

Elementary Grade Reporting

Teacher and Office Processes

Teacher Processes

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TEACHER PROCESSES

Post Grades

PATH: Campus instruction>Post Grades

The Grading Window must be open in order to Post Grades for a Term. (Office Clerk will do this)

Using the Post Grades tool, you have the option of posting grades by task or by student. (see below for detailed instructions)

Students	Percent	Grade	Report Card Comments	Canned Comment
91 Student, Grade 1 L	<input type="text"/>	[4]	<input type="text"/>	Add Clear Comments
91 Student, Kindergarten 15-19 T	<input type="text"/>	[4]	<input type="text"/>	Add Clear Comments

1. Select **Post Grades** from index
2. Select the **Term**
3. Select the **Section**
 - a. Homeroom section contains GLO's
 - b. All other standards are attached to the corresponding course (e.g., LCYxxxx contains the standards for Eng/Lang Arts)

4. Choose a **Post By** option (see below for details on each option: Standard/Grading Task or Student)

Term: Q1 (07/29/15 - 10/02/15) | Section: 1) LCY0091-3 ENG LANG ARTS GR K | Task: K.Rdg.1: With prompting and support, ask and answer questions about key details in a text

Buttons: Save, Fill Percent, Grade, Comment, Multi-Post Grades, Post by: Standard/Grading Task

Posting by Standard

When posting by standard, select a **Standard** from the dropdown list. All students in the selected section are listed.

1. Select a **Grade** from the [rubric](#) aligned to the [standard](#).
2. Click **Save** when finished to post grades.

Note: The comments area shown on this screen **will not** be used. Comments will be added in a different location. (see [Report Card Comments](#))

Any entry here will not be displayed on the Elementary Report Card.

Fill Options

Rather than entering grades individually for each student, you have the option of using the **Fill** tool.

Click **Fill Percent, Grade, Comment** to open the fill window.

As noted above, you will not use the comments area or Canned Comments shown here. This is a customized item that is entered in a different location.

Posting by Student

When posting by student, select a **Student** from the dropdown list. If you see a Task dropdown list instead, click **Post by Student** and then select a student. All standards assigned to that section appear.

The screenshot shows the 'Post by Student' interface. At the top, there are dropdown menus for 'Term' (Q1 (07/29/15 - 10/02/15)), 'Section' (10) XZH0091-1 HOMEROOM GR K YR, and 'Student' (Student, Kindergarten 15-16 T). Below these are buttons for 'Save', 'Filter', 'Fill Percent, Grade, Comment', 'Multi-Post Grades', and a 'Post by' dropdown set to 'Student'. The main table has the following data:

Term	Standard/Grading Task	Percent	Grade	Report Card
Q1	GLO.1: The ability to be responsible for one's own learning	<input type="text"/>	4	<input type="text"/>
Q1	GLO.2: The understanding that it is essential for human beings to work together	<input type="text"/>	2	<input type="text"/>
Q1	GLO.3: The ability to demonstrate critical thinking and problem-solving strategies	<input type="text"/>	1	<input type="text"/>
Q1	GLO.4: The ability to recognize and produce quality performance and quality products	<input type="text"/>	3	<input type="text"/>
Q1	GLO.5: The ability to communicate effectively	<input type="text"/>	2	<input type="text"/>

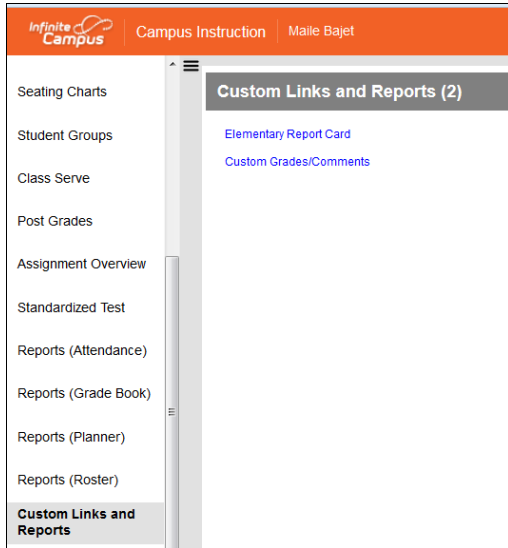
The screenshot shows the 'Post by Student' interface. At the top, there are dropdown menus for 'Term' (Q1 (07/26/16 - 10/07/16)), 'Section' (MMX) MMX0091-1 MATH GR K, and 'Student' (Student, Kindergarten P). Below these are buttons for 'Save', 'Filter', 'Fill Percent, Grade, Comment', 'Multi-Post Grades', and a 'Post by' dropdown set to 'Student'. The main table has the following data:

Term	Standard/Grading Task	Percent	Grade
Q1	K.CC.1: Count to 100 by ones and by tens	<input type="text"/>	MP
Q1	K.CC.2: Count forward beginning from a given number within the known sequence (instead of having to begin at 1)	<input type="text"/>	MP
Q1	K.CC.3: Write numbers from 0 to 20. Represent a number of objects with a written numeral 0-20	<input type="text"/>	MP
Q1	K.CC.4: Understand the relationship between numbers and quantities, including the following: when counting a set of objects, the last word in the counting sequence names the quantity for that set and that each successive number name refers to a quantity that is one larger	<input type="text"/>	MP
Q1	K.CC.5: Given a number from 1-20, count out that many objects. Use counting to answer questions such as, "How many objects are there?"	<input type="text"/>	MP
Q1	K.CC.6: Identify whether the number of objects in one group is greater than, less than, or equal to the number of objects in another group	<input type="text"/>	MP

1. Select a **Grade** from the [rubric](#) for each standard.
2. Comments will not be entered here.
3. Click **Save** when finished to post grades.

Upper/Lower Case Letters & Sounds Grade Entry (Kindergarten Only)

PATH: Campus Instruction>Custom Links and Reports>Custom Grades/Comments



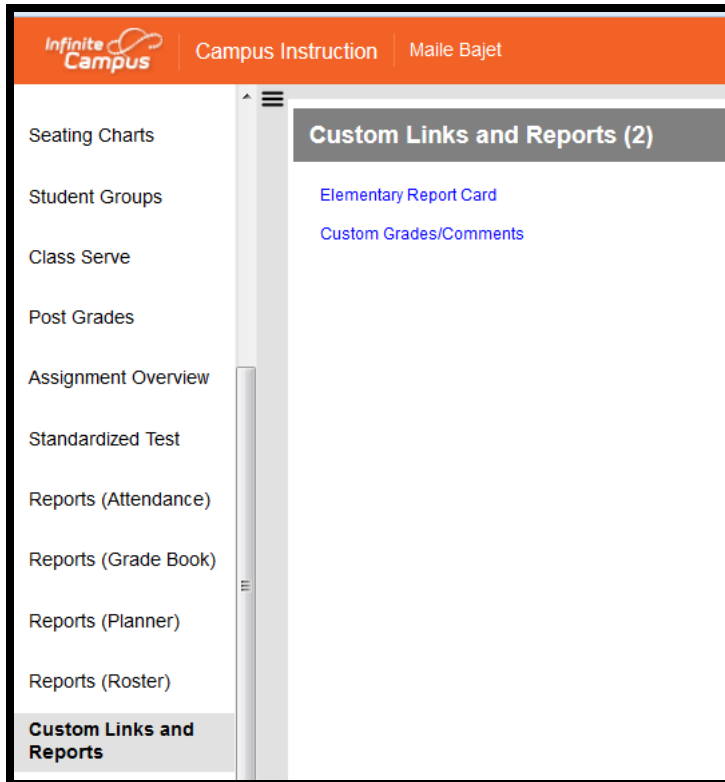
1. Click **Custom Links and Reports**
2. Select **Custom Grades/Comments**
3. Select **Term, Section, Score Type** (*Lower Case, Upper Case or Sounds*)
4. Choose **Select All** or individually select the Lower Case/Upper Case letters or Sounds you need to indicate
5. Click **Save**

The screenshot shows the 'Custom Grade Entry' form. At the top, there is a 'Save' button. Below it are three dropdown menus: 'Term' (Q1 (07/29/2015 - 10/02/2015)), 'Section' (LCY0091-3 ENG LANG ARTS GR K), and 'Score Type' (Lower Case). A 'Clear' button is next to the 'Score Type' dropdown. Below these is a table with the following structure:

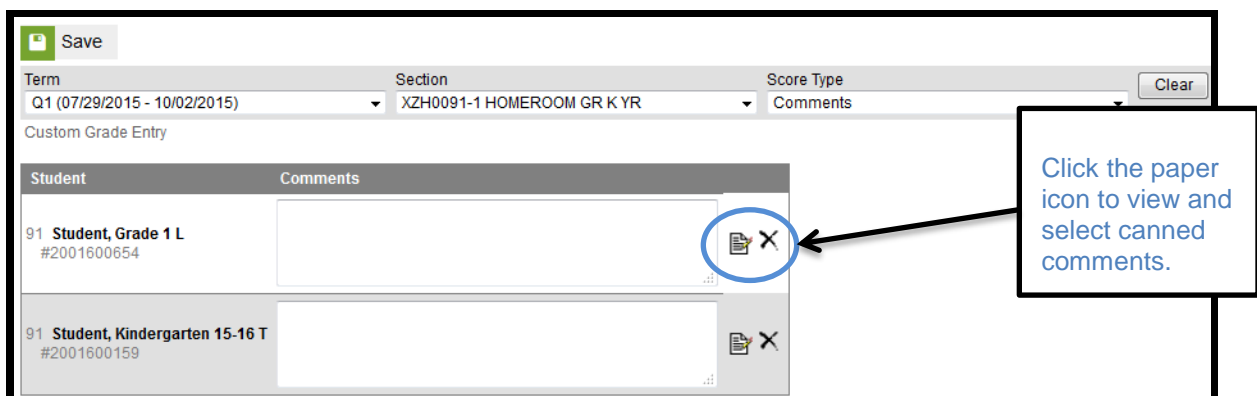
Student	Lower Case Letters
91 Alulu-Josefa, Julisianna M #2001600125 <input type="checkbox"/> Select All <input type="checkbox"/> Deselect All	<input checked="" type="checkbox"/> a <input type="checkbox"/> b <input checked="" type="checkbox"/> c <input type="checkbox"/> d <input checked="" type="checkbox"/> e <input type="checkbox"/> f <input type="checkbox"/> g <input type="checkbox"/> h <input type="checkbox"/> i <input type="checkbox"/> j <input type="checkbox"/> k <input type="checkbox"/> l <input type="checkbox"/> m <input type="checkbox"/> n <input type="checkbox"/> o <input type="checkbox"/> p <input type="checkbox"/> q <input type="checkbox"/> r <input type="checkbox"/> s <input type="checkbox"/> t <input type="checkbox"/> u <input type="checkbox"/> v <input type="checkbox"/> w <input type="checkbox"/> x <input type="checkbox"/> y <input type="checkbox"/> z
91 Amato, Lowmacc T #2001600183 <input type="checkbox"/> Select All <input type="checkbox"/> Deselect All	<input type="checkbox"/> a <input checked="" type="checkbox"/> b <input type="checkbox"/> c <input checked="" type="checkbox"/> d <input type="checkbox"/> e <input checked="" type="checkbox"/> f <input type="checkbox"/> g <input type="checkbox"/> h <input type="checkbox"/> i <input type="checkbox"/> j <input type="checkbox"/> k <input type="checkbox"/> l <input type="checkbox"/> m <input type="checkbox"/> n <input type="checkbox"/> o <input type="checkbox"/> p <input type="checkbox"/> q <input type="checkbox"/> r <input type="checkbox"/> s <input type="checkbox"/> t <input type="checkbox"/> u <input type="checkbox"/> v <input type="checkbox"/> w <input type="checkbox"/> x <input type="checkbox"/> y <input type="checkbox"/> z
91 Aviles, Christian A #2001600521 <input type="checkbox"/> Select All <input type="checkbox"/> Deselect All	<input type="checkbox"/> a <input type="checkbox"/> b <input type="checkbox"/> c <input type="checkbox"/> d <input type="checkbox"/> e <input type="checkbox"/> f <input type="checkbox"/> g <input type="checkbox"/> h <input type="checkbox"/> i <input type="checkbox"/> j <input type="checkbox"/> k <input type="checkbox"/> l <input type="checkbox"/> m <input type="checkbox"/> n <input type="checkbox"/> o <input type="checkbox"/> p <input type="checkbox"/> q <input type="checkbox"/> r <input type="checkbox"/> s <input type="checkbox"/> t <input type="checkbox"/> u <input type="checkbox"/> v <input type="checkbox"/> w <input type="checkbox"/> x <input type="checkbox"/> y <input type="checkbox"/> z
91 Baniaga, Aries A #2001600464 <input type="checkbox"/> Select All <input type="checkbox"/> Deselect All	<input type="checkbox"/> a <input type="checkbox"/> b <input type="checkbox"/> c <input type="checkbox"/> d <input type="checkbox"/> e <input type="checkbox"/> f <input type="checkbox"/> g <input type="checkbox"/> h <input type="checkbox"/> i <input type="checkbox"/> j <input type="checkbox"/> k <input type="checkbox"/> l <input type="checkbox"/> m <input type="checkbox"/> n <input type="checkbox"/> o <input type="checkbox"/> p <input type="checkbox"/> q <input type="checkbox"/> r <input type="checkbox"/> s <input type="checkbox"/> t <input type="checkbox"/> u <input type="checkbox"/> v <input type="checkbox"/> w <input type="checkbox"/> x <input type="checkbox"/> y <input type="checkbox"/> z
91 Donner, Maddox C #2001600547 <input type="checkbox"/> Select All <input type="checkbox"/> Deselect All	<input checked="" type="checkbox"/> a <input checked="" type="checkbox"/> b <input checked="" type="checkbox"/> c <input checked="" type="checkbox"/> d <input checked="" type="checkbox"/> e <input checked="" type="checkbox"/> f <input checked="" type="checkbox"/> g <input checked="" type="checkbox"/> h <input checked="" type="checkbox"/> i <input checked="" type="checkbox"/> j <input checked="" type="checkbox"/> k <input checked="" type="checkbox"/> l <input checked="" type="checkbox"/> m <input checked="" type="checkbox"/> n <input checked="" type="checkbox"/> o <input checked="" type="checkbox"/> p <input checked="" type="checkbox"/> q <input checked="" type="checkbox"/> r <input checked="" type="checkbox"/> s <input checked="" type="checkbox"/> t <input checked="" type="checkbox"/> u <input checked="" type="checkbox"/> v <input checked="" type="checkbox"/> w <input checked="" type="checkbox"/> x <input checked="" type="checkbox"/> y <input checked="" type="checkbox"/> z
91 Eria, Max E #2001600232 <input type="checkbox"/> Select All <input type="checkbox"/> Deselect All	<input type="checkbox"/> a <input type="checkbox"/> b <input type="checkbox"/> c <input type="checkbox"/> d <input type="checkbox"/> e <input type="checkbox"/> f <input type="checkbox"/> g <input type="checkbox"/> h <input type="checkbox"/> i <input type="checkbox"/> j <input type="checkbox"/> k <input type="checkbox"/> l <input type="checkbox"/> m <input type="checkbox"/> n <input type="checkbox"/> o <input type="checkbox"/> p <input type="checkbox"/> q <input type="checkbox"/> r <input type="checkbox"/> s <input type="checkbox"/> t <input type="checkbox"/> u <input type="checkbox"/> v <input type="checkbox"/> w <input type="checkbox"/> x <input type="checkbox"/> y <input type="checkbox"/> z

Report Card Comments

PATH: Campus Instruction>Custom Links and Reports>Custom Grades/Comments



1. Click **Custom Links and Reports**
2. Select **Custom Grades/Comments**
3. Select **Term**
4. Select **Section** (for comments you will use XZH – Homeroom Course/Section)
5. Select **Score Type** = Comments



Comments can be typed in the box or can use the canned comments option to see a list of pre populated comments. There is a 2400 character limit in the comments box.

NOTE: Comments can also be copied and pasted from a Word Document.

Save

Term: Q1 (07/29/2015 - 10/02/2015) | Section: XZH0091-1 HOMEROOM GR K YR | Score Type: Comments

Custom Grade Entry

Student	Comments
91 Student, Grade 1 L #2001600654	
91 Student, Kindergarten 15-16 T #2001600159	

Add Comments for Grade 1 Student (Reading: Literature) ✕

Enter Codes: ?

-OR-

Select Comments:

- ELEM01: Uses class time effectively
- ELEM02: Takes an active part in group/classroom discussions
- ELEM03: Shows respect for others by listening to their ideas/opinions
- ELEM04: Produces a variety of options in solving problems or making decisions
- ELEM05: Does accurate work; consistently strives to do the best work
- ELEM06: Recognizes quality and can evaluate own work and the work of others for quality
- ELEM07: Reads and understands various forms of written communication
- ELEM08: Expresses ideas clearly

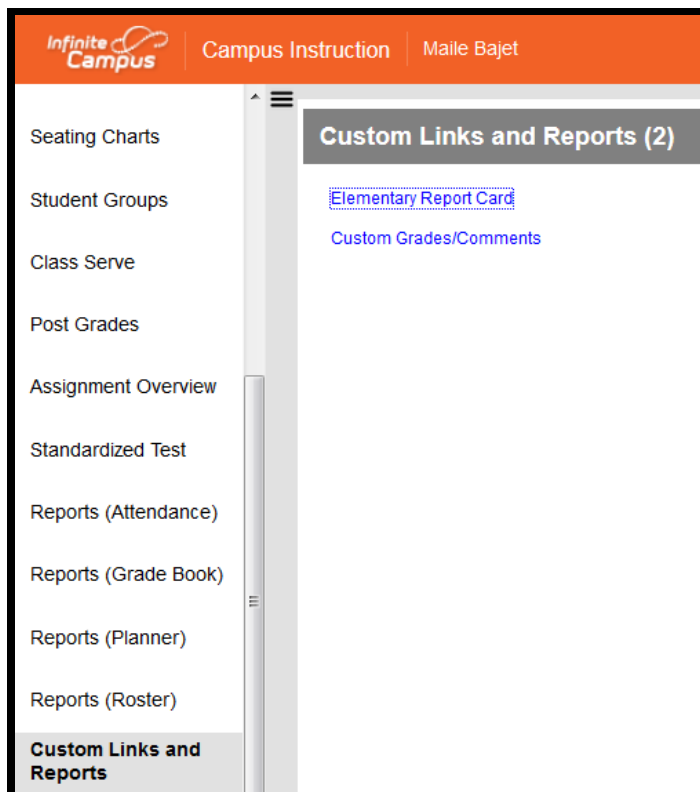
Update Comment Cancel

6. Click the  icon to enter Canned Comments (2400 character limit in the comment box)
7. Click **Update Comment**

Print Report Card *(Teacher)*

PATH: Campus Instruction>Custom Links and Reports>Elementary Report Card

Following these steps will give Teachers the ability to print their own report cards. The office will also be able to print report cards, but the path to access is different. See steps for [Batch or Individual Print Report Cards \(Office\)](#).



1. Select **Custom Links and Reports**
2. Select **Elementary Report Card**

Hawaii Custom Report Card

This report will batch print the Custom Report Card.

Report Type Grade 1-6 Kindergarten

Which students would you like to include in the report?

Section

Students

- Student, Grade 1
- Student, Kindergarten 15-16

CTRL-click or SHIFT-click to select multiple

Active Only

Effective Date Select Term

Print Multiple Mailing Address Print Front/Back

Print Teacher Comments

Print Student/Parent Comments

Print Next Year Grade Level If blank will print next sequential grade level

Sort Options Student Name Grade/Student Name Homeroom Teacher

3. Select **Report Type** (Grade 1-6 or Kindergarten)
 - a. This determines what GLO's and Standards will print on the report card.
4. Select **Section** or **Student(s)**
5. Select **Effective Date**
6. Select **Term**
7. Choose other options as needed
 - a. **Print Multiple Mailing Addresses** (if student(s) has more than one Mailing Address – dual custody, etc)
 - b. **Print Front/Back**
 - c. **Print Teacher Comments** (prints boxes with the comments entered by teachers)
 - d. **Print Student/Parent Comments** (prints empty boxes for Parent/Student comments)
 - e. **Print Next Year Grade Level** (when checked will automatically print the student's next sequential grade level. If it needs to be different, enter the grade level to print in the box)
 - f. Select **Sort Options**
8. Click **Generate Report**

OFFICE PROCESSES

Grading Window

PATH: Grading & Standards>Grading Window

Opening the Grading Window

Year and Calendar

The first screen of the wizard includes Year and Calendar selection.

Grading Window Wizard

This tool batch edits the Active Mask for Grading Tasks and Standards. The Active Mask is what de... Calendars from a School Year.

Select School Year
Changing the selected School Year will update the Calendar list below.

2011-12

Select Calendars
CTRL-click and SHIFT-click for multiple

- 2011-12 Adult Academic Program
- 2011-12 Creative Play
- 2011-12 Early Childhood/Cavana
- 2011-12 ECFE
- 2011-12 ESC
- 2011-12 FAIR School (non-repor
- 2011-12 Forest Elementary
- 2011-12 Highview Alternative P
- 2011-12 Home School
- 2011-12 IDDS (non-reporting)
- 2011-12 Infinite Campus High S
- 2011-12 Kindergarten Prep
- 2011-12 Lakeview Elementary
- 2011-12 Meadow Lake Elementary
- 2011-12 Neill Elementary
- 2011-12 New Hope School
- 2011-12 Noble Elementary Schoo
- 2011-12 Non-Attending Non Pub

Update Active Masks « Back Next »

Image 2: Selecting a Year and Calendars

1. Select the **School Year**. **Calendars** will populate in the list below based on the Year.

2. Select the Calendar(s) for which the Grading Window should be opened.
3. Click **Next** to proceed to the next screen of the wizard.

Grading Tasks and Standards

The second screen of the wizard lists [Grading Tasks](#) and [Standards](#) aligned to Courses in the selected Calendar(s).

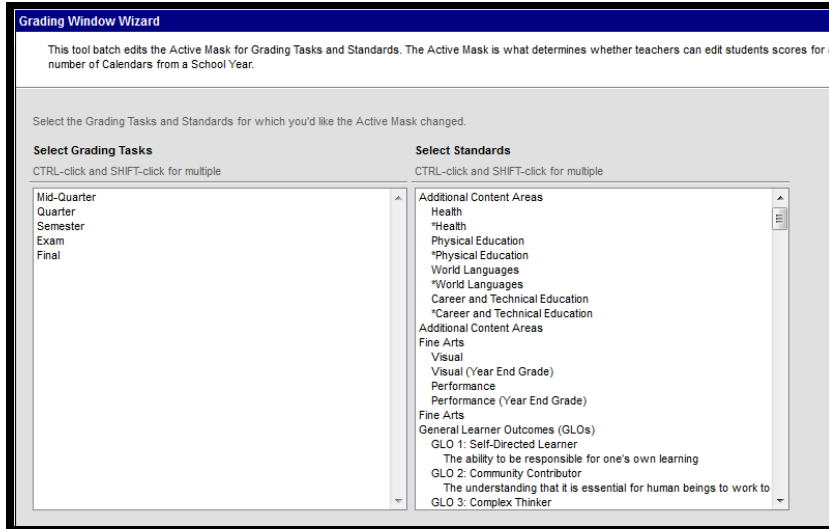


Image 3: Selecting Grading Tasks and Standards

1. Select the Grading Tasks and/or Standards for which the Grading Window should be opened.
2. Click **Next** to proceed to the next screen of the wizard and select specific Terms.

Terms

Users have the option of only opening the Grading Window for the selected Terms.

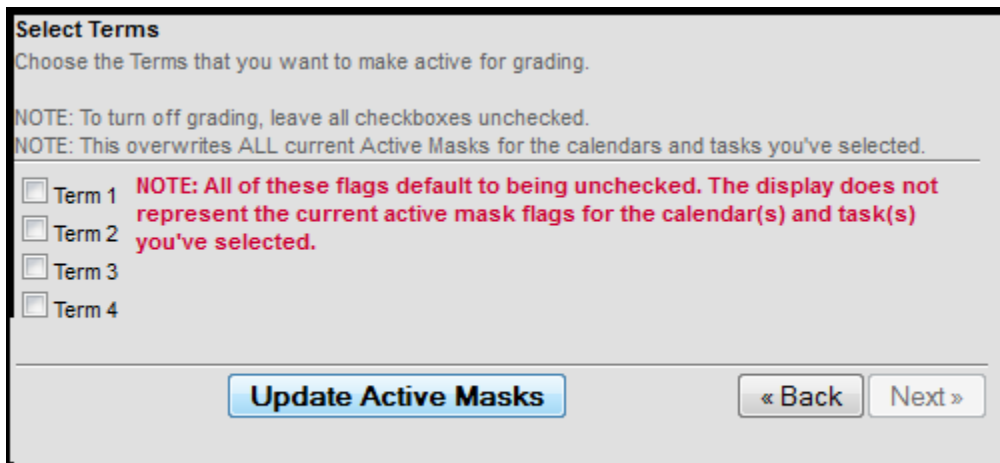


Image 4: Selecting Terms

1. Mark the checkbox next to the Terms for which the Grading Window should be opened.

2. Click **Update Active Masks** to open the grading window for the selected items in the selected terms.

The Active Mask checkboxes for the Terms marked will be selected on the Course's [Grading Tasks](#) and/or [Standards](#).

Any selections made in this wizard will override existing settings. Terms that are not marked in the wizard will not be changed from their existing setting.

Closing the Grading Window

1. To close the Grading Window for the selected tasks and standards, leave all **Term** checkboxes **unmarked** in the last screen of the wizard.
2. Click **Update Active Masks** and the grading window will be closed for any **Term** that is not checked.

Select Terms
Choose the Terms that you want to make active for grading.

NOTE: To turn off grading, leave all checkboxes unchecked.
NOTE: This overwrites ALL current Active Masks for the calendars and tasks you've selected.

Term 1 **NOTE: All of these flags default to being unchecked. The display does not represent the current active mask flags for the calendar(s) and task(s) you've selected.**

Term 2

Term 3

Term 4

Update Active Masks « Back Next »

Change Posted Grades

Grading By Task (Section)

PATH: *Scheduling > Courses > Section > Grading by Task*

The **Grading by Task** tool allows office personnel to enter scores for grading tasks. A list of grading tasks and standards assigned to the course displays at the top. When selected, scores will be entered for that task/standard.

XZH0091-1 HOMEROOM GR K YR
Teacher: Bajet, Maile

Section Staff History Roster Attendance **Grading By Task** Grading By Student Roster Setup Roster Batch Edit

Save

Q1 - GLO.1: The ability to be responsible for one's own learning

Show/Hide Rubric

Fill Grades

Task	Percent	Score	Comments
Q1 - GLO.1: The ability to be responsible for one's own learning			

Select items to fill: Percent Score Comments **Fill Empty** **Fill All**

Name	Percent	Score	Comments
91 Student, Grade 1 L #2001600654		4	
91 Student, Kindergarten 15-16 T #2001600159		4	

Section Grading by Task

Enter Individual Scores for Students

1. Select the **Grading Task** to assign scores from the dropdown list.
2. Select the **Score** for the student from the dropdown list.
3. Repeat these steps for all students in the section.
4. Click the **Save** icon when finished.

Mass Enter Scores for Students who do not Currently have Scores

1. Select the **Grading Task** to assign scores from the dropdown list.
2. Enter the **Score** for the students who do not currently have scores.
3. Click the **Fill Empty** button. Scores will be populated for the students.
4. Click the **Save** icon when finished.

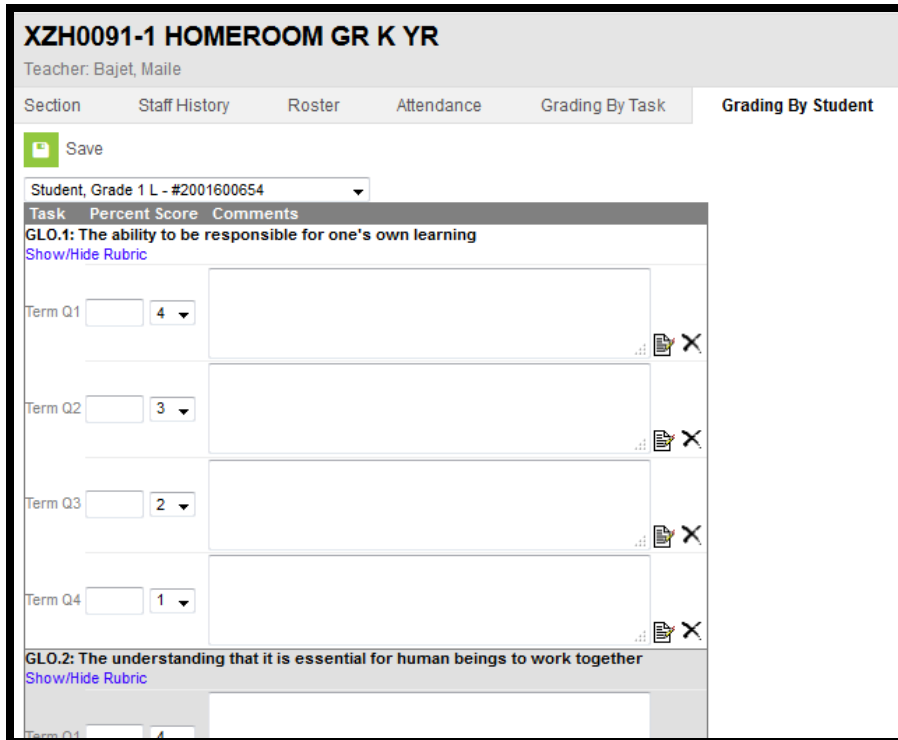
Mass Enter Scores for All Student

1. Select the **Grading Task** to assign scores from the dropdown list.
2. Enter the **Score** for the students who do not currently have scores.
3. Click the **Fill All** button. Scores will be populated for the students.
4. Click the **Save** icon when finished.

Grading By Student (Section)

PATH: *Scheduling > Courses > Section > Grading by Student*

The **Grading by Student** tab allows office staff to enter scores and percents for students in the selected course section for the selected student.



The screenshot shows the 'Grading By Student' interface for a course section titled 'XZH0091-1 HOMEROOM GR K YR'. The teacher is 'Bajet, Maile'. The interface includes a 'Save' button and a dropdown menu for selecting a student, currently set to 'Student, Grade 1 L - #2001600654'. Below this is a table with columns for 'Task', 'Percent Score', and 'Comments'. The first task is 'GLO.1: The ability to be responsible for one's own learning', with a 'Show/Hide Rubric' link. The table has four rows for 'Term Q1', 'Term Q2', 'Term Q3', and 'Term Q4'. Each row has a 'Percent Score' dropdown menu (set to 4, 3, 2, and 1 respectively) and a 'Comments' field. The second task is 'GLO.2: The understanding that it is essential for human beings to work together', also with a 'Show/Hide Rubric' link. The interface is designed for entering scores and comments for individual students across different terms.

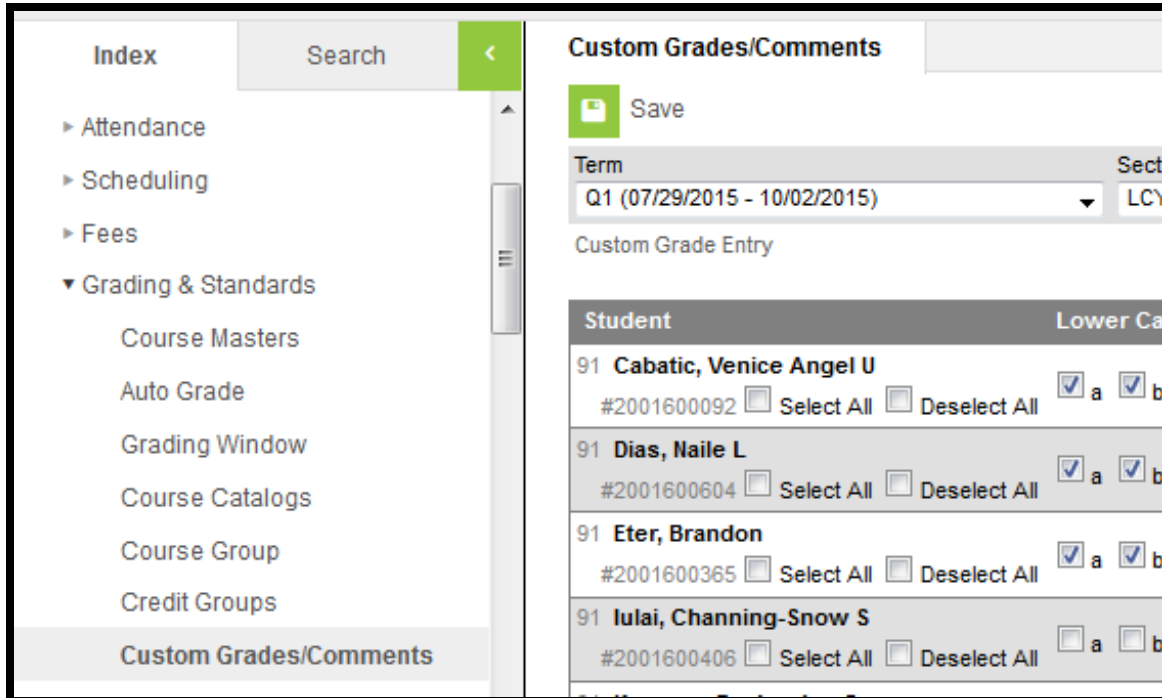
Grading by Student

Enter Scores for Individual Students

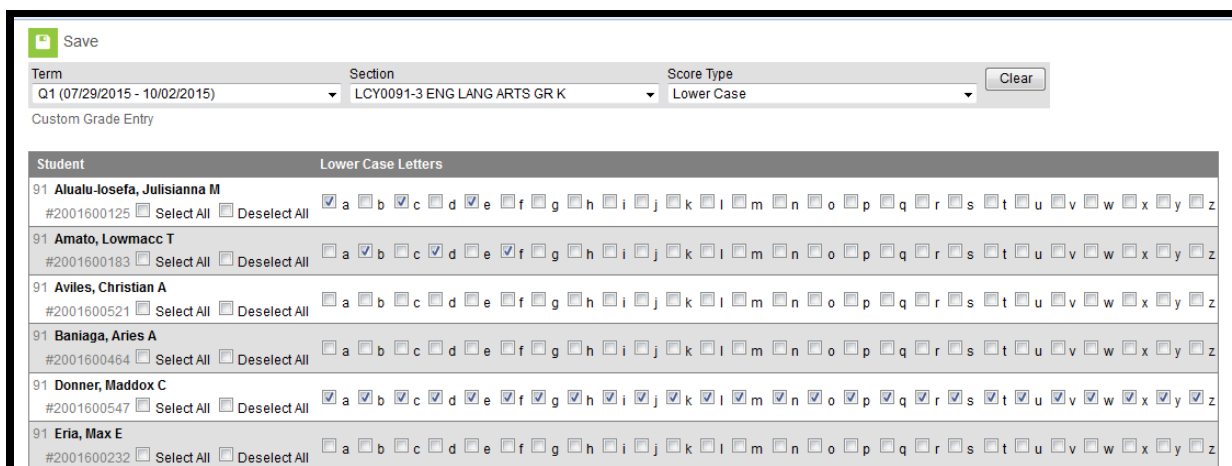
1. Select the **Student** to assign scores to from the dropdown list. A list of grading tasks appears.
2. Select the **Score** for the student from the dropdown list for each grading task.
3. Click the **Save** icon when finished.

Upper/Lower Case Letters & Sounds Grade Entry (Kindergarten Only)

PATH: Index>Grading & Standards>Custom Grades/Comments

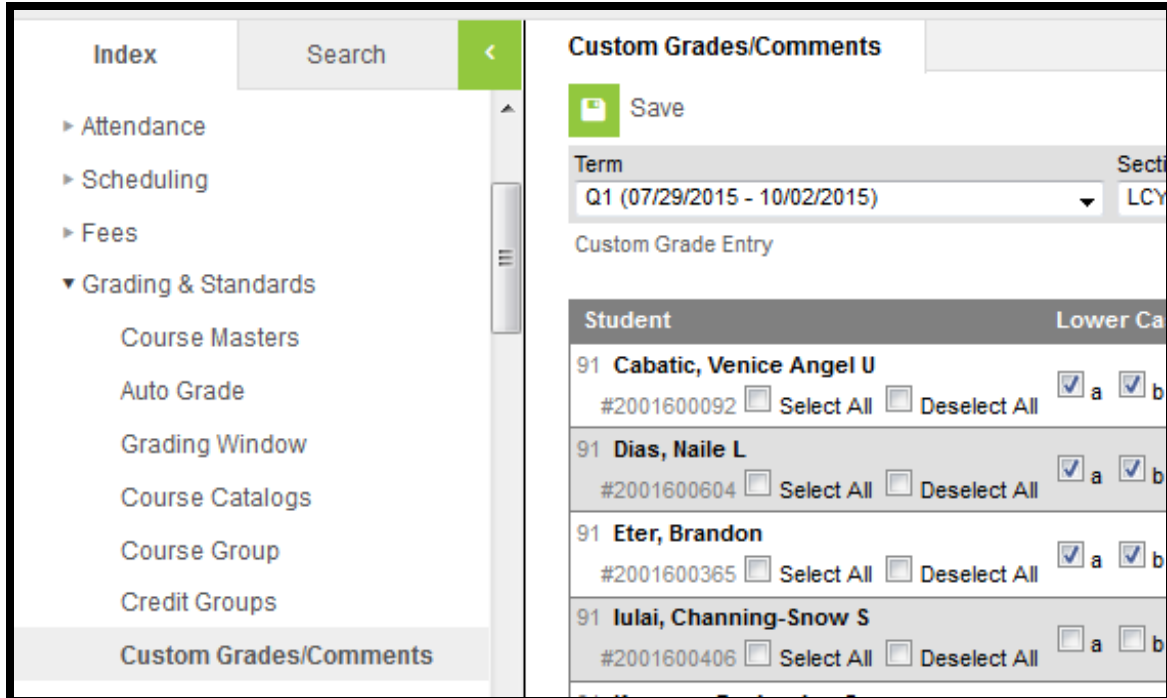


1. Click **Grading & Standards**
2. Select **Custom Grades/Comments**
3. Select **Term, Section, Score Type** (*Lower Case, Upper Case or Sounds*)
4. Choose **Select All** or individually select the Lower Case/Upper Case letters or Sounds you need to indicate
5. Click **Save**

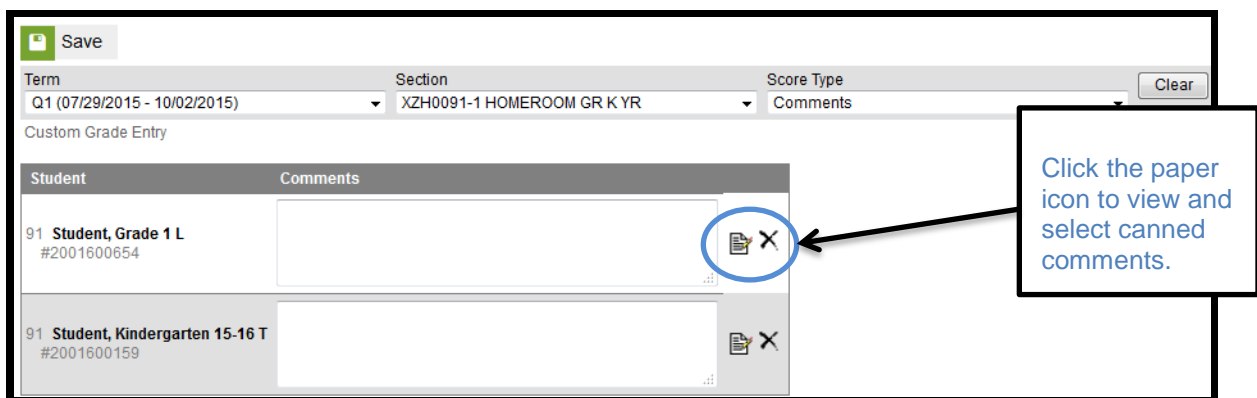


Report Card Comments

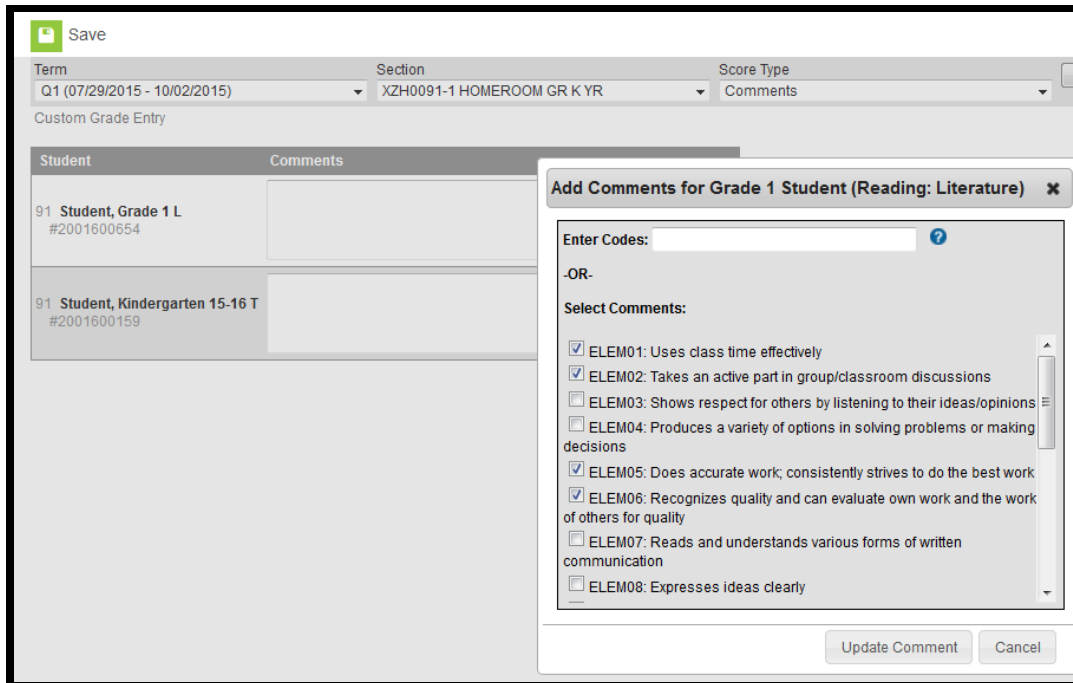
PATH: Index>Grading & Standards>Custom Grades/Comments




1. Click **Custom Links and Reports**
2. Select **Custom Grades/Comments**
3. Select **Term**
4. Select **Section** (for comments you will use XZH – Homeroom Course/Section)
5. Select **Score Type = Comments**



Comments can be typed in the box or can use the canned comments option to see a list of pre populated comments. There is a 2400 character limit in the comments box.

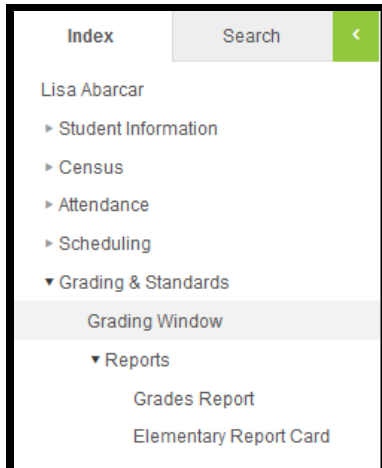


8. Click the  icon to enter Canned Comments (no limit other than 2400 character limit in the comment box)
9. Click **Update Comment**

Batch or Individual Print Report Cards

PATH: [Index](#)>[Grading & Standards](#)>[Reports](#)>[Elementary Report Card](#)

This tool allows the office staff the ability to print report cards by section or by individual student. (Teachers can print their own report cards via the steps listed in [Print Report Card \(teacher\)](#) section.)



1. Select **Grading & Standards**
2. Select **Reports**
3. Select **Elementary Report Card**

A screenshot of the 'Hawaii Custom Report Card' configuration page. The page has a blue header with the title. Below the header, there is a message: 'This report will batch print the Custom Report Card.' The main content area is divided into several sections. The first section is 'Report Type' with radio buttons for 'Grade 1-6' (selected) and 'Kindergarten'. The second section is 'Which students would you like to include in the report?' with three options: 'Ad Hoc Filter' (a dropdown menu), 'Grade' (a dropdown menu with 'All Students' selected and a 'Clear' button), and 'Student' (a text input field with a 'Clear' button). The third section is 'Active Only' with a checked checkbox. The fourth section is 'Effective Date' with a date picker set to '08/12/2016' and a 'Select Term' dropdown set to 'Term 1'. The fifth section has checkboxes for 'Print Multiple Mailing Address', 'Print Front/Back', 'Print Teacher Comments', and 'Print Student/Parent Comments', all of which are checked. The sixth section is 'Print Next Year Grade Level' with a checkbox and a text input field, with a note 'If blank will print next sequential grade level'. The final section is 'Sort Options' with radio buttons for 'Student Name' (selected), 'Grade/Student Name', and 'Homeroom Teacher'.

1. Select **Report Type** (Grade 1-6 or Kindergarten)
 - a. This determines what GLO's and Standards will print on the report card.

2. Select **Section** or **Student(s)**
3. Select **Effective Date**
4. Select **Term**
5. Choose other options as needed
 - a. **Print Multiple Mailing Addresses** (if student(s) has more than one Mailing Address – dual custody, etc)
 - b. **Print Front/Back**
 - c. **Print Teacher Comments** (prints boxes with the comments entered by teachers)
 - d. **Print Student/Parent Comments** (prints empty boxes for Parent/Student comments)
 - e. **Print Next Year Grade Level** (when checked will automatically print the student's next sequential grade level. If it needs to be different, enter the grade level to print in the box)
 - f. Select **Sort Options**
6. Click **Generate Report**