**Report Cards**

 This is a quick and easy way to make sure your grades are ready to go for report cards and a good way to make your campus tech happy ☺.

1. **Verify your grades are in!** This can be one of 2 different ways:
	1. **Look over your gradebook –** Go through each subject and make sure you have grades entered for each student for each lesson. On to Step 2 **OR**
	2. **Run a Missing Scores Report –** Don’t trust yourself? Run this report.
		1. Click Gradebook > Entry **OR** click
		2. In the top right corner, choose Run Missing Scores Report
			1. Click Run
			2. Fill in any missing scores
			3. On to Step 2

**TIP:** Need to put something else in for a grade instead of one of those number things? Use these:

* **E –** Excused & **will not** be counted against the average.
* **I -** Incomplete & **will** be counted as a 0.
* **ABS –** Absent & **will not** be counted against the average. Also check your breaks.
* **MIS –** Missing & **will** be counted as a 0.
1. **Loading your grades –** Also known as “pushing your grades,” “uploading your grades” and “doing the hokey pokey.” (because that’s what it’s all about)
	1. Click Grade Reporting > Report Card **OR** click
	2. Make sure the correct Marking Period (MP) is selected up top. If it is not, click Change and choose the correct Marking Period.
	3. Click  (Load from gradebook) in the top, right corner.
	4. Make sure the grades are correct.
	5. Click to save.
	6. Click Change and choose the next subject.
	7. Repeat steps **C. – G.** until you have done so for every subject.
2. **Enter Competencies –** You know, the letters that describe how a student acts. Like giving a grade for personality.
	1. Click Grade Reporting > Competencies **OR** click
	2. Make sure the correct Marking Period (MP) is selected up top. If it is not, click Change and choose the correct Marking Period.
	3. Enter in competencies for each student.
	4. Click to save.
		1. **WARNING:** DO NOT CLICK  (LOAD FROM GRADEBOOK), IT WILL WIPE OUT ALL OF YOUR COMPENTENCIES.
	5. Click Change and choose the next competency.
	6. Repeat steps **C. – D.**

**TIP:** Instead of clicking the down arrow and choosing a letter, you can just type it in and hit Tab. Here is what they mean so you don’t have to guess

* **E -**  Excellent (not exacerbating)
* **S -**  Satisfactory (not hope)\*\*
* **N –** Needs Improvement (not nuclear (shouldn’t it be NI?))
* **U –** Unsatisfactory (not UnderDog)
1. **Enter Comments –** A personal message about the student but you can use any letters you want (even sentences and paragraphs).
	1. Click in the top, right corner of the Competencies page.
	2. Type a short message for the parents about the student.
		1. **TIP:** Use Spell Check before you save. You are a teacher after all.
	3. Click Save.
	4. Repeat steps **A. - C.** for each student.

**DONE!** That’s it. As long as you do this before Monday morning everything will be OK and life can carry on in a pleasant manner. If you need help, contact your campus tech and leave presents on his / her desk.