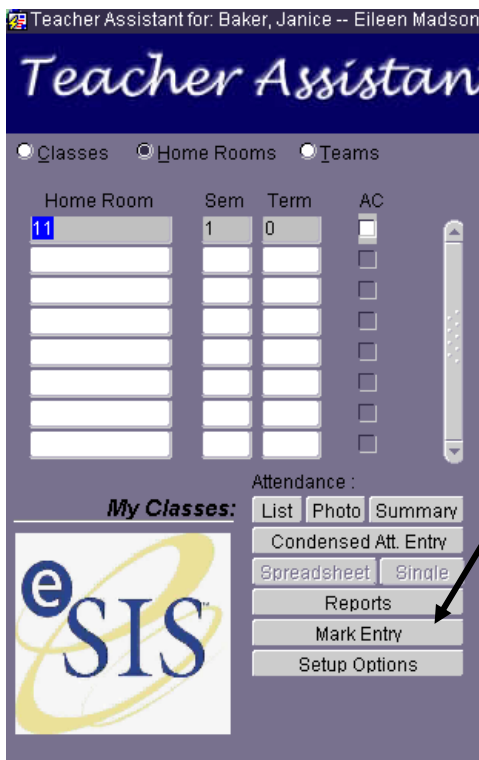


Curriculum Report Card Abbreviated Guide v2

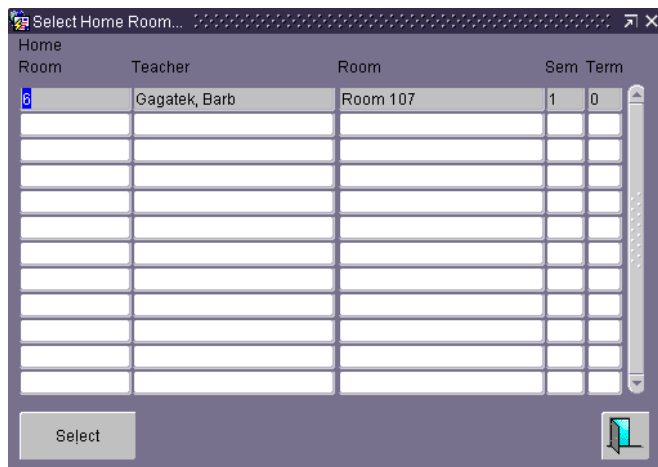
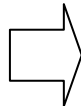
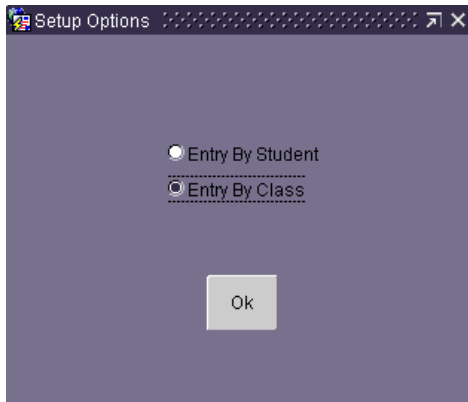
- From the Teacher Assistant Start Screen, select Mark Entry.



IMPORTANT: For K – 3, Do not assess the following areas using the Performance Levels: Fine Arts, Health & Careers, Physical Education & Social Responsibility. DPA for K - 12 is not to be graded either.

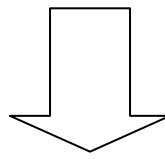
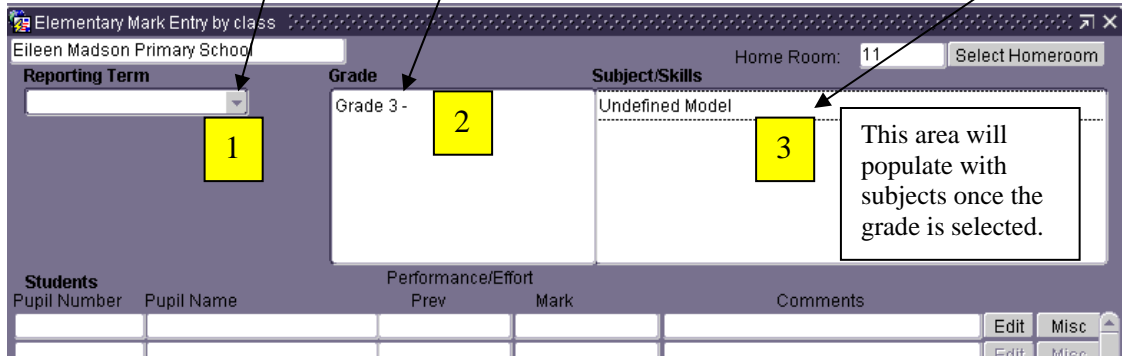
Mark Entry By Class

- You will be given the following options, then asked to select the class.

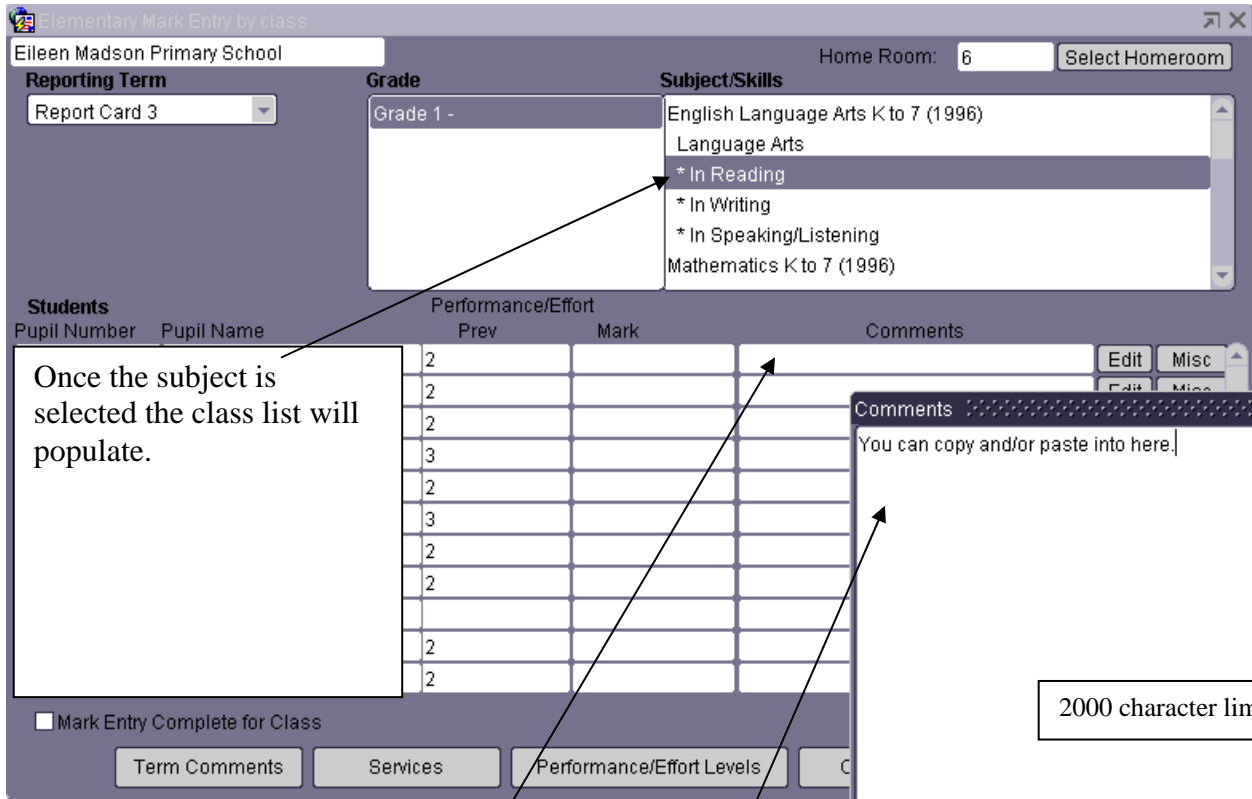


For our purposes here, we will begin by selecting, Entry By Class. This will allow reporting for the whole class one subject area at a time.

- The Mark Entry By Class window opens as shown below. To populate the class you must specify the Reporting Term, click on (or select if more than one) grade, then choose the subject area.



Important:
Only subject areas identified with an, * can be reported on.



Double clicking in the Comments field will open the editor window.

- To enter Performance Level either enter the "Mark" or click the Performance/Effort button to bring up the window shown below. Select the appropriate level and click OK. Be sure to be in the correct cell.


The screenshot shows a table with columns 'Prev' and 'Mark'. A dropdown menu is open, showing a list of performance levels. A callout box labeled 'Primary, Intermediate' points to the dropdown menu.

Performance/Effort	Prev	Mark	Comments
2		1	
2			
2			
3			
2			
3			
2			
2			
2			
2			
2			
2			

Perfo...	Description
1	Exceeding Expectations
2	Meeting Expectations
3	Approaching Expectations
4	Not Yet Meeting Expectations

Perfo...	Description
A	Excellent/Outstanding Performance
B	Very Good Performance
C	Satisfactory Performance
C+	Good Performance
C-	Minimally Acceptable Performance
F	Failing/Failed
I	In Progress/Incomplete
SG	Standing Granted
TS	Transfer Standing
W	Withdrawal

- Make certain to Save  as you go!

- Use the Term Comments button  for entering the "student as a learner" comments, ie. What the student is able to do, areas requiring further attention, ways of supporting learning.

The screenshot shows the 'Progress on Goals/Teacher Comments' window. It has tabs for 'From curriculum', 'My comments', and 'School comments'. The 'Description' field is empty. The 'Teacher Comments' field contains the text 'Term Comments must be placed in this field. Then Save and Exit.'. A callout box points to the 'Teacher Comments' field with the text 'Comments must be entered in the lower field. Then Save and Exit.'

Mark Entry By Student

- Follow the same procedure above from Mark Entry button but choose by student.
- Once you select the appropriate reporting term, the student and subjects will populate.

Mark Entry Screen

Eileen Madson Primary School

Home Room: 6 Select Homeroom

Student Data:

Reporting term: Report Card 1 (selected)

Last Name: [] Preferred Name: [] Pupil No.: [] Grade: []

Performance/Effort				
Prev	Mark	Comments	Edit	Misc
			Edit	Misc
			Edit	Misc
			Edit	Misc
			Edit	Misc

Click in the name field, F7, type name, F8 to bring up a specific student.

If you have access to more than one homeroom, you can select from here.

Scroll bar to move from student to student

Mark Entry Screen

Eileen Madson Primary School

Home Room: 3 Select Homeroom

Student Data:

Reporting term: Report Card 1

Last Name: [] Preferred Name: [] Pupil No.: [] Grade: KH

Subjects/Skills				
Prev	Mark	Comments	Edit	Misc
English Language Arts K to 7 (1996)			Edit	Misc
Language Arts			Edit	Misc
* In Reading			Edit	Misc
* In Writing			Edit	Misc
* In Speaking/Listening			Edit	Misc
Mathematics K to 7 (1996)			Edit	Misc
* Mathematics			Edit	Misc

Click in * subject area, F7, 4 spaces, *, %, F8.

- In the Mark field, enter the desired mark or click the Performance button to choose the appropriate level. 1 to 4 / high to low

The screenshot shows a software interface with a table of subjects and skills. The table has columns for 'Subjects/Skills', 'Performance/Effort', 'Prev', and 'Mark'. The 'Performance/Effort' column is further divided into 'Prev' and 'Mark'. The table contains the following data:

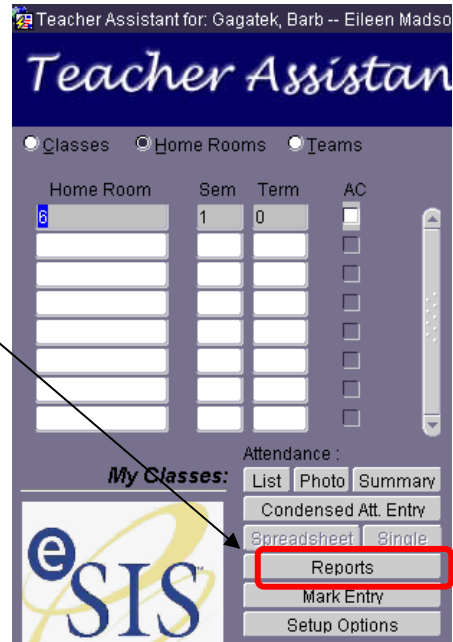
Subjects/Skills	Performance/Effort	
	Prev	Mark
* In Reading		1
* In Writing		2
* In Speaking/Listening		
* Mathematics		
* Social Studies		
* Science		
* Physical Education		
* Fine Arts		
* Personal Planning		
* Social Responsibility		

Below the table, there is a checkbox labeled 'Mark Entry Complete for Student'. To the right of the table, there are several buttons: 'Term Comments', 'Services', 'Performance/Effort Levels', 'Enter Adhoc Fields', and 'Reassign Curriculum'. The 'Performance/Effort Levels' button is highlighted with a red box. Two arrows point from this button to two dropdown menus. The top dropdown menu shows a list of performance levels: 1 (Exceeding Expectations), 2 (Meeting Expectations), 3 (Approaching Expectations), and 4 (Not Yet Meeting Expectations). The bottom dropdown menu shows a list of performance levels: A (Excellent/Outstanding Performance), B (Very Good Performance), C (Satisfactory Performance), C+ (Good Performance), C- (Minimally Acceptable Performance), F (Failing/Failed), I (In Progress/Incomplete), SG (Standing Granted), TS (Transfer Standing), and W (Withdrawal).

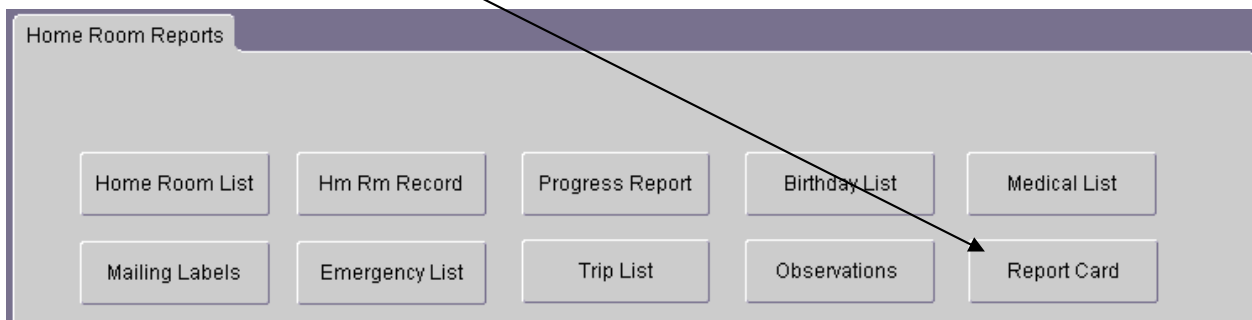
- Comments work the same as outlined above.

Printing Class Report Cards

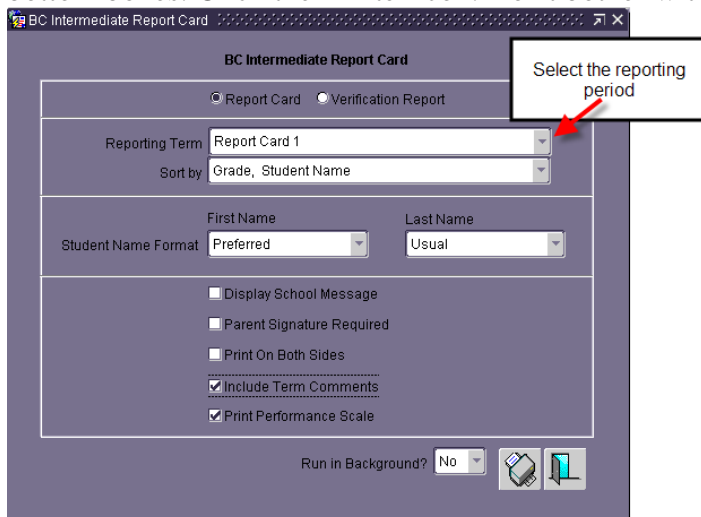
- From the Start Screen select Reports



- Click, Report Card.



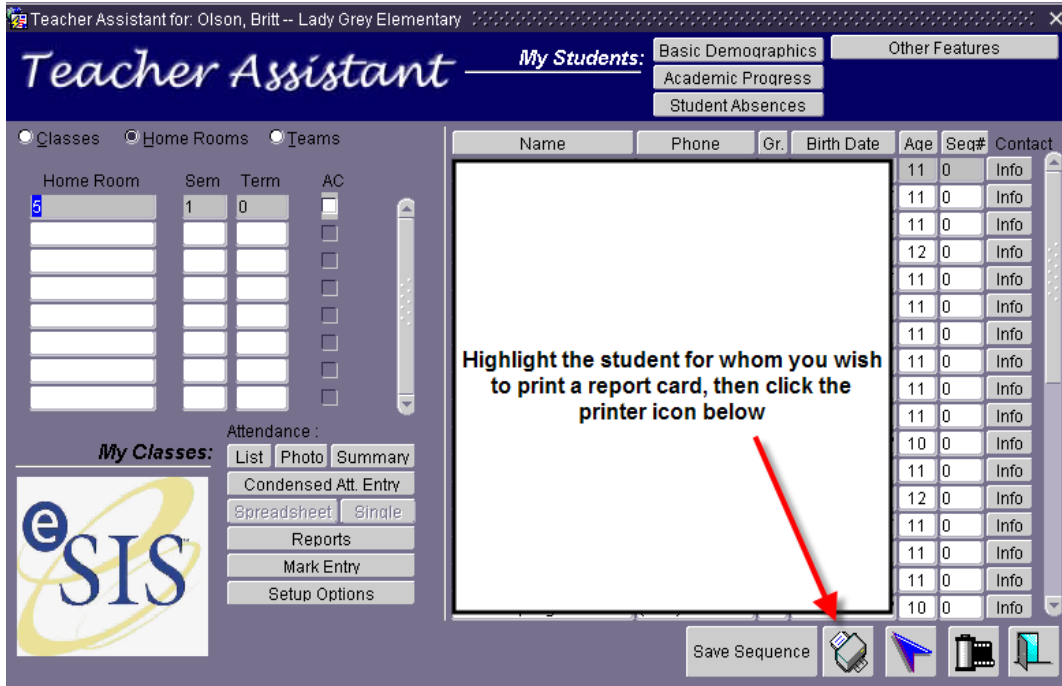
- Set the parameters as shown below. Select the reporting term, be sure to check the two bottom boxes. Click the Printer icon. Don't bother with the Verification Report.



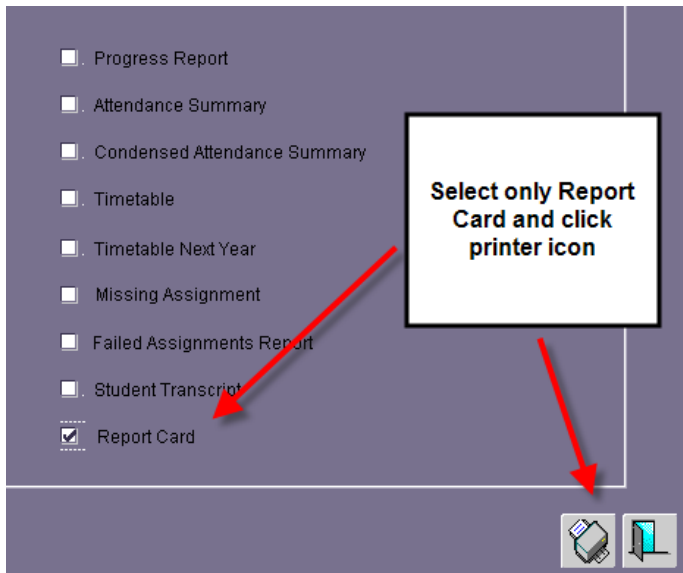
Printing Individual Report Cards

This won't work for a K-7 school yet, though a fix is coming.

From the Teacher Assistant Start Screen, select the student.



From the Hot Print screen, select Report Card



You will now be at the Report Card parameter screen shown on previous page above. Select your settings and print.

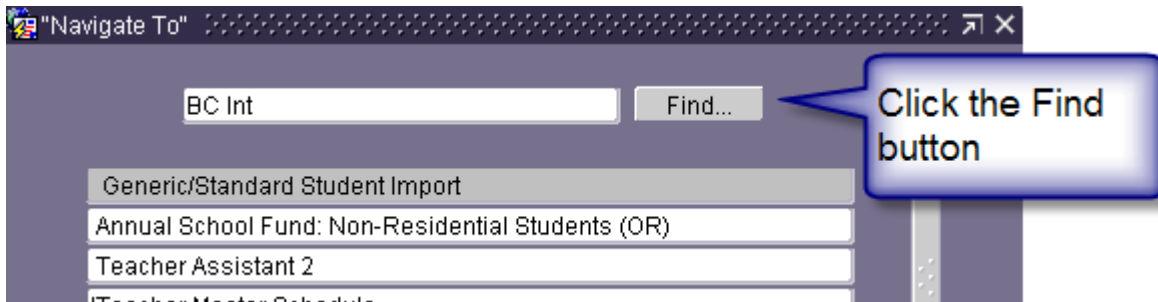
Important: Intermediate teachers in K – 7 schools

There is a problem in the system for those of you in this situation as the default report card is for Primary. As such, to print report cards you will have to do the following...

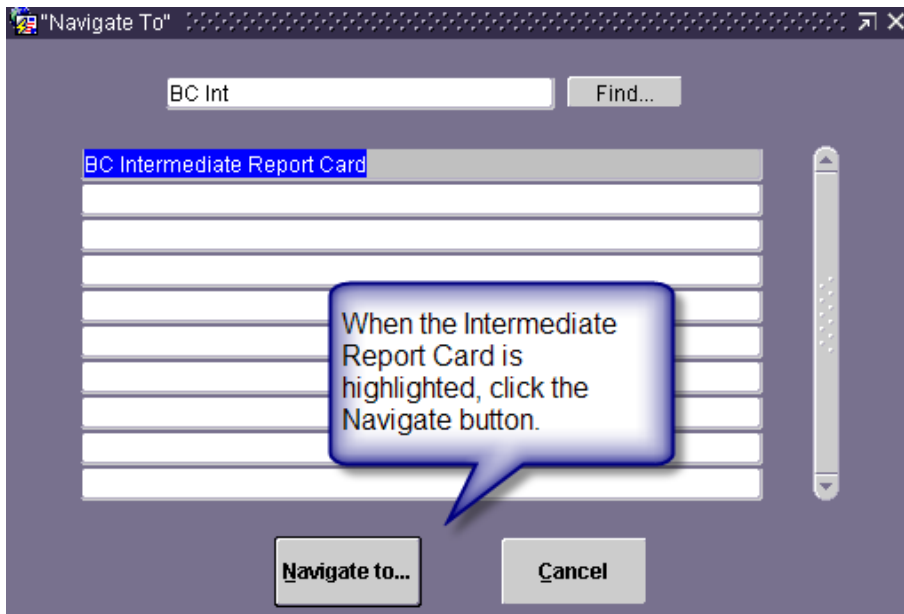
- If you work with more than one class you will have to select Reports > Birthday List and run this report for the class you wish to run the report cards. Once done, you can close the report.



- Then, from the Start Screen, click on the blue Navigate button
- In the screen below, enter BC Int and click Find.



- This will pull up the BC Intermediate Report Card.



- This will bring up the Intermediate Report Card parameter screen for printing your report cards.