• Grade books must contain graded assignments posted during the specific term in order to import grades to the report cards.
• Terms are identified as T1, T2, T3 or T4.
• Teachers can only mark End of Term Grades during a period of time specified by the District Administration.
• No grade will be assigned for Homeroom.
• The procedure below is for those teachers reporting grades for grades 2 to 6.

Instructions are divided in 2 sections:

Access the report card
Path: View/Maintain → End of Term Grading Rosters

COMPLETING THE GRADE CARD IS A “2” STEP PROCESS

Step 1: Entering overall Student Comments
Core teachers will use the HOMEROOM category
Support staff please go to the section regarding importing grades.
Note: The grade completion time line appears on the right side of the screen.

At the Close of the Day: After 5pm on the last day You Will No Longer Be Able To Enter Grades

1. Select the pencil icon next to the grade book in the Homeroom category.
2. The column T1 will remain blank when entering comments under the Homeroom category.
3. You may enter overall comments in the Homeroom selection. You can still enter specific comments under each Core area when you import their grades.
4. Under columns CMT1 and CMT2 you can choose the comment number you wish to use. View KCPS Report Card Comment List. If you plan to use only one comment, make sure you place that code in CMT1 Column only.
5. When you select a comment code for one student, in the far right field you will see visually what comment you have chosen.
6. If you would like to use the same comment for the rest of your students. Highlight the comment (CMT1 column or CMT2 column) and then click on:

![Image of grade entry interface]

7. Click on the Button All grades for This Roster Complete. DO NOT CLICK APPLY/DONE

![Image of grade entry interface with highlighted button]
This year the report card has a feature that will report to the Parent the reading grade level status for Communication Arts. Support staff will not use this feature.

First you need to IMPORT the student’s Communication Arts grade.

**To Import grades.**

1. Click on the grade book icon next to the subject you want to import grades.
2. Make sure the IMPORT from SIS Grade book is chosen.
3. Click **IMPORT**.
4. Now, you should see the grade posted under the T1 column.
5. Under the Column labeled Below/Above select the correct reading level information. You can also enter comment codes for this subject under CMT1 & CMT2 if needed. Support staff does not need to report on reading grade level information for their subject matter.
When all students are complete:

Click on the Button **All grades for This Roster Complete. DO NOT CLICK APPLY/DONE**

In the Grade Rosters screen, the word “Yes” will appear under the column “Teacher Complete”. Please make sure you have imported your grades and clicked the button that states All Grades for This Roster Complete before beginning another subject or class.

You will repeat the process of importing grades for the rest of your subjects/classes you teach. For the subjects of Math, Social Studies and Science, you do not have to report if the students are on grade levels.
Step 2: Entering Objective Marks

Two Paths to access to the Objectives Marks:

View / Maintain > Student Curriculum Marks

Another method to get to Student Curriculum Marks: View/Maintain → End of Term Grading Rosters. Click on either the grade book (import) or pencil (homeroom category). Click on the Objective Marks Button (little person icon)

4. You will be marking the Objectives assigned to each subject listed for each term.
5. Please make sure that you only report in the Terms identified as T1, T2, T3, T4.

6. Each objective will be marked with one of the following codes:
   1- Not yet introduced.
   2- I need help.
   3- I need more practice.
   4- I can do this all by myself.
   5- I can show others how to do this.
You will see the objectives listed on the left hand side. You will see the names of your students across the top. You can use the scroll bar under the objective list to go scroll through the student names.

This year Core objectives have been group in categories. A handout will accompany the report card detailing the Core objectives taught in each category. All teachers must use the scale 1-5 for each objective listed.

1. Click in the column under the correct grading period (T1, T2, T3 or T4) and choose the appropriate mark for each objective.

2. To mark all students with the same mark in one objective. Make one mark. Highlight your mark. Go to the Action Menu and click on Mark all Students with Selected Cell.

3. You can repeat step 12 for the other objectives.

4. When all students have been marked click APPLY and DONE.
   a. This will bring you to the Main Page and you will need to repeat this process for the remaining subject areas (Comm. Arts, Math, Social Studies, Science & Homeroom)
   b. Support Staff will only mark for their subject.

5. If using the method to gain access through the End of Terms Grading (Little Person Icon) It will bring you back to the previous screen and click on the button labeled All Grades for This Roster Complete:
If you change grades in the grade book you will need to import your grades again. It is allowed only during the window for entering grades.