

Elementary Report Card Checklist

Task	Navigation	Comments
<input type="checkbox"/> Review School Settings for Grade Preferences	School view > School top tab > Setup side tab > Preferences > Grades Category	<ul style="list-style-type: none"> Refer to page 8-9 of the Back to School Manual
<input type="checkbox"/> Ensure the Back-to-School Checklist items are completed: Active Schedule, Grade Terms, and Grade Term Cover Maps have been set and saved; Review the Course Catalogue, Schedule Structure, School Calendar. These items are part of the District and School Start up Tasks Checklist. Ensure they have been completed.	<p>Set Active Schedule: School View > School top tab > Schedules side tab.</p> <p>Grade Terms: School view > Grades top tab > Grade Terms side tab</p> <p>Grade Term Cover Maps: School view > Schedule top tab > Structure side tab > Terms</p> <p>Course Catalogue: School view > Schedule top tab > Courses side tab</p> <p>Schedule Structure: School view > Schedule top tab > Structure side tab</p> <p>School Calendar: School view > School top tab > Calendars side tab</p>	<ul style="list-style-type: none"> Refer to page 11 of the Back-to-School Manual Refer to page 12-13 of the Back-to-School Manual Refer to page 13-16 of the Back-to-School Manual Refer to page 18 of the Back-to-School Manual Refer to page 12-16 of the Back-to-School Manual Refer to page 16-17 of the Back-to-School Manual
<input type="checkbox"/> Assign Transcript Definitions to courses: All courses require transcript definitions for reporting and transcript creation. <input type="checkbox"/> Assign Rubric definitions to courses assessing student learning against the rubric. <input type="checkbox"/> Assign Comment Banks	<p>School view > Schedule top tab > Courses side tab > Report Card field set</p> <p>K = Elementary K/Primary Transcript and Kindergarten Rubric</p> <p>Primary = Elementary K/Primary Transcript and Primary/Intermediate Rubric</p> <p>Intermediate = Elementary Intermediate with Final Transcript and Intermediate Grade Scale.</p>	<ul style="list-style-type: none"> Refer to page 18 of the Back-to-School Manual Transcript Definitions: Elementary K/Primary, Elementary Intermediate with Final and Comment Only Courses. Rubric Definitions: Kindergarten, Primary/Intermediate and Intermediate Grade Scale. Check the grade of the course and assign the correct Transcript and Rubric definitions.

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<input type="checkbox"/> All students have been scheduled into all course sections for their grade level.	<ul style="list-style-type: none"> • School view > Schedule top tab > Master side tab OR • School view > Student top tab > Schedule side tab > Workspace sub-side tab 	<ul style="list-style-type: none"> • Refer to page 22-24 of the Back-To-School Manual
<input type="checkbox"/> Prepare Grade Input (Term) - This process creates grade input columns, based on the transcript definition assigned to the course and the schedule term of the course section. Preparing Grade Input can be done for all course sections, a selection of course sections or individually by course section.	School view > Grades top tab > Grade Input side tab > Options > Prepare Grade Input > Report Type=Term <ul style="list-style-type: none"> • Prepare Grade Input Wizard: <ul style="list-style-type: none"> ➢ choose All sections then click Next ➢ Report type = Term ➢ Grade Term = Tri 1, Tri 2 and Tri 3 ➢ Fill In Start and End Dates with period of time that you want teachers to be able to enter data ➢ Allow Posting For = All Students ➢ Click Next then Finish 	<ul style="list-style-type: none"> • Preparing grade input is the process of creating the columns that users will see for entering grades, work habits and comments for the report card. If grade input is not prepared, users will not have fields to enter marks into. • Before Prepare Grade Input can be run: <ul style="list-style-type: none"> ➢ all courses have to be brought in ➢ all courses have transcript definitions, rubric definitions and comment banks assigned ➢ all classes (sections) have been created ➢ all students have schedules
<input type="checkbox"/> Grade Post Controls – Grade Term IDs are created when grade input is prepared. Dates can be entered/adjusted to provide a window for Staff view gradebook mark posting.	School view > Grades top tab > Grade Post Controls side tab	<ul style="list-style-type: none"> • Click on the GradeTerm IDs to adjust the Start and End dates for teacher mark entry.
<input type="checkbox"/> School-wide report card comment	School view > School top tab > Setup side tab > Preferences leaf > Category set to Grade > Report Card Message	<ul style="list-style-type: none"> • Be sure the School-wide report card comment has been entered before teachers run report cards.