Elementary Report Card Grading for Teachers

There are 4 methods within Grade Book to enter report card grades. This document will explain the possible uses of the methods but focus on 2. Report Card Matrix offers class level entry by report card section. Classic view offers student level report card grading by standard area.

The standard elementary report card is 3 pages with an additional blank page included to enable 2-sided printing for a total of 4 pages. All students default to the standard grade level report card. Those students being served in the English Language Development (ELD) program **must** have their default report card set to the ELD version *before grades are entered*. The ELD report card encompasses the 4-page standard report card with an additional 2 pages to be used in ELD progress reporting. Teachers of ELD students need to coordinate with ELD teachers for grading of the ELD portion of the report card.

The report cards are available in English or Spanish. Language of choice should be chosen for each student before report cards are printed.

Report Card grading legend in all areas except Math and ELD:

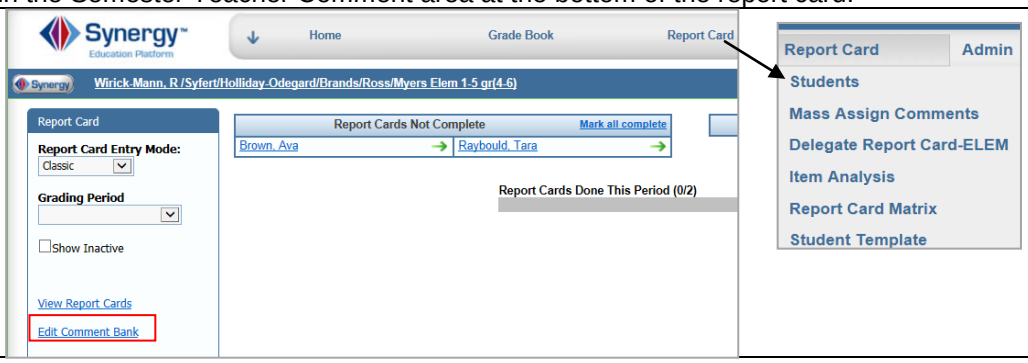
E = Exceeds standard (on target to exceed standard)
M = Meets standard (on target to meet standard)
N = Not currently meeting standard (see comment or insert)
Y = Not yet taught or assessed
* = See comment or insert (below, enclosed or on reverse)

Math levels range from E+ to N. Each math report card area offers the choice of selecting an X to signify that the area has not yet been taught or assessed. Comment fields are located in each standard area where teachers can give a short explanation of how the standard was taught.

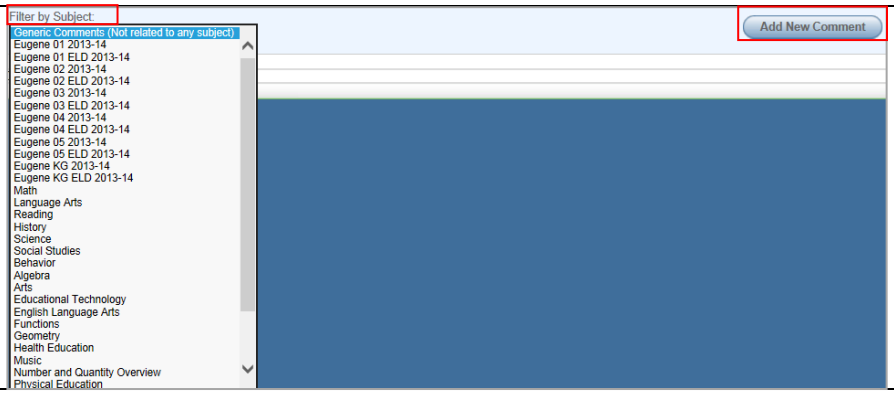
Summary of Elementary Grading process:

1. Create comment bank to be used in the Semester Teacher Comments located at the bottom of the report card. *Comment maximum character counts see step #17.*
2. Assign ELD Report Card template to students receiving ELL services.
3. **Grade Book users only**: Verify calculated grades and transfer grades.
4. Enter grades and comments.
5. Coordinate with ELL teacher to complete the ELD portion of student report card if applicable.
6. Enter Attendance Days Present (using Elementary Grading Enrollment Days report provided by front office).
7. "Mark all complete" from the Report Card >> Students screen.
8. Enter report card language for any student that should receive a Spanish report card.
9. **Notify office that you are finished.** Update Attendance must be run by the school secretary before you run your classroom report cards.
10. Run classroom report cards.

1. Create your comment bank. Navigate to Report Card >> Students. Edit Comment Bank. There are no district- or school-level pre-defined comments. All comments are personalized for each teacher and will be used at in the Semester Teacher Comment area at the bottom of the report card.

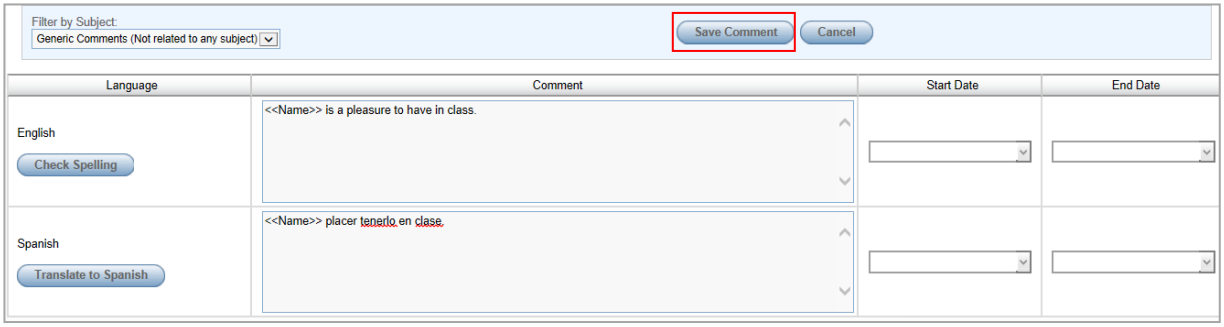


2. Choose any area listed in the Filter by Subject dropdown list then click the Add New Comment button. Comments created will be used in the main teacher comment area located at the bottom of the report card.



Comments can be created for any of the subject areas, grade-level specific report cards or generic comments. If you teach multiple grade levels in your homeroom class you may want to create grade-level specific comments by filtering to the report card templates for the student grades in your class.

3. Enter the English version of the comment and a Spanish version if you have translation available. Click the Save Comment button. Continue adding comments for each subject area as needed. Because of accuracy concerns of an online translation tool we do not recommend using the Translate to Spanish button. Please enter a *verified* Spanish translation of the English comment.

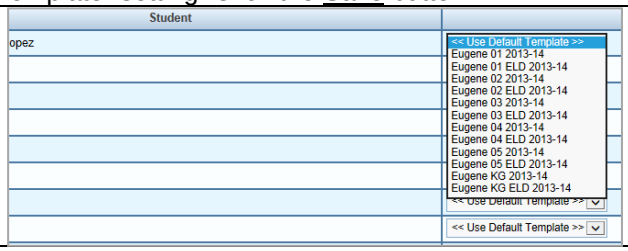


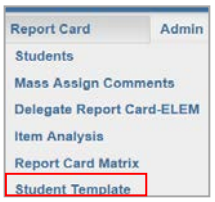
You can place the following student name or pronoun placeholder codes in your comments and the system will replace the appropriate name or pronoun text. Available swap tags for comments:
<<Name>> Inserts student's first name
<<he>>, <<she>>, <<him>>, <<her>>, <<his>> Inserts the correct pronoun. The gender of the swap tag doesn't matter when the comment is created. Synergy will use the appropriate pronoun.
<<Userswap>> Allows a teacher to use either the student name or pronoun, whichever is appropriate. (See step #9.)
Example:
Comment #1="<<Name>> needs to work on reading at home to improve <<his>> fluency."
*Comment #2= "**<<Userswap>>** has been a pleasure to have in class. <<He>> is making great progress to <<his>> goals."*
*Results="Jeffrey needs to work on reading at home to improve his fluency. **He** has been a pleasure to have in class. He is making great progress to his goals."*

4. Assign/Verify the ELD report card template is assigned to all students receiving ELD services. Be sure you have Student Notifications enabled in TVue in order to know if you have ELL students. It is ***very important*** this be done **before grades are entered**. It is advised to coordinate this with the ELD teacher and verify the students who are receiving ELL services.

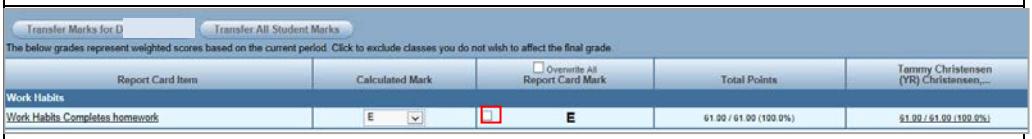
Any student receiving services should have this alert under their picture on the TVue seating chart:

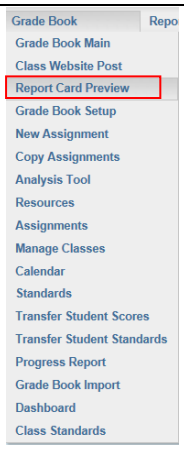
5. To change the report card template for ELL students navigate to Report Card >> Student Template. Choose the grade-level appropriate ELD report card for your students receiving ELL services. Leave the remaining students on the "Use Default Template" setting. Click the Save button.



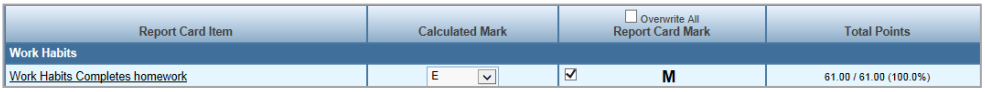


6. **This step is only for teachers using Grade Book. Skip to step #7 if you do not use the Grade Book.
Navigate to Grade Book >> Report Card Preview. Any Grade Book scores that map to Report Card Items (Standards) can be transferred to the report card. Edit the Calculated Mark if necessary before choosing to transfer marks for specific students or all students in the class.



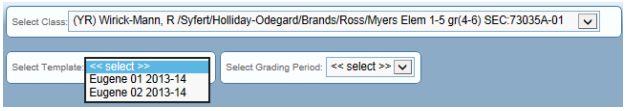


To edit the Calculated Mark you must check the box in the Report Card Mark column. Once all marks have been verified Transfer the marks. You can transfer marks for a single student or for the entire class. Be sure that all marks are transferred by clicking on the Transfer All Student Marks button. When complete continue on with the next step.

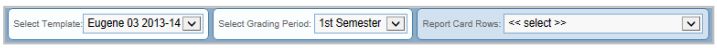


7. Classroom-wide math standard comments, Attendance Days or other class-wide data can be entered using the Report Card Matrix. This will enable you to copy data down to all students in the class or quickly enter data for each student in one column. Navigate to Report Card >> Report Card Matrix.

Be sure to your homeroom class is selected in Select Class. If you teach multiplie grade levels in your class you will see report card templates to reflect each grade level represented.

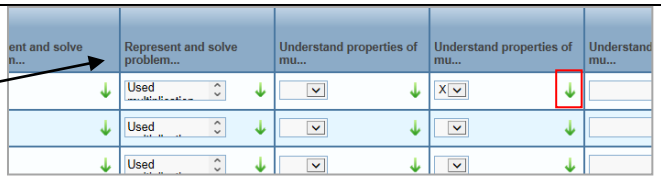


Select Template for the students. You will work with the standard report card separately from those receiving an ELD report card. When the template is chosen two additional windows appear; Select Grading Period and Report Card Rows. Choose the desired Report Card Row from the dropdown list.



Enter the comment or mark in the top row and click the arrow to the right of the field to copy the data down.

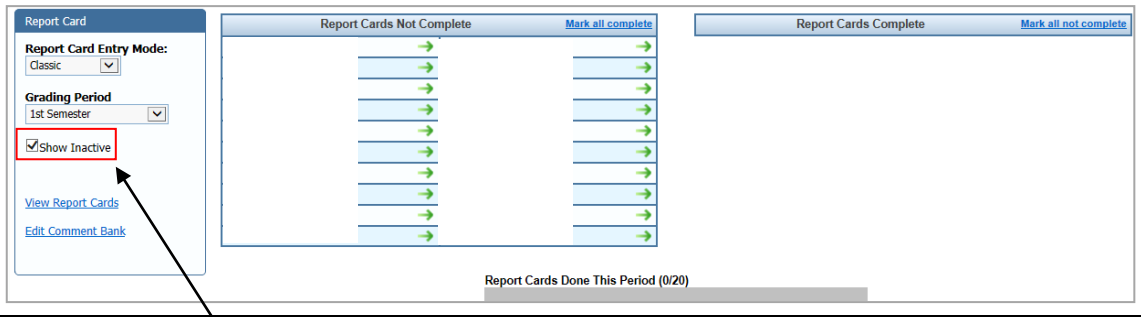
To see the entire title of the report card row hover over the title.



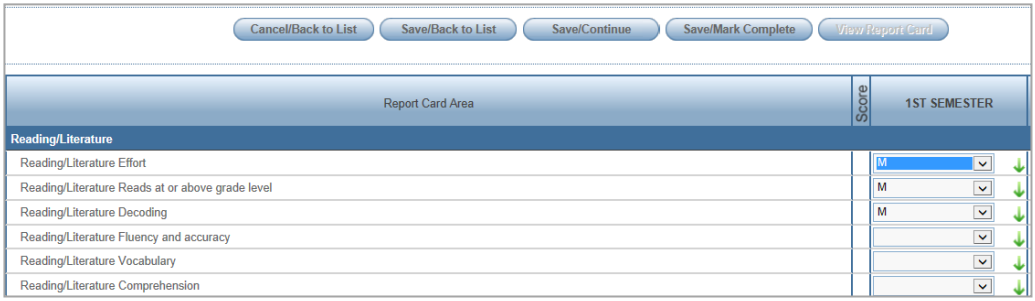
When finished click Save Scores. You will receive a message indicating that your scores have been saved.

***Remember** you must do this process for all report card templates. This includes all grade-levels in your class and ELD report cards.

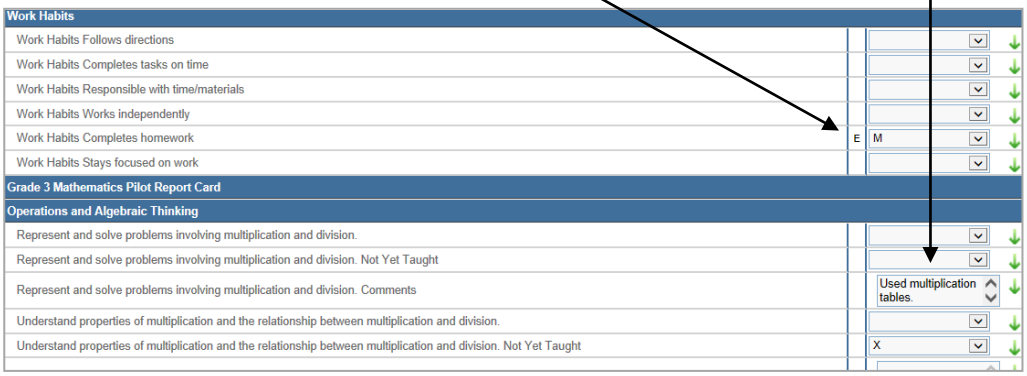
8. The grade entry process continues on the Report Card >> Students area.



Be sure the Show Inactive box is checked. Leave the Report Card Entry Mode set to "Classic". You should see all of your students listed in the Report Cards Not Complete area. To begin mark entry click on the name of the student. Enter the marks for each student for each report card row. *Notice the copy down arrow can be used for each section.*



Notice the marks transferred from **Grade Book** or entered in **Report Card Matrix** appear on this screen. The values can be changed if necessary.

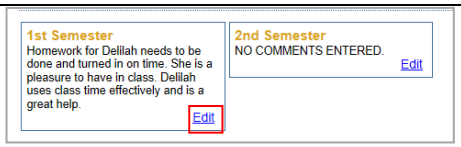


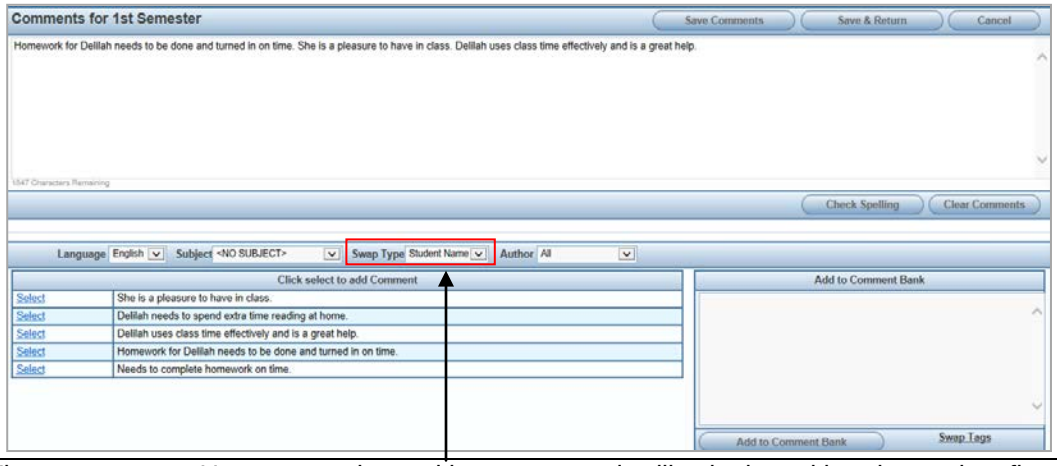
9. There are 2 methods to add comments to student report cards. The individual student comments area allows you to add from your Comment Bank or type free-text comments. To mass assign comments from your comment bank see step #11.

You may enter comments from the student entry screen, select a comment from your Comment Bank, create a new comment to be added to your Comment Bank or enter free-text comments. If you have created Spanish translations they will print in that language if the student is issued a Spanish report card (see step #14).

9. ***cont.***

At the bottom of the student report card entry screen click the Edit link to add the comments. Choose Select to populate comments, Add to Comment Bank, or type free-text comments in the upper box. *The maximum characters available is approximately 2,000 (Spanish text is less).*





When swap tag <<Userswap>> is used in a comment it will substitue either the student first name or the gender pronoun. When selecting the comment from your Comment Bank choose the Swap Type that will result in the appropriate name or pronoun you would like to use.

Click Save Comments or Save and Return when finished. Continue entering marks for each student in the class.

10.

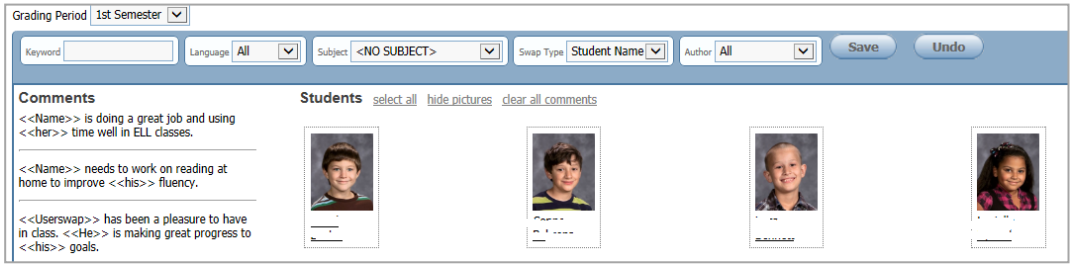
When you have finished entering grades and other data in the grading area rows choose one of the save options on the page. You can View Report Card from this page. Be aware the report card view from this page will be the English version (even if the student should receive a Spanish report card).

11.

You can mass assign comments from your Comment Bank by navigating to Report Card >> Mass Assign Comments. On this screen you will see all students in the class. On the left of the screen all comments in your Comment Bank will show. If "No subject" is selected in the Subject field all comments will appear; otherwise you can choose comments by subject area.

You can assign comments to individual student/s or the entire class.

- To add a comment to an individual student simply mouse click on the comment listed on the left and drag it to the student photo.
- Assigning a comment to the entire class is done by clicking on select all. You will notice that all student photos now have a red frame. Next you will mouse click on the comment and drag it to any student photo. This will assign that comment to all students in the class. You will immediately see the comment text appear to the right of the student photo.
- To select a few students in the class start by first deselecting all students. Mouse click on each student photo you want to assign the comment. Selected students have a red frame around the picture. Mouse click, drag and drop the comment to 1 of the highlighted student photos.



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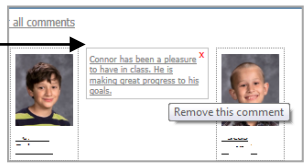
11. *cont.*

- To remove a comment from a student hover over the comment box and click. *The comment is deleted without a question to confirm intent.*
- Click clear all comments to remove current comments and start over.
- Click the Save button.



12.

In the Attendance area of the Report Card Rows you must enter the Days Present. Your office secretary will provide you a report (Elementary Grading Enrollment Days) that will give you the number of days for each student and the language the report card should be printed in. Use this report to enter the Days Present on the Report Card >> Students screen or using the Report Card Matrix screen.

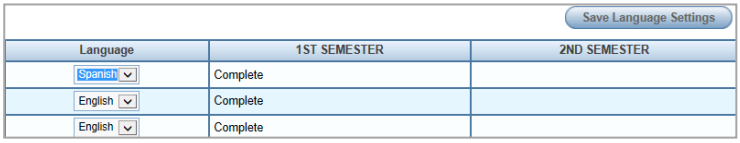
13.

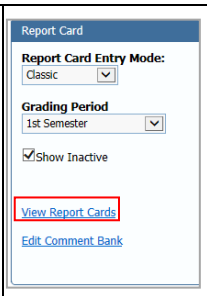
When you have completed all of the Report Card Rows for each student you must Mark all Complete.

Clicking the arrow next to the student name or Mark all complete* will move the student names to the right. Student report cards must be marked complete in order to print successfully.
Important: Coordinate with the ELL teacher to complete the ELD portion of the report card area for students assigned an ELD report card template.

14.

When all student marks are complete and moved to the Report Cards Complete area click on the link View Report Cards. Using the Elementary Grading Enrollment Days report change the language of the report card for any student who needs a Spanish version. Click Save Language Settings.





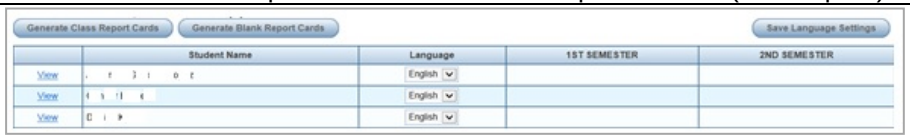
15.

Once you have completed all previous steps it is important that you ***notify the school secretary BEFORE you run your report cards***. A process to update the attendance days absent / tardy must be run by your secretary in order to get accurate data to print on the report card.

16.

Class Report Cards will be run from the View Report Cards screen. After you have selected the language for the student report card and the attendance update process has been run by the school secretary you are ready to run your classroom report card batch. You need to verify that all students who should receive a report card have been Marked Complete in order to print (see step #13). Click the Generate Class Report Cards button to create pdf versions of the report cards which you can save to your computer and print.

To print a report card for a single student click on the View link to the left of the student name. The resulting report card will print in the language chosen on this screen and the report card template (ELD or regular) as selected on the Report Card >> Student Template screen (see step #4).



17.

Comment maximum character counts by report card area:
Math Standard row and Effort comments = 120 English characters; 110 Spanish characters
Math Effort and Math semester comments = 280 English characters; 258 Spanish characters
Semester teacher comments = 2,000 English and Spanish characters
ELD subject area comments = 217 English and Spanish characters
ELD Semester Comments = 1,430 English and 1,351 Spanish characters

18.

If you share students with other teachers in your building please see the document Elementary Report Card – Delegating Report Card Rows. You will find it in the documents section on the Synergy home page.