

Zimbra

chinn@4j.lane.edu

[elem_princi_only] Elementary Report Card Checklist

From : Tammy Christensen <christensen@4j.lane.edu> Wed, Jan 06, 2021 10:50 AM
Sender : elem_princi_only <elem_princi_only-bounces@4j.lane.edu>  1 attachment
Subject : [elem_princi_only] Elementary Report Card Checklist
To : 4j syn tch elem <4j_syn_tch_elem@4j.lane.edu>
Cc : elem princi only <elem_princi_only@4j.lane.edu>

Dear Teachers,

As you prepare to complete report cards for semester 1, please pay special attention to two areas that frequently cause frustration:

- Report Card Comments - comments may be truncated after saving and not appear when printed.
- Report Card Template - you may have to reenter student grades to the correct report card template

Attached is a checklist of all the report card steps. It includes instructions on how to select the correct report card template and strategies to avoid having your comments truncated. Please reach out to sis@4j.lane.edu if you need any Synergy assistance or would like to schedule a Zoom session with me to learn more about TeacherVUE including grade book or report cards.

Tammy Christensen
Synergy TOSA | Technology Dept.
Eugene School District 4J

You received this message because you are subscribed to the 4J list "elem_princi_only".

Send e-mail to this list at elem_princi_only@4j.lane.edu
To unsubscribe from this list, send e-mail to elem_princi_only-unsubscribe@4j.lane.edu

 **report card checklist 2020Dec.pdf**
236 KB

REPORT CARD CHECKLIST

This list is presented in the general order of completion – some tasks must be completed prior to other tasks. Click on any link to open an applicable video. Contact sis@4j.lane.edu with questions. Open-bullet (o) items only apply to Synergy Grade Book users.

- o Beginning of Year for Synergy Grade Book users: If you share your Grade Book with other teachers, ensure all shared [Grade Book settings](#) are the same and each teacher scores assignments with the same fidelity and Points.
- Beginning of Year: [Ensure students are assigned to the correct report card template](#). Set the template prior to manually entering (1) marks in Grade Book, (2) report card marks, or (3) comments. If marks or comments have been entered, [this video](#) shows the correction steps.
- To prevent completion of a report card for a student no longer in your class, hide “inactive students” at Report Card > Students > Options (button) and uncheck “Show Inactive Students.”
- [Add a co-teacher’s name](#) to the report card if the grade-level class has two part-time teachers.
- [Set language to Spanish for Spanish-speaking families](#). Only English and Spanish are available.
- Verify with your grade-level team, and Instruction department, which Report Card Rows will be marked “taught but not assessed” and “not yet taught” in Semester 1. No rows should be left blank. At the end of Semester 2, all Report Card Rows should be marked with 1, 2, 3, or 4.
- If you share your Grade Book or any Report Card rows with other teachers, ensure they have completed entering marks for your students.
- o Synergy Grade Book users [transfer marks to Report Card](#).
- [Manually enter marks for empty report card rows](#) or make changes to any existing marks. In order to earn the report card marks in the “Score” column below, a student’s grade-level performance must match the corresponding percentages:

Score	– Grade Level –		– Grade Level –		Legend Text
	Low %	High %	Low Score	High Score	
4	98.88	100.00	3.96	4.00	Consistently exceeds and extends grade-level expectations (and 98.88-100% on grade-level assignments)
3	74.88	98.87	3.00	3.95	Consistently demonstrates grade-level expectations
2	59.88	74.87	2.40	2.99	Making progress towards knowledge and skills of grade-level expectations
1	0.00	59.87	0.00	2.39	Minimal or no demonstration of knowledge and skills of grade-level expectations
T					Taught but not assessed
Y					Not yet taught

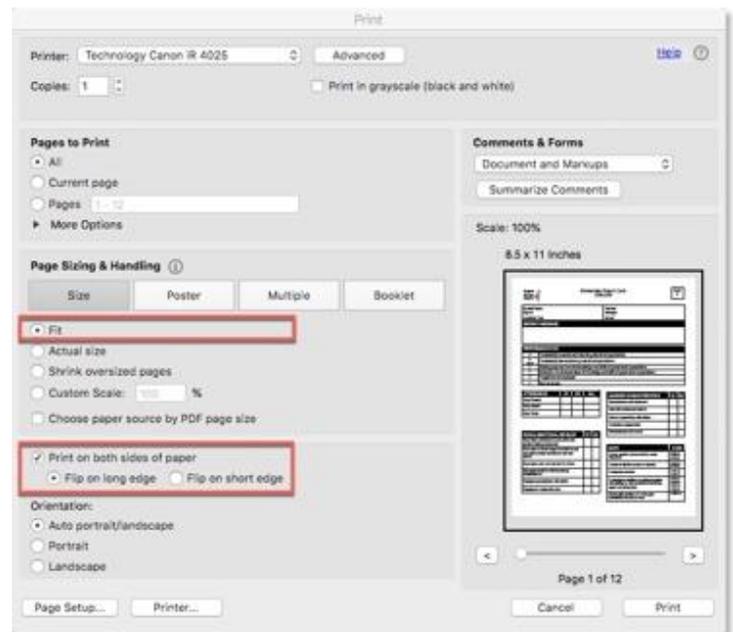
- Enter comments
 - ★ **Important!** [This video](#) explains why comments may be truncated by Synergy. The comment box’s character count does not accurately reflect what will fit on the printed report card. All comments, both English and translated, must fit into the space. Periodically produce a report card *PDF while entering comments to ensure comments are not being truncated. If you wait until all comments are entered, you may be sorely disappointed with having to redo your work. The comment entry options below are listed in order of preference.
 1. If you have Microsoft Word software, use the [Report Card “Semester Comments” template](#) to determine if comments, including translated comments, are too long for the report card’s comment box. If it opens in a different word processing application, the results will not be accurate. If link does not open, paste this

URL into your browser: <https://www.4j.lane.edu/wp-content/uploads/2019/02/Report-Card-Comment-Box-Template.docx>

2. Enter all comments, including translated comments, in any word processing document to copy-and-paste into Synergy. Save the document periodically. If comments are truncated in Synergy, modify them in the word processing document and again copy-and-paste into Synergy.
3. Complete comments for 2-3 students for whom you think may exceed the comment box's limitation of 1600 characters (13 lines of 123 characters each). Spaces between words and unused space between paragraphs are characters. Print a report card *PDF to view results and adjust comment length as necessary prior to writing comments for additional students.

- ★ [Entering comments](#) via Students screen, Matrix screen, and Comment Bank screen
- ★ [Comment Bank "Placeholders" and "Userswap"](#) personalize Comment Bank comments
- ★ [Using the Comment Bank](#) includes how to add comments in Spanish and open-ended comments

- Create a *PDF of the report cards, proofread comments and double-check report card marks.
- Enter any translated comments. Combined English and translated comments must fit within the 1600 character count. See "Enter comments" section above.
- Verify the ELL teacher has completed the ELD portion of the report card.
- Verify the school secretary has completed the "Update Attendance" procedure.
- Create a report card *PDF and proofread one last time.
- Print (if required during distance learning): In the print settings select print to **Fit** (not "Actual Size") and **Print on both sides of paper** (double-sided). See image at right.
- If there are inactive/dropped students for whom you need to complete a (partial) report card, go to Report Card > Students > Options (button) and place a check beside "Show Inactive Students." Be sure to uncheck this box once you have printed inactive students' report cards.
- Ask your school secretary or principal for the most up-to-date information regarding printing, mailing or emailing report cards to families.
- Report Card envelopes only contain (1) report card, (2) parent report, and (3) specialists' inserts. During distance learning, this step may change.
- At Year-End: ["Mark all Complete" from the Report Card > Studentsscreen.](#)
- At Year-End: Print the [cum folder](#) report card *PDFs on paper. To ensure future teachers can read the report card, you may want to [print them all in English](#) by going to Report Card > Students > View Report Cards > Options tab, uncheck "Print in Home Language." Alternative steps during distance learning may be in place.



* PDF Steps: Report Card > Students > View Report Cards > Generate Class Report Cards (or "View" to create a PDF of an individual report card)