

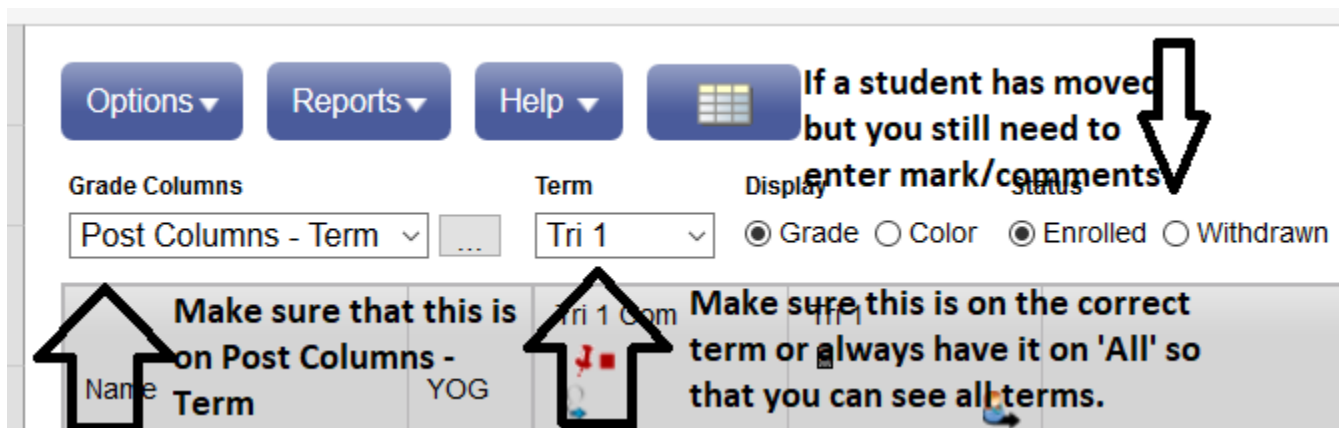
Report Card Tips and Tricks

1) AVOID TIMING OUT

You should have a 45 minute time out. If you are working on report cards, be sure to switch tabs every once in a while so that you don't get timed out. For example, when working on Language Arts (and you have been for about 40 minutes), you will get timed out unless you click on another top or side tab. Go click on your Pages top tab and then back in so that your 45 minutes starts over. The time out disrupts the saving.

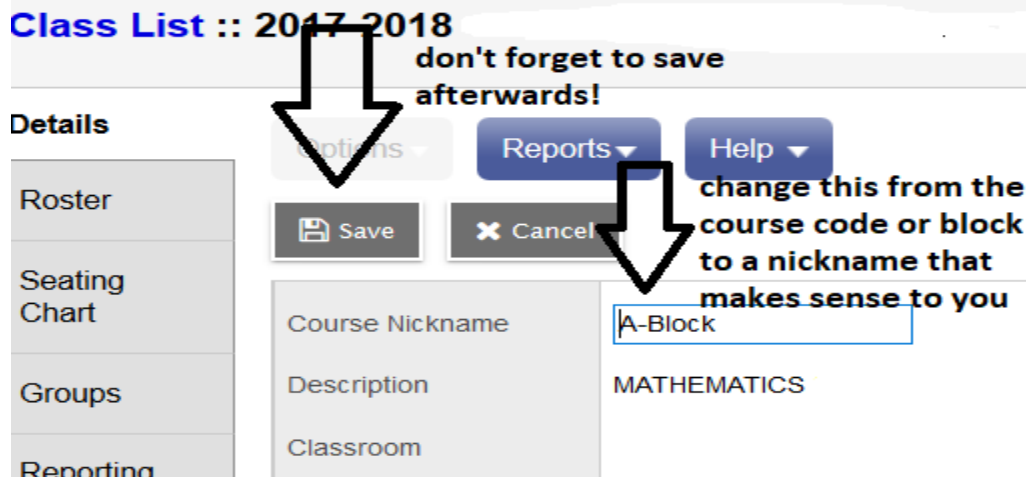
2) ENTERING GRADES:

Be sure that you are writing in the correct term. In the screenshot below, the user has chosen to have the dropdown menu on Tri 1 (this is the same concept for Quarters for high school). You can also choose 'All' so that you can see all of your terms at once. If you have a student who has left but you are still responsible for entering marks/comments for that child, you can access them through your 'Withdrawn' radial button. Note for elementary teachers that the office has to print the report card.



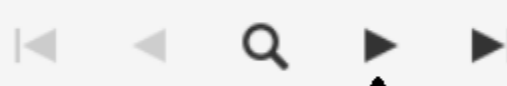
3) NICKNAMING COURSES (MORE FOR ELEMENTARY) Nickname your courses so that you can easily switch between classes when working (the first tip still applies though so make sure that every once in a while you actually switch off of the gradebook top tab).

To nickname: Gradebook Top Tab, checkmark next to the top course, details side tab (have to save)




Report Card Tips and Tricks

Staff view ▾ 🔔 Select school _____ _____ 🔓 Log Off



Move to your next course by clicking on this arrow. Continue until this arrow greys out which means there are no more courses.



- 4) **EFFORT MARKS / GRADES / PERFORMANCE SCALES**
If you are in a high school, effort grades are G, S or N. Do not use E In an elementary school (primary), be sure to use the Performance Scale letters and not numbers. So NYM, AE, ME or EE. In elementary school (intermediate), use C-, C, C+, B, or A.
- 5) **UPDATING MARKS FOR REPORTS:** If you are using the gradebook, marks do not automatically go into the Q1 or Tri 1 Grade column. High School teachers have an automated process they can use or they can manually transfer over grades. Elementary teachers must manually enter grades.

Grade Columns	Term	Display	Status	Class	
Post Columns - Term ▾	Q1 ▾	<input checked="" type="radio"/> Grade <input type="radio"/> Color	<input checked="" type="radio"/> Enrolled <input type="radio"/> Withdrawn	_____ ▾	Update Post Columns... This does not
Name	YOG	Q1 Grade	Q1 WH	Q1 Com	Q1
Elem: Must enter grade manually		C+	G	[icon]	71.51 C+
High School: can manually enter or 'Update Post Columns'		B	G	[icon]	74.59 B
		C	S	[icon]	63.14 C

- 6) **SAVING:** If you enter a comment/grade and the cell turns yellow and then the yellow goes away, it is saving. If you have it turn yellow and stay yellow, it is not saving. (always remember the time out issue in point 1). If a cell turns pink and you get an error message, the value you have entered is not correct. Posting is NOT saving. It merely moves what it already saved to where it can be printed.
- 7) **PROOFREADING/EDITING:** The BC Marks Verification Report works for all courses (K-12) before you 'Post Grades'. To run this a course (or a few) at a time: Gradebook top tab, put a checkmark next to the course(s) you wish to proof, Options, Show Selected. This will hide all other courses. Now



Report Card Tips and Tricks

'Reports' and 'BC Marks Verification'. This report will show all comments and grades that you have entered for that course so you can proofread. To bring back all your courses, click on your filter (martini glass icon) and "Current Classes".

- 8) POSTING/FINDING WITHDRAWN STUDENTS: For the office to be able to print report cards, 'post grades' must be clicked for each course. Students who have moved but you are still responsible to write their report or give marks can still be accessed.

If a student has moved, this is where you can find them to enter marks/comments

Switch easily between classes

when you are ready to have your reports printed, click here for each course