

# ELEMENTARY REPORT CARD TIPS



Report Card time 2007-08 now means teachers can avoid the huge time crunch of the past associated with determining report card grades, entering those grades and doing associated comments. The following tips should make doing the four components of the current elementary report card go more smoothly.

The four components are:

**1. Academic Comments**

**2. Academic/Subject grades**

**3. Life Skills Marks** and

**4. Life Skills Comments.**

## GENERAL TIPS

\*\* Use Camino on the Mac and Internet Explorer 6 for Windows as provided on your district laptop.

\*\* Connect to the network with an Ethernet cable rather than wireless when doing Report Card work.

\*\* "Hide Grade Totals" columns while you are reviewing assignment grades for the class.

\*\* "Show Grade Totals" when you are ready to Post Grades to the Report Card.

\*\* You can Hide Dropped Students for convenience. Instructions on how to change this setting:  
Open in this order: Index – Instruction – Admin – Preferences. Check the box and Save.

\*\* Save often – and always as the last step of whenever you are creating/editing/making changes. On some screens the Save link does not turn red or remind you to Save.

\*\* In Gradebook you should always press "Enter" or "Return" or click on another cell after entering your last score entry to make sure the last entry is not ignored when you click Save.

\*\* Click in the Index (on the left) if you do not see what you are expecting - will refresh screen.  
- Do not use the Browser's refresh button for this.

## ACADEMIC COMMENTS

\*\* **You can start early** entering Academic Comments (but NOT Grades).

- Academic Comments [use Grading by Task or Grading by Student] do not show on the portal (grades do) so start entering comments when you have some time (and Grading Window is open)

\*\* Use a Word Processor to create comments.

- to copy & paste from a WP file you have open on the screen with Campus will save time.  
- less likely to create a spelling/typing error this way.

\*\* If you have created a Teacher Comment for the Portal in a subject, it will NOT be picked up by the Report Card. Academic Comments associated with Grades do not display on the Portal and the Teacher Comment about a subject for the Portal does not appear on the Report Card.

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## POSTING ACADEMIC GRADES

- \*\* Post Grades to the Report Card for subjects where you use the Gradebook to save time.  
Remember if you make score changes after Posting that affect the student's average, you must make the correction by doing Posting again or editing in the green columns of the Gradebook.
- \*\* Enter or Post the academic grades when you are settled about them as this info appears immediately on the Portal and if you make changes parents may wonder the reason why.
- \*\* When you change subjects, always click the operation in the Index to insure your screen is refreshed correctly.  
I.e. if you are doing a Grading by Task and you change subjects, click on the Grading by Task again AFTER you select the new subject.

## LIFE SKILLS MARKS

- \*\* Be thoughtful about when to enter. These marks [E, S, N] are entered using the Gradebook and show to parents immediately on the Portal. You will NOT enter an overall/Subject grade using the Grading by Task or Grading by Student for Life Skills.

## LIFE SKILLS COMMENTS

- \*\* These help explain the marks. Since they show to parents immediately, do these when you do Life Skills Marks.  
Here is another place having a WP document open can save time and errors as you copy and paste.

Remember you can contact support at [ichelpdesk@mpsomaha.org](mailto:ichelpdesk@mpsomaha.org)