

## Classmate Report Card Procedures

At the end of the day designated by your Administrator:

Be sure your attendance is up-to-date.

Only grades with a "Date Taken" within the Marking Period Dates and the correct "MP" will be used to calculate the MP grade. You can see both of these in "Knowledge by Class" or "Knowledge by Student" modules.

You **MUST** enter at least 1 comment for each student. You may enter up to 3 comments for each student for each class.

Go to:

### MODULES

#### TEACHER GRADING

##### STUDENT SNAPSHOT

Select Class

Select Student

Click "Edit" on top tool bar

Select "Enter Report Card Comments"

Select up to 3 Comments

Do the above for each class, each student

Verify and print verification report – See instructions below

Go to:

### REPORTS

#### Teacher Grading

##### Current Grades by Class with Comments

Double Click on your first Class

In the grey box enter the correct parameters ex: MP – Select current MP quarter

Click "ok"

Verify that the grades and comments are correct

**Print – Sign – Turn into Administrator**

Do the above for each of your classes.