

### Prepare for Progress Reports and Report Cards

It is important to check your Progress Reports and Report Cards now and not wait for the day you need to print them. It is highly recommended that you prepare in advance by running some example Report Cards to make sure that the Grades, Comments, and Attendance totals are printing as you expect. This will avoid printing errors and last minute struggles.

We recommend selecting some sample students at each school, entering some fake grades, and creating example Report Cards to review. Look for any misalignments, missing, or incorrect data.

If you find that you are experiencing any issues with your Report Cards, please enter an eSupport ticket with detailed information about your issue and provide an example Report Card.

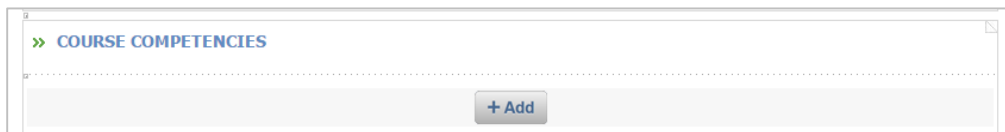
### Annual Set Up Includes:

- Rollover Grades** – As part of the End of Year Procedures you need to rollover Grade Maintenance (1-100, A's, B's, C's), Scale Codes (GPA) and Grade Scales (GPA) tables to the new school year.

Go to Administration > End of Year Procedures > Rollover Grades; Set Source Academic Year = Previous School Year; Destination Academic Year = New School Year; and Set Override if Exists = Yes.

- Linking Competencies to the Course Catalog**

Scheduling System > Course Catalog > Select a Course that needs Competencies added to it > Scroll to the "Course Competencies" Section > Click on +Add



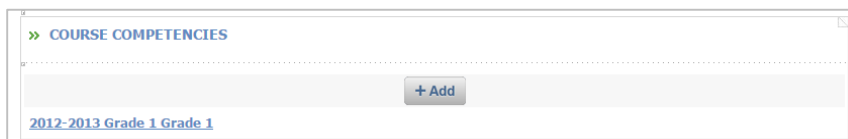
After clicking on +Add, you will see a list of competencies to select from. Select the correct Competency or Competencies needed for that particular course.

>> COURSE COMPETENCIES: 11 ELA GRADE 1

<input type="checkbox"/>	2012-2013 Grade 1	Grade 1
<input type="checkbox"/>	2012-2013 Grade 2	Grade 2
<input type="checkbox"/>	2012-2013 Grade 3	Grade 3
<input type="checkbox"/>	2012-2013 Kindergarten	Kindergarten
<input type="checkbox"/>	Grade 1	Grade 1
<input type="checkbox"/>	Grade 2	Grade 2
<input type="checkbox"/>	Grade 3	Grade 3
<input type="checkbox"/>	Kindergarten	Kindergarten

Check off the ones needed for the course and Submit the screen. Refresh the screen to see that the competencies have been added to the course. If you need to remove older competencies or made a mistake when adding competencies just uncheck it and submit.

**NOTE:** If you recently updated your competencies please be sure to select the most updated competencies for the course.

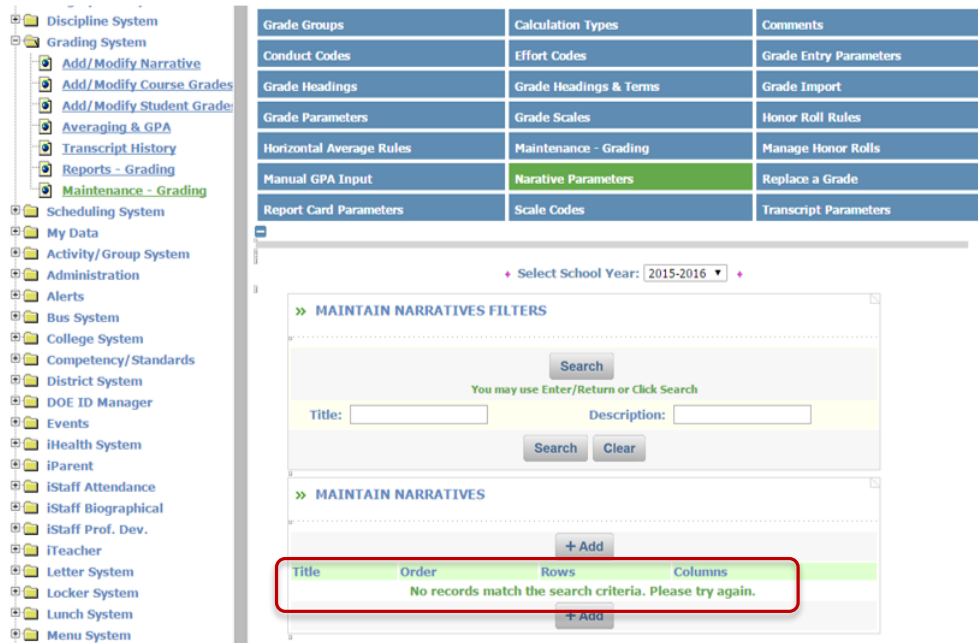


Sometimes if the course only had one competency group linked to it for the previous year then it rolls over but if it has more than one competency linked to it than it does not roll anything over. We hope to change the way this works for the future.

- **Setting Up Narrative Parameters**

Grading System > Grading Maintenance > Narrative Parameters Tab

The School Year Defaults to 2015-2016. If the Narrative Parameters have not been set up for the current year it will say “No records match the search criteria. Please try again.”



Grade Groups	Calculation Types	Comments
Conduct Codes	Effort Codes	Grade Entry Parameters
Grade Headings	Grade Headings & Terms	Grade Import
Grade Parameters	Grade Scales	Honor Roll Rules
Horizontal Average Rules	Maintenance - Grading	Manage Honor Rolls
Manual GPA Input	<b>Narrative Parameters</b>	Replace a Grade
Report Card Parameters	Scale Codes	Transcript Parameters

Select School Year: 2015-2016

**MAINTAIN NARRATIVES FILTERS**

Search

You may use Enter/Return or Click Search

Title:  Description:

Search Clear

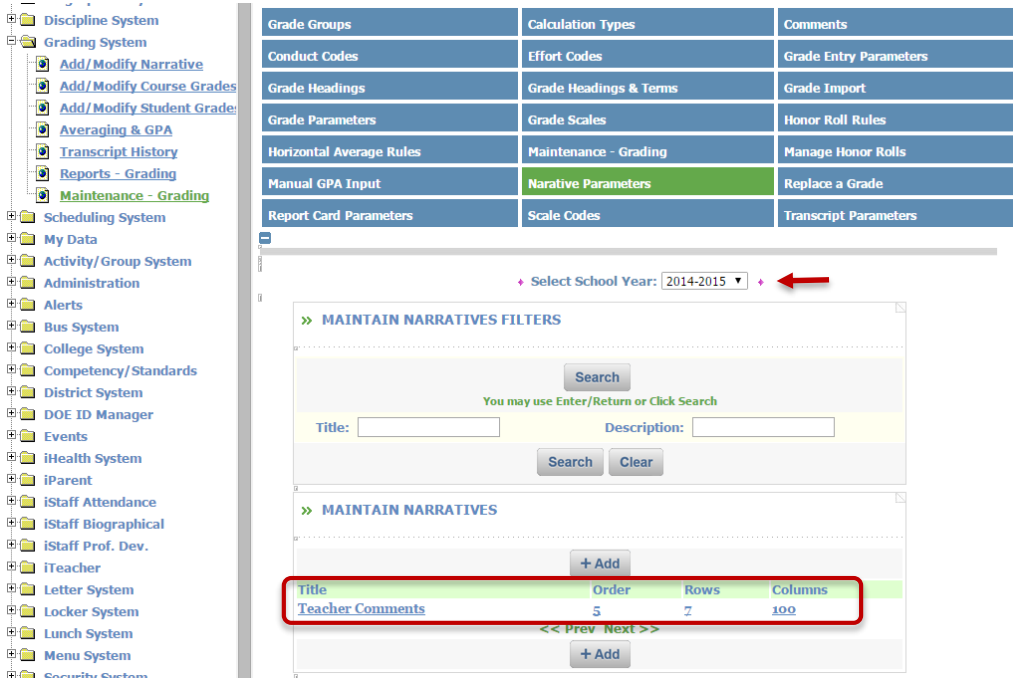
**MAINTAIN NARRATIVES**

+ Add

Title	Order	Rows	Columns
No records match the search criteria. Please try again.			

+ Add

Switch the School Year to 2014-2015. Once you switch the year to the previous school year you should see what was set up for that year.



Grade Groups	Calculation Types	Comments
Conduct Codes	Effort Codes	Grade Entry Parameters
Grade Headings	Grade Headings & Terms	Grade Import
Grade Parameters	Grade Scales	Honor Roll Rules
Horizontal Average Rules	Maintenance - Grading	Manage Honor Rolls
Manual GPA Input	Narative Parameters	Replace a Grade
Report Card Parameters	Scale Codes	Transcript Parameters

Select School Year: 2014-2015

**MAINTAIN NARRATIVES FILTERS**

Search

You may use Enter/Return or Click Search

Title:  Description:

Search Clear

**MAINTAIN NARRATIVES**

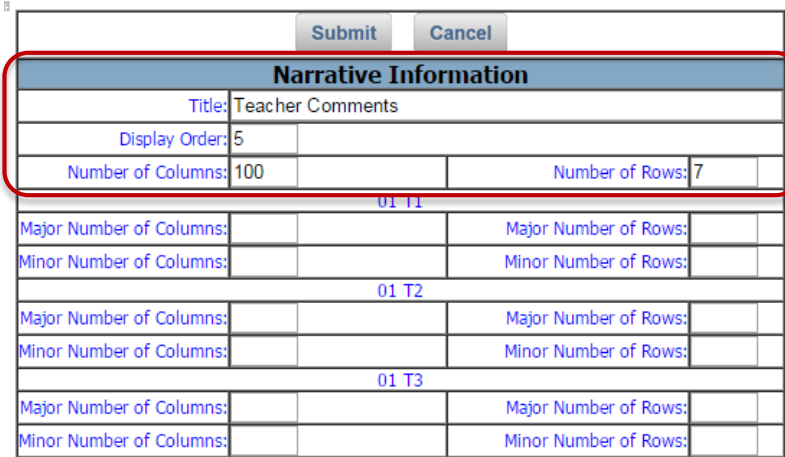
+ Add

Title	Order	Rows	Columns
Teacher Comments	5	7	100

<< Prev Next >>

+ Add

Click on the Narrative (in this case it is called Teacher Comments) and a new window will open giving you the Title, Display Order, Number of Columns and Number of Rows for the narrative parameters. Write down the information that is given on this screen and then close this screen.



Narrative Information			
Title:	Teacher Comments		
Display Order:	5		
Number of Columns:	100	Number of Rows:	7
01 T1			
Major Number of Columns:		Major Number of Rows:	
Minor Number of Columns:		Minor Number of Rows:	
01 T2			
Major Number of Columns:		Major Number of Rows:	
Minor Number of Columns:		Minor Number of Rows:	
01 T3			
Major Number of Columns:		Major Number of Rows:	
Minor Number of Columns:		Minor Number of Rows:	

Switch the school year back to the current school year (2015-2016). Click the +Add Button to Create a New Narrative.

Create A New Narrative			
Title:			
Display Order:			
Number of Columns:		Number of Rows:	
Description:			

Fill out narrative parameter information that you wrote down from the previous school year and enter it exactly the same way on this screen. In this example the Title is Teacher Comments, Display Order is 5, Number of Columns is 100 and Number of Rows in 7. Submit the screen. You will need to refresh the screen to see that the narrative parameter has been added.

- Biographical System
- Discipline System
- Grading System
  - Add/Modify Narrative
  - Add/Modify Course Grades
  - Add/Modify Student Grades
  - Averaging & GPA
  - Transcript History
  - Reports - Grading
  - Maintenance - Grading
- Scheduling System
- My Data
- Activity/Group System
- Administration
- Alerts
- Bus System
- College System
- Competency/Standards
- District System
- DOE ID Manager
- Events
- iHealth System
- iParent
- iStaff Attendance
- iStaff Biographical
- iStaff Prof. Dev.
- iTeacher
- Letter System
- Locker System
- Lunch System
- Menu System
- Security System

Grade Groups	Calculation Types	Comments
Conduct Codes	Effort Codes	Grade Entry Parameters
Grade Headings	Grade Headings & Terms	Grade Import
Grade Parameters	Grade Scales	Honor Roll Rules
Horizontal Average Rules	Maintenance - Grading	Manage Honor Rolls
Manual GPA Input	Narrative Parameters	Replace a Grade
Report Card Parameters	Scale Codes	Transcript Parameters

Select School Year: 2015-2016

**MAINTAIN NARRATIVES FILTERS**

Search

You may use Enter/Return or Click Search

Title:  Description:

Search Clear

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**MAINTAIN NARRATIVES**

+ Add

Title	Order	Rows	Columns
Teacher Comments	5	7	100

<< Prev Next >>

+ Add