

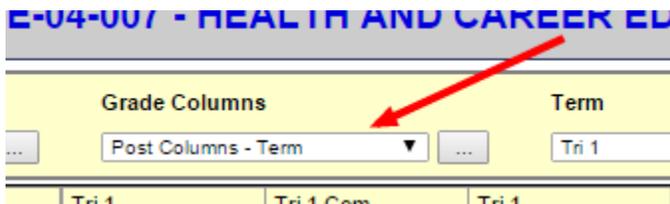


**Report Cards – Basic Steps**

Step 1 - From your 'Pages' top tab, click on the computer next to the subject on which you are starting

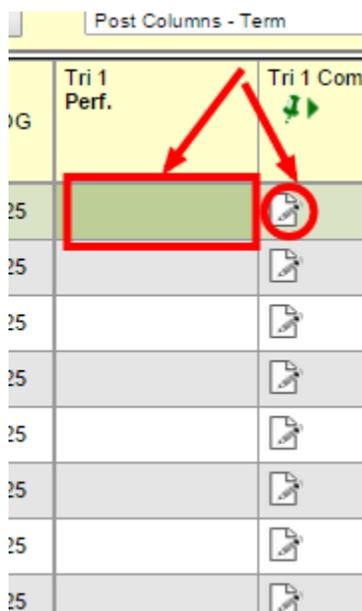
Previous		Friday, October 9		
Classes Meeting	Attendance	Posted	Grades	Posted
8:40 AM AM - ATT--AM-007 - AM Att...		<input type="checkbox"/>	---	<input type="checkbox"/>
1:00 PM PM - ATT--PM-007 - PM Att...		<input type="checkbox"/>	---	<input type="checkbox"/>
2:40 PM RC - ATT--AM-SR-007 - SOC...		<input type="checkbox"/>		<input type="checkbox"/>
2:40 PM RC - MFAR-03-007 - FINE A...		<input type="checkbox"/>		<input type="checkbox"/>
2:40 PM RC - MFAR-04-007 - FINE A...		<input type="checkbox"/>		<input type="checkbox"/>
2:40 PM RC - MHCE-04-007 - HEALTH...		<input type="checkbox"/>		<input type="checkbox"/>
2:40 PM RC - MMA--03-007 - MATHEM...		<input type="checkbox"/>		<input type="checkbox"/>

Step 2 - Once your new screen opens, be sure to switch your grade columns to 'Post Columns - Term' (you should already be on Tri 1 for your Term, you won't have to worry about switching that until Tri 2)



**Report Cards – Basic Steps**

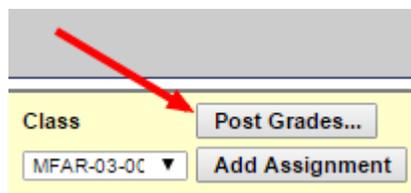
Step 3 - You can put your grade or performance scale in and then click on the white paper to write.



The screenshot shows a table titled "Post Columns - Term". The table has two columns: "Tri 1 Perf." and "Tri 1 Com". The first row is highlighted in yellow. A red box highlights the cell in the first row under "Tri 1 Perf.". A red circle highlights the "white paper" icon in the first row under "Tri 1 Com". Red arrows point from the red box to the red circle.

	Tri 1 Perf.	Tri 1 Com
25		
25		
25		
25		
25		
25		
25		
25		
25		

Step 4 - To send to the office, click on 'Post Grades' (this posts both grades and comments) This will make your push pin turn red.



Don't forget that Social Responsibility, DPA and primary HACE are comment only courses and won't have a spot for grades or performance scales.

Step 5 - Go back to your Pages top tab and start with Step 1 with a different subject.

\*Note – if you want the same comment or 'mark' to show up for multiple students, you can enter it in the top box and do CTRL + D to 'fill down'. This will put the same comment or mark into everyone's report that is below that top student. Then you can go in to change name/gender or adjust the 'mark'.