

eSchool Plus Notes Channelview ISD

QUICK NOTES for Elementary Report Cards

- Student is enrolled or activated at your campus
- Student is assigned to a home room
- Student is scheduled into their courses as of the first day they are active at your campus
- **SPECIAL NOTE:** If a student changes home rooms you should drop them from the original course on the date the change occurred. If it should have been from the beginning of school drop the old course with the same date it was added, mark it as N for No Marks and add the new course for the next day. If IPRs have already happened drop the course on the date after IPRs and add the new one for the day after. **Dates are important so be careful what date you use to add or drop a student from a class**
- On Monday of the last week of the marking period STOP all schedule changes. If a student is going to change home rooms they should do that for the next marking period so you can drop the courses for Friday at the end of the marking period with a T for teacher to issue marks. Then add the new course for Monday of the next marking period.
- Run the Scheduling Synchronization for your whole building. This is the process that create report card records for the grades to be input based on the student's schedule and which teacher will be giving the mark.
- Create your time line for handing out report cards.
- Make sure your teachers have verified attendance for the marking period (I recommend that this be done every 3 weeks to give you time to enter corrections).
- After the teachers' grade deadline run the missing submissions report and contact your teachers who have not entered their grades yet.

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QUICK NOTES for Elementary Report Cards (continued)

- Run the Load Unposted Averages process
- Generate the verification sheets (since elementary campuses do Home Room attendance your verification sheets will not have attendance on them. Be sure to use the End of Day Teacher Status report for teachers to verify attendance)
- Give teachers their deadline to return to corrections (remember that the teachers can go back to their grade books, change/add scores, open RC, Load from Gradebook, and click Save and their grades will automatically load into eSchoolPlus)
- Enter corrections
- Check your Report Card setup and make changes/corrections as needed
- Email the eSchoolPlus team that you are ready to generate your report cards so we can lock your teachers out of making changes
- Generate report cards in the order you want to distribute them (usually by home room)
- Print report cards
- Distribute report cards