When all grades and comments are complete, click the **Finalize** icon  in the bottom bar and a confirmation window is displayed. Click either **OK** to finalize or **Cancel** to return to the tab for additional changes.

Finalize Grades

Any unsaved changes will now be saved and the grades for this class will be marked as being ready for use on report cards.

Changes can still be made, if necessary, after grades have been finalized. Make the changes, save them, then Finalize again.

OK
 Cancel

Once finalized, the yellow highlighting on the Report Card Grades tab is removed and the date the grades were finalized displays. On the Home screen, the Report Card Grades status box displays a checkmark for the class.

While the grading window is still open, scores and assignments can be modified and grades either re-imported or re-posted. Grades can also be manually modified and saved. If changes are made, the **Grades have not been finalized** message returns. Finalize grades again.

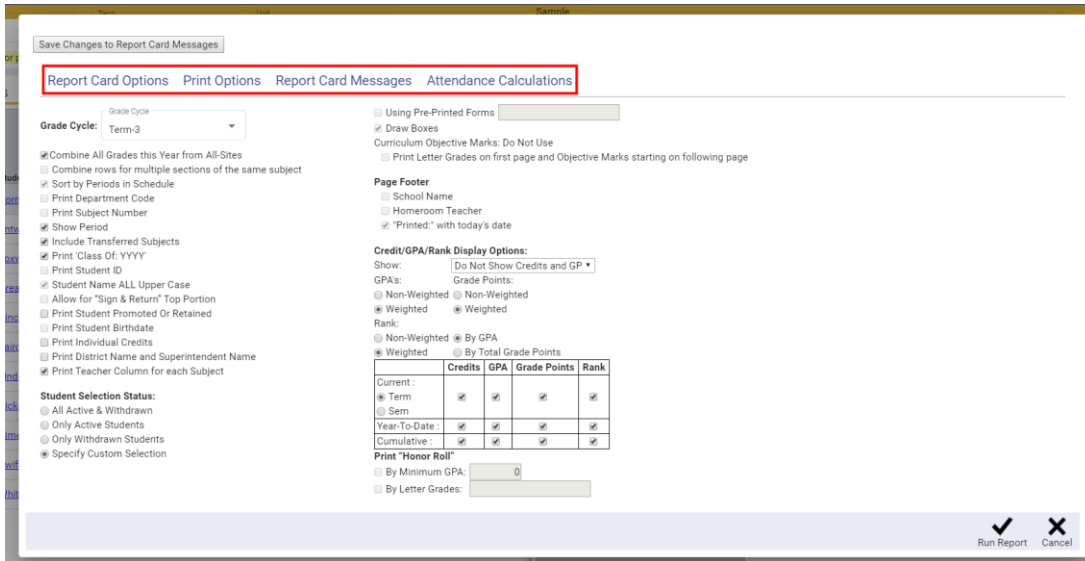
Printing Report Cards from Teacher Gradebook

Progress reports, report cards, and standards-based report cards can be printed from the teacher gradebook.

1. From the **Scores, Assignments, or Categories** tab click the **Print** icon in the bottom navigation bar.
2. Select **Report Card**, or **Report Card, Standards-Based**.

SCORES		ASSIGNMENTS		CATEGORIES		REPORT CARD GRADES									
Student #	Student Name	Alerts	Attendance		Term-1	Term-2	Sem-1	Term-3	Term-4	Sem-2	HWK-001	HWK-002	HWK-003	IST-001	HWK-004
			A	T	8/8-10/11	10/14-12/13	8/8-12/13	1/1-3/4	3/5-5/15	1/1-5/15	D 8/20 20 Pts	D 8/28 20 Pts	D 9/3 20 Pts	D 9/6 100 Pts	D 9/20 20 Pts
9899165801	Cormier, Dakota K	📢 604	10												
9899395400	Entwistle, Shannon A		17												
9899337099	Foxwell, Leslie S				B+ 88%	A- 92%	A- 91%	B+ 87%	A 100%	B 86%	16.5	19.5	15.5	95	15
9899237310	Grear, John H	📢						B- 82%	A 100%	B- 82%					
9899737243	Kincaid, Parker R	📢	4												
9899283202	Laird, Holly L		5												A
9899956467	Lindenberg, Dominick M	📢	6												
9899064833	Pickens, Lucas C	📢	4		F 54%	C- 73%	D+ 67%	F 47%	A- 93%	A 95%	5	4.5	78		
9899882541	Rimer, MacKenzie C							D- 63%	A 95%						
9899537347	Swift, Raegan E		1		A- 93%	A- 93%	A- 93%	B 85%	A 100%		5	20	95		
9899295819	Whiten, Kimber-Raine M		5		D+ 69%	C- 73%	C- 73%	D+ 69%	A 95%						


3. When printing report cards, a dialog opens with four tabs: **Report Card Options**, **Printing Options**, **Report Card Messages**, and **Attendance Calculations** (for details about each tab's fields see *End-of-term Grade Reporting > Print Report Cards* in the SIS K-12 documentation).



NOTE: Users may be able to configure some settings on the **Report Card Options** tab, but not all. Some of these settings are controlled at the site level. For more information, see *Site Settings – Grading* in the SIS K-12 documentation.

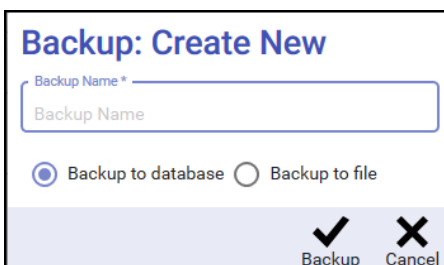
- Users can configure their print options on the **Print Options** tab without restriction. The settings for **Report Card Messages** and **Attendance Calculations** are set at the site level. These tabs are view-only unless a user has specific permissions.

Tools Menu

From within the Report Card Grades, click the **Tools** icon  to see additional tools on each of the section tabs. The options available differ under each section. Backup: Create New and Backup: View Existing/Restore are on each menu.

Backup: Create New

The **Backup: Create New** feature allows a copy of the entire grade book to be created. This is recommended if many changes are going to be made to the grade book. Name the backup and then select the location.



Click **Backup to database**, then **Backup**, and it is created and saved in the database.

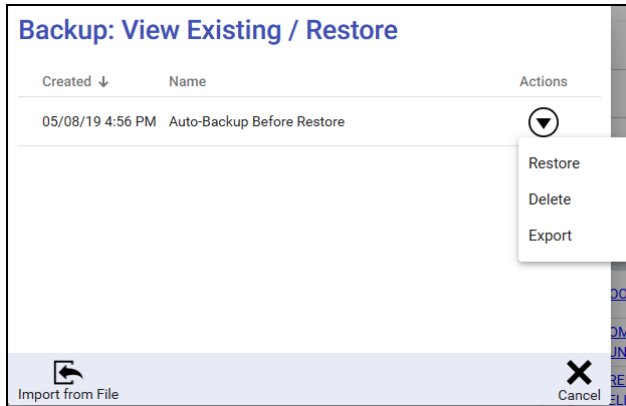
OR

Click **Backup to file**, then **Backup**, the file is created and saved to the location you specify.

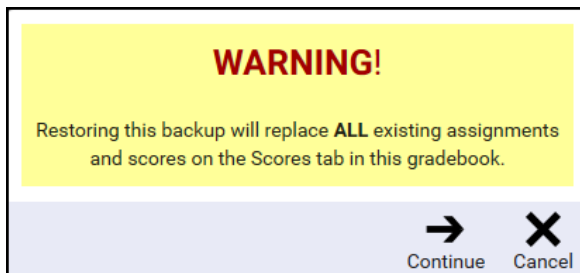
Backup: View Existing/Restore

Restore a grade book backup using this tool.

- If **Backup to database** was used, the backups are listed on the screen as in the sample below. Click the **Actions** icon next to the database to be restored. Select from the Actions of **Restore**, **Delete** or **Export**.



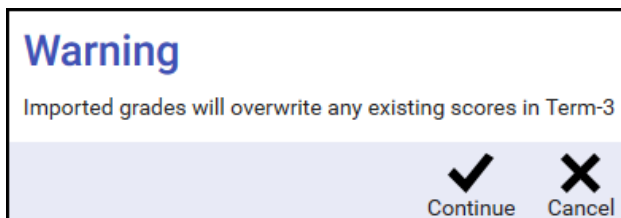
- If **Restore** is clicked, the following warning displays. Note that all existing assignments and scores are replaced. Select either **Continue** or **Cancel**.



- If **Backup to file** was used, click the **Tools > Backup: View Existing/Restore** and click **Import from File** on the bottom bar. The same warning as noted above displays. Click either **Continue** or **Cancel**. If **Continue** is clicked, browse to locate the backup file name. Click **Import**. The backup is restored.

Import Grades from Scores Tab

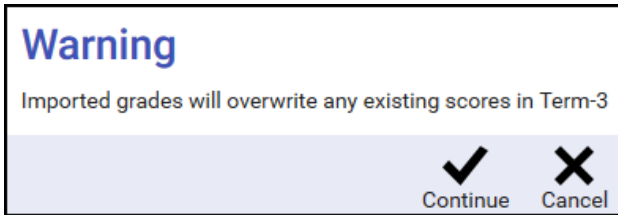
If scores were not imported when the Report Card Grades tab was first accessed during the open grading cycle, or they need to be imported again, they can be imported using the **Import Grades from Score Tab** tool. The following warning displays for the grading cycle. Click either **Continue** or **Cancel**. If **Continue** is clicked the grades import from the scores tab for the class.



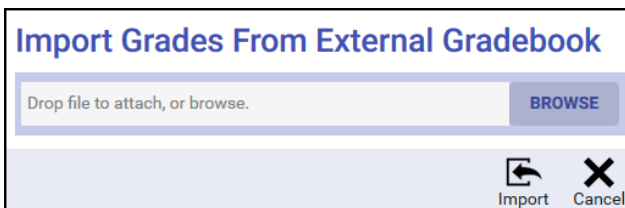
Grades need to be finalized as explained before.

Import Grades from External Gradebook

The following warning displays. Click **Continue** or **Cancel**.



If Continue is clicked, choose the external file to restore and click **Restore** to import the external grades. Exam grades imported from Canvas will now import to the **Exam** column on the **Report Card Grades > Traditional** tab.



NOTE: If importing from Canvas or Schoology, users may change the category of the assignment at the time of import to a different category from what it was previously.

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