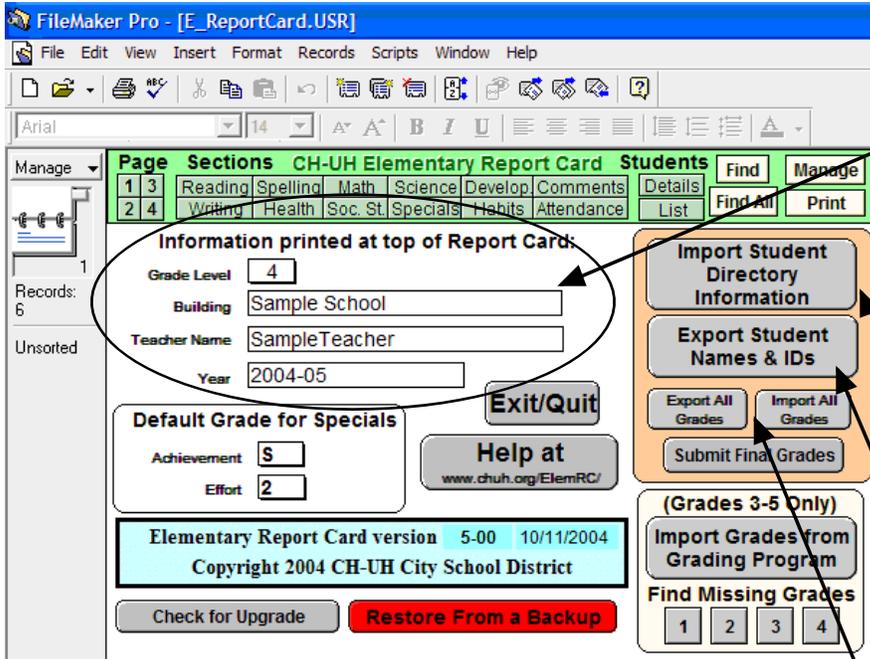


Using the Report Card Program (2004-05 version 5)



The **Manage** screen allows you to fill in default information that will print at the top of each report card. Select the correct Grade Level and enter your Building and Teacher Name as you want it to appear on the printed report card.

The first time you use the report card you can Import your student names by clicking on **Import Student Directory Information**. If your name is not listed e-mail S_Titchenal@chuh.org

Export Student Names & IDs provides you a list of your students with their IDs that you can paste into a word processor spreadsheet or import into a grading program

Submit Final Grades will save a copy of your grades to the building network in order to archive them for future use.

Exit/Quit ends the program and automatically saves and backs up your student grades. (**Separate save not needed**)

Restore From a Backup will replace your student grades with a copy saved at another time. For help with restoration contact Steve Titchenal (320-2340 or S_Titchenal@chuh.org)

Export/Import All Grades can be used to backup or transfer your report card data as small file that will fit on a floppy disk. **Your grades are also backed up every time you exit the program.**

Students List

You can view your class in list form for entry of student grades and for analysis. To see an lists with grades and progress toward promotion click on **List**. Click **Find All** is some student are not displayed.

CH-UH Elementary Report Card										Students		Find		Manage																					
Page 1 3 Sections Reading Spelling Math Science Develop Comments										Details		Find All		Print																					
Page 2 4 Sections Writing Health Soc. St. Specials Habits Attendance										List																									
Student Information										New Student		Grades List		Print List																					
Last										First		Middle		Student ID		Grade Level		GPA 1		GPA 2		GPA 3		GPA 4		Progress toward Promotion		Recom- mended Grade		Delete					
Student										Sample				1234		4		0.0		0.0		0.0		0.0		Prob Ques		1		2		3		Student, Sample	
Student										Another				1235		4		0.0		0.0		0.0		0.0		Prob Ques		1		2		3		Student, Another	
Student										Generic				1236		4		0.0		0.0		0.0		0.0		Prob Ques		1		2		3		Student, Generic	

New Student adds a line. You must enter the student's name, ID and grade level.

Grades List displays all letter grades for your students (3-5 only).

Print List will print the currently displayed students.

Underlined column headings will sort your students by that column.

Find brings up the current screen in Find view. Type what you are looking for in the appropriate field and click on **Find** again. You will see a subset of your students that match what you typed in. **Find All** will show all students again.



The green menu bar at the top of every screen, takes you to different views of your student's grades. Although you can enter grades on the Page views that look just like the printed report card, you will probably find it more convenient to use the Sections view. You will be able to view and update all students grades for that section of the Report Card.

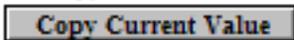


Grades K-2 have multiple pages per section of Reading, Writing and Math. Use the Previous and Next arrow buttons to move through the Indicators.

To enter the Reading Stage of Development, enter the Fountas and Pinnell Level for that student and the program will display the correct Stage of Development on the Report Card

Replacing a grade for all selected students

To update an entire column, update one column entry. With the cursor in that entry, click:



If every student, or a selected group of students, will receive the same grade, you can enter the grade once and have it copied for all the selected students. Enter the grade for one students. If the cursor has moved to the next grade field, click again to return the cursor to field you wish to copy. Click **Copy Current Value** button or choose **Replace** from the **Records** menu.

Copying grades from one quarter to the next

If most of your students earned the same grade that they did for the previous quarter in one section, use the **Copy Q1 to Q2 (etc.)** buttons to copy all grades for that section and then edit any grades that are different. Note: Health grades will copy from quarter 2 to quarter 4 when copying to Q4.



Finding and Selecting Students

The yellow Find button (or choosing **Find** from the **View** menu) will put you into **Find** view. Type the criteria you are looking for into the appropriate field. For example, to find all students with "B" Grade in Writing for quarter 1, enter "B" into the Quarter 1 field entry box. When you click Find, the program will display only those students who have a "B" in quarter 1 writing. **Find All** will display every student again.

Student Last, First	Flag
BEAVERS, AASHA	<input type="checkbox"/> IEP
BELL, DEVONNE J	<input checked="" type="checkbox"/>

On the far right of all lists, is a yellow check box you can use to mark and then select a group of students. There is also a yellow flag field that can be used to flag students for easy selection. For example, you could put IEP into that field for any student that needs a IEP.

Entering Comments

Students Student, Sample Noble Elementary 2004-05 Sample Teacher page 4

COMMENTS

1st Grading Period
1ST COMMENT

2nd Grading Period
2ND COMMENT

3rd Grading Period
3RD COMMENT

Edit List

- <-Add Absences
- <-Add Missing Assignments
- <-Add Outstanding

Import Standard Comments

In the Comments view, click on the quarter you wish to add comments to. Type the comment or click on the add button next to the comment you wish to add. You can edit the comment field to personalize any comment.

Grades K-2 have a separate page for comments and they will extend to a full page per grading period if needed. **Grades 3-5** have a small space for comments on page 2. Although you can write comments that extend outside of the text block for that grading period they will not print in the space allocated on page #2 of the report card. *If you wish to print these extended comments, you can print them on page #3 of the report card.*

Adding Standard Comments

Page Sections CH-UH Elementary Report Card Students Find Defaults

1 Reading Spelling Math Science Develop Comments Details

2 Writing Health Soc. St. Specials Habits Attendance List Find All Print

Add Standard Comment Share Standard Comments: Import Export

Comment Title	Comment Text	Spell Check	Del
Absences	Excessive absences from class.	Spell Check	Del
Missing Assignments	Missing Assignments.	Spell Check	Del
Outstanding	Performs outstanding work.	Spell Check	Del

To edit the standard comments list, click on the edit list button in the Comments view. You can edit any comment or enter a new comment in the Add Standard Comment area. Then click on the Add button.

The import and export buttons allow you to share a text file of your comments with another colleague.

Spelling

You can check comment spelling by using the **Check Spelling** button in the Comments view.

If the spelling dictionary cannot be found, you will need locate where it is installed on your computer. From the **Edit** menu, choose: **Spelling-> Select Dictionaries....** and find the **Main Dictionary**. The main dictionary is in the System Folder inside the grading program folder. The grading program folder will usually be already selected. Look in the System Folder for the Main Dictionary (USERENGLSH.MPR).

Printing Your Report Cards

Click on the Print button (underneath Manage)

Page	Sections	CH-UH Elementary Report Card					Students	Find	Manage
1 3	Reading	Spelling	Math	Science	Develop.	Comments	Details		
2 4	Writing	Health	Soc. St.	Specials	Habits	Attendance	List	Find All	Print

Printing K-2

Choose which students to print:

- Print just Student, Sample
- Print the 3 students currently selected
- Print all 25 students in your database

Click on what to print:

Report Card Pages

1 2 3 4

All

Tip: Print to the building Laser Printer.
Set default printer in Windows
Start Menu->Settings->Printers
before printing report card pages

Print Setup

Class Reports (Lists for...)

Reading Writing and Math are on multiple pages. You can print those pages individually as needed by first going to that Section.

Science Social Studies

Specials Attendance

Work Habits

Individual and Social Development

Using Selected Students:

Create Award and Print

Printing Report Card Pages

For each page of the report card, you will see a print dialog box. Make sure the correct printer is selected before printing each page. It is recommended that you print to a building networked laser printer. They are much faster and cheaper to operate than an ink jet printer.

On many computers if you choose the Laser Printer in **Print Setup**, it will become the default printer for Filemaker Pro. You can also change the default printer by going to the Windows **Start** button, choosing Settings and then Printers. If the building laser printer is not a choice on your classroom computer, you can also add a new printer here. For help setting up a new printer, contact MIS (397-5910) or Steve Titchenal (320-2340)

Printing Class Reports (Lists)

You can print class lists with the grades in each section. This can be handy if you like to think about the assessments away from the computer. Print the section. Using a pen or colored marker, only indicate those students that are different from most of the class. When you return to the computerized report card, enter the typical assessment value and copy it to all students. Then change only those students that are different.