

## eSchool Plus Notes Channelview ISD

### ELEMENTARY REPORT CARD CHECKLIST

In order for a student to receive a report card (RC) from eSchool they must be in the system, with a schedule that has courses that require grades or comments. If you need to change schedules remember the importance of dates (both added and dropped) and last mark flags. You also may need to run the synchronization process if changes will affect this report card.

1.     \_\_\_ Verify Master Schedule
2.     \_\_\_ Run Scheduling Synchronization
3.     \_\_\_ Check Synchronization Log
4.     \_\_\_ Give teachers day and time grades are due
5.     \_\_\_ Run Missing Submissions to see how many teachers may need a reminder about when grades are due
6.     \_\_\_ After grades due deadline run Load Unposted Averages
7.     \_\_\_ Verify that Attendance Calculations are up to date and give the due date for attendance changes to the Attendance Specialist (**NOTE: As long as your attendance calculations are up to date prior to printing report cards, the current attendance will print on the report cards**)
8.     \_\_\_ Generate Mark Verification Sheets
9.     \_\_\_ Generate End of Day Teacher Status Report for Teachers to verify attendance for the Report Cards
10.    \_\_\_ Distribute Mark Verification Sheets and Attendance Reports
11.    \_\_\_ Let teachers know when Mark Verification Sheets are due back
12.    \_\_\_ Lock Teachers out of their grade book
13.    \_\_\_ Make changes to the Report Card Setup as needed
14.    \_\_\_ Verify that all changes to attendance have been completed and all Attendance Calculations have been run after the changes
15.    \_\_\_ Set sort for report cards

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**ELEMENTARY REPORT CARD CHECKLIST (continued)**

16. \_\_\_\_ Load Unposted Averages again
17. \_\_\_\_ Run the Generate RC Warehouse Data
18. \_\_\_\_ Generate Report Cards
19. \_\_\_\_ Print one Report Card and have it approved by your building principal
20. \_\_\_\_ Print the complete Report Card file
21. \_\_\_\_ Save the Report Card file to your desktop as RCMP#CCC (with the CCC being your campus initials)

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**HOW TO PERFORM THE TASKS ON THE ELEMENTARY REPORT  
CARD CHECKLIST**

**#1 Verify the Master Schedule** – Go to Scheduling Center>>Master Schedule>>Master Schedule>>Search>>Choose your criteria>>Click Search>>Check the flags and areas that will affect report cards

**#2 Run Scheduling Synchronization** – Go to Mark Reporting Center>>Calculations>>Scheduling Synchronization>>Click on Log all Activity>>Run  
(NOTE: Do not filter this first time you are running it for any IPR or RC run)

**#3 Check Synchronization Log** – Go to Home >> Choose Scheduling-MR Synchronization>> This report will be very large since there is a page per student but keep it so you can check for errors on a particular student, if you have any

**#4 Notify teachers of due date and time for grades**

**#5 Run missing submissions** - Go to Mark Reporting Center>>Click on Reports>>Click on Report Cards>>Click on Missing Submissions>>If you click on email teachers the system will send the teachers who have not submitted grades and have an email in their staff file a notice reminding them about the grades being submitted. Either way it will generate a log that will list who is still missing submitting their grades

**#6 After grades due deadline run Load Unposted Averages** – Go to Mark Reporting Center>>Click on Calculations>>Click on Load Unposted Averages>>Be sure to check All Teachers, All Students, and Log Statistics

**#7 Be sure that your attendance has been verified, corrected, and calculated.**

**#8 Generate Mark Verification Sheets** – Go to Mark Reporting Center>>Click on Reports>>Click on Report Cards>>Click on Verification Sheets>>Be sure to choose the correct RC Run and click on Log Statistics>>Click on Run

**#9 Generate End of Day Teacher reports for teachers to verify attendance** - Go to Attendance Center>>Click on Report>>Click on End of Day Teacher Status Report>>Be sure to run it for the dates of the marking period that report card cover>>click Run.

**#10 Distribute Mark Verification Sheets and Attendance Reports**

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**HOW TO PERFORM THE TASKS ON THE ELEMENTARY REPORT  
CARD CHECKLIST (continued)**

**#11 Let teachers know when Mark Verification Sheets are due back and remind teachers that by making grade changes in their grade book, going to the Report Card Summary page, Loading from Gradebook again, and clicking on Save will push the grades to eSchool**

**#12 Lock Teachers out of their grade book** – email the eSchoolPlus Team that you are ready to lock teachers out. **DO NOT LOAD UNPOSTED AVERAGES UNTIL YOU HAVE RECEIVED CONFIRMATION FROM THE eSchoolPlus TEAM THAT TEACHERS ARE LOCKED OUT.**

**#13 Make changes to the Report Card Setup as needed** – Go to Mark Reporting Center>>Click on Setup>>Click on Report Card Views>>Search for the RC Run you are preparing for>>Click on Report Card Text tab>>Make changes in the Header and/or Footer area>>Click on Save

**#14 Make sure you have corrected attendance and calculated for the whole year, both Day Totals and Intervals** – Go to Attendance Center>>Click on Calculations>>Click on Day Totals then do Click on Intervals

**#15 Elementary campuses will always sort by Homeroom Primary**

**#16 Load Unposted Averages (do this again to make sure you have all grade changes made by teachers)** - Go to Mark Reporting Center>>Click on Calculations>>Click on Load Unposted Averages>>Be sure to check All Teachers, All Students, and Log Statistics

**#17 Run the Generate MR Warehouse Data** – Go to Mark Reporting Center>>Click on Calculations>>Click on Generate MR Warehouse Data>>Make sure to use the correct RC Run>>Use the last day of the marking period for both dates>>Click on Run

**#18 Generate Report Cards** – Go to Mark Reporting Center>>Click on Reports>>Click on Report Cards>>Click on Print Report Cards>>Choose RC Run>>Click on Send to student address only>>Use the last day of the marking period for both date fields>>Filter by Demographic-Grade-is in-02,03,04,05 >>Be sure to sort by Homeroom Primary as the first field>>Add in other fields for alphabetical order after Homeroom>>Click on Run

The rest of the steps are self explanatory.