## THIRD THROUGH EIGHTH GRADE

Grades 3-8 will have letter grades of:
$A, B, C, D$ this includes minus and plus.

## To Enter Grades

- Main Menu
- Academics
- Report Card Student
- Select Student
- Enter Grades-Click on where it says NO GRADE and enter letter grades there.
- DON'T FORGET TO SAVE WITH BLUE BUTTON ON BOTTOM.




## SKILL SETS

## - My Classroom

- Select any 3.8 class

- Drop down to Report Card Class

- Drop down to Skill Sets

- Enter these for skills sets.

SKILL GRADES
Option 1
$\sim$ Need for improvement

+ Exemplary progress

Option 2
1 At Risk: Below grade-level standard requiring more time to develop
2 Partially Proficient: Requires assistance when working independently toward gradelevel standards
3 Proficient: Independently meets the requirements for grade-level standards
4 Advanced: Independently exceeds the grade-level standard expectations

## REPEAT FOR 3.8 ALL CLASSES

## TWO OPTIONS TO PRINT

## 1. Main Menu

a. Report Card Student

b. Select a student
i. Print in upper right hand corner

2. Main Menu
a. Report Manager
b. Academics
c. Report Card(Web)
d. Select a grade
e. Double arrow over all students from Selection List to Selected List
f. Print


## G. Select Print

Report Card - Web

| Print | Email |
| :---: | :---: |
| Print Report Cards | Archive |

## H. Select NAD/3-8SDA_Current. cfm for Template

## Report Card - Web

| Print | Template: |
| :--- | :--- |
| Print Report Cards | MAD/3-8SDA_Current.cfm |

DONE WITH 3-8 Grades

