

Teacher Access Center Report Cards (RC)

Prerequisites for Entering RC Grades:

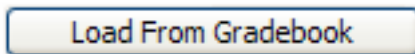
- define categories
- create assessments
- enter scores

Please Note: The follow procedures must be performed in every class in which you enter grades. Failure to do so will result in blank report cards.

From the Home screen, choose the **RC** link.



Click the **Load From Gradebook** button. (If you do not see the **Load From Gradebook** button, that means that you have not fulfilled the 3 pre-requisites for RC as listed above.)



You will then see the students' averages as they appear on your Scores page. The grades that you see will be the reported grade on the report card.

Marks
RC
91
85
70

ESNU Grades

ESNU marks from the scores page cannot be transferred to the RC page. You will need to manually type in the ESNU values in the **Marks** column on the RC page.

If you have recorded ESNU grades on your **Scores** page, and click the **Load From Gradebook** button on your RC page, a blank will appear in the **Marks** slot.

Marks	
RC*	
E	↓
S	↓
E	↓
N	↓
S	↓

Marks	
RC	
	↓
	↓
	↓
	↓

~~Load From Gradebook~~

Overriding an RC Grade

If you wish to display something on the RC other than the current average, type a new number in the box. A check mark will appear in the **Overwrite** box, indicating that you have overwritten the true calculated average.

Marks	
MP	
69	↓ Ovr: <input type="checkbox"/>

← old grade new grade →

Marks	
MP	
70	↓ Ovr: <input checked="" type="checkbox"/>

Please Note: The RC override grade will not display on the Scores page as the student's average. The grade override will only display on the RC.

Student Average	
69.4 %	

Entering an Incomplete

Delete the existing grade and type in the letter **I**. The Incomplete will not display on the Scores page as the student's average. The letter code will only display on the RC.

I	↓
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Secondary Campuses - DO NOT USE NM, NTI, ABS, or EX as a marking period grade. Those letter codes are for the Scores page only.

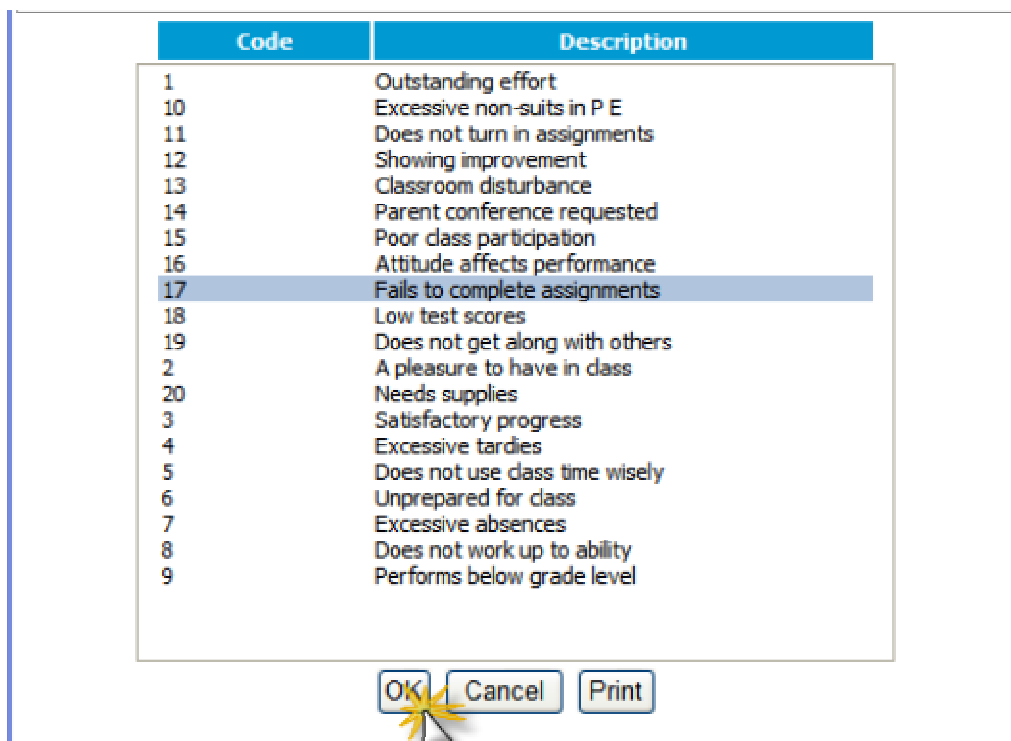
Entering Comments (optional)

You can enter up to two pre-set comments that will display on the CR.

Use the **CM** drop down menu to open the **Comment** window.

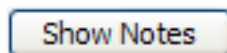


Select a comment and click **OK**. This comment is only for one student. Repeat the process for other students.

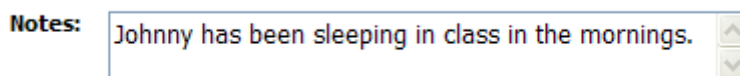


Entering Notes (optional)

Click the **Show Notes** button.



Type a note in the box provided. This comment is only for one student. Repeat the process for other students.



Please Note: Notes and comments from Scores page will not appear on the RC.

Entering Conduct

To enter the Conduct grade, type in E, S, N, or U.

CON*

E [v] [↓]

S [v] [↓]

E [v] [↓]

N [v] [↓]

[] [v] [↓]



You must click the **Save** button before leaving the RC page.

When you have completed the RC process for a course, you will see a green checkmark beside **RC** on the **Home** screen. Be sure to complete the process for every class that you teach.

RC ✓

Viewing Report Cards Summary

On the RC page, click the **Summary** button.

Enter Report Cards

SAMPLE

Student Id	Student Name	Grade	Marks					Absences					
			M1	M2	M3			M1	M2		M3		
			MP	MP	MP	SM	EX	ABS	TDY	ABS	TDY	ABS	TDY
		11	100	93				0	0	0	3		
		12	100	90				0	0	0	0		
		12	100	94				2	4	0	2		
		12		86						1	1		
		12	100	90				0	0	2	4		
		11	100	99				0	0	0	1		
		11	100	87				0	1	1	1		
		12	100	95				0	0	0	0		
		11	100	83				0	0	0	0		
		10	100					0	0				
		12		99						1	0		
		12	100	93				2	2	0	0		

The **Show Numeric Scores** button will display the un-rounded averages.

RC Procedure Timeline

Teachers will have a window of opportunity during which to complete the RC process. For instance, if Friday is the last day of the 6-week marking period, the campus may choose an RC deadline of the following Monday or Tuesday. Teachers may perform the RC procedure any time between their entering the last grade of the 6-week marking period, and the set deadline. For example, a teacher gives a test on the Thursday before the last day of the 6-week marking period, and corrects the papers on Friday. The teacher can perform the RC process any time after entering the scores for the test, until the deadline.

You can re-click the **Load From Gradebook** button and re-save until report cards are finalized. Once report cards have been printed, the **Load From Gradebook** and **Save** buttons on the RC page will no longer be operable. Any grade changes will need to be made by your office staff.

NOTE: You will be able to return to the **Scores** page of a previous marking period and make changes to assessment grades. However, *doing so will not make the grades change on previous report cards.* To change a grade on a printed report card, please see your office staff to complete your campus grade change procedure.