

Mass Change for Selected Grademarks – (Only for Elementary Schools who need to post “S” & “U”)

1. Go to Office
2. Grading - Configuration
3. Grading Setup –Entity Setup- Need to be familiar with this background info
4. Grade Sets – Review settings
5. Course Length – Review Settings
6. Grade Periods – *Marking Periods in STAR-*
7. Make sure **grade input end date** gives teachers a few days to work on grades(*determined by school*)
8. Grade Buckets- Be familiar with terms and abbreviations
9. Grade Marks – Be familiar with grade marks available - No grades over 100
10. Go Back to Office
11. Grading – Setup- Utilities
12. Mass Change Selected Grademarks – Select Blank grademark
13. New Grademark – change to S
14. Range of Students – Active
15. Pick Individual Classes – Choose Classes to post grades to –Select Classes
16. Student Class Status needs to be Enrolled
17. Save

At this point you can clone for the other grading periods.

- To make a grade change, you can edit on the student grade tab, but the teacher also needs to change it in his/her gradebook.

Report Card Setup

Setup- Config- Report Card Setup- Add – Name Template –

Format – Condensed Print- 6 lines per inch- format

Don't print divider lines

Student Family – homeroom

Highlight- honor roll

Family Options – Print family address, mailing address

Courses- enrolled classes – secondary courses

Detail – Alphanumeric order

Course description – short

don't print course type, don't print blank spaces

Teacher name – short name

Print Entity

Attendance – Print attendance totals for year to selected start date – adds all sections together

Print attendance total per class – elementary not needed – hs lets parent see attendance by class(both)

Term – selected graded period or cumulative (gives info per semester)

GPA – Term or can choose all

**Run grade cards in enhanced mode.*

Gradecards

1. Office-Grading-Report Cards-Reports-District Report Card- Add
2. Name Template – PR1, etc.
3. Make sure student status in ACTIVE
4. Format – Print Signature Line – Change report heading
5. Student Family – Set to first only(Family 1)
6. Save. Clone to make remaining grade cards
7. Leave Attendance alone. Do NOT Change.
8. Comments – change to print comments only to the current term
9. Print Comment(Legend) after address. Enter Grading Scale in box.
10. Save

When cloning gradecards remember to change:

- Grade Bucket
- Heading under Format
- Comments to reflect current grading period

To Print Gradecard:

Office- Grading Box-Report Cards-Reports-District Report Cards- Choose Template-Print