

TEACHER DIRECTIONS FOR ENTERING GRADES ON STANDARDS BASED REPORT CARD:

1. Log in to District Intranet in usual way.

2. Choose **Standard Report Card** from menu on left of screen.

- [Take Attendance](#)
- [Standard Report Card](#)
- [Cumulative Folders](#)

3. Choose **Input Final Grades** from menu across top of screen.

Standard Report Card				
Items	Input Final Grades	View Final Report Cards	Reportcard Reports	
	Learning Standards	Input KF Final Grades	View KF Final Grades	

4. Choose a student.

Students	Status	Music	P.E.	V. Arts	Teacher
Adkins, Bailee	Active	N	N	N	N
Ayala, Elizabeth	Active	N	N	N	N
Billek, Katie	Active	N	N	N	N

5. Click on the item you want to enter a grade for and choose the appropriate grade from the pull down menu.

+ (PLUS) indicates student does very well, S indicates satisfactory, - (MINUS) indicates improvement is needed

STUDENT LEARNING ATTRIBUTES	1st	2nd	3rd	4th
Shows respect for others.	---			
Takes care of school and personal property.	---			
Follows rules.	---			
Respects authority.	---			
Works independently.	---			
Contributes as a group member	---			

6. When finished entering grades, scroll to bottom and click **SUBMIT**.

Then scroll to the bottom again, checking over grades as you go, and click **SUBMIT** again.

...es the function of music in everyday life, past and
effort in class.

7. Enter comments, scroll to bottom of screen, and click **SUBMIT**. Scroll to bottom and click **SUBMIT** again.

Student Achievement Goals (700 Characters Maximum)

First Quarter:

Teacher Comments (700 Characters Maximum)

Conference Request

8. Click **HERE** to grade another student.

Click [Here](#) to grade another student.