






Student Errors




Invalid Class Grade (1.2 Classes)

1. From RenWeb , click  (Menu).
2. Click **My Classroom**.
3. Select a class.
4. From the **Classroom** menu, click **Report Card Class**.
5. Select the **Term**.
6. Delete the invalid grades.
7. Type a grade of I, P, NT, E, S, or N in the **Display** field for 01-02 grade classes. Refer to the course levels for correct setup to pass to grade book.
8. Click  (**Save**).




Invalid Class Grade (3.8 Classes)

1. From RenWeb , click  (Menu).
2. Click **My Classroom**.
3. Select a class.
4. From the **Classroom** menu, click **Report Card Class**.
5. Select the **Term**.
6. Delete the invalid grades.
7. Type a grade of A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, or P in the **Display** field for 03-08 grade classes. Refer to the course levels for correct setup to pass to the grade book.
8. Click  (**Save**).




Invalid Class Grade (HS Classes)

1. From RenWeb , click  (Menu).
2. Click **My Classroom**.
3. Select a class.
4. From the **Classroom** menu, click **Report Card Class**.
5. Select the **Term**.
6. Delete the invalid grades.
7. Type a grade of A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, FA, I, P, AU, W, WP, or WF in the **Display** field for 9-12 grade classes.
8. Click  (**Save**).




Class Grades not allowed for K students

1. From RenWeb , click  (Menu).
2. Click **My Classroom**.
3. Select a class.
4. From the **Classroom** menu, click **Report Card Class**.
5. Select the **Term**.
6. Delete the grade.
7. Click  (**Save**).




Invalid Skill Grade (Instructional Levels)

1. From RenWeb , click  (Menu).
2. Click **My Classroom**.
3. Select a class.
4. From the **Classroom** menu, click **Report Card Class**.
5. From the **Report Card** menu, click **Skill Sets**.
6. Select the **Term**.
7. Select the **Instructional Level** skill in drop-down list the and delete the grade.
8. Type a grade of X, Y, Z, or leave it blank.
9. Click  (**Save**).




Invalid Skill Grade (K Classes)

1. From RenWeb , click  (Menu).
2. Click **My Classroom**.
3. Select a class.
4. From the **Classroom** menu, click **Report Card Class**.
5. From the **Report Card** menu, click **Skill Sets**.
6. Select the **Term**.
7. Select the **Development/Work Ethics** skill in the drop-down list and delete the grade.
8. Type a grade of I, P, NT, +, ^, ~, or leave it blank.
9. Click  (Save).




Invalid Skill Grade (1-12 Classes)

1. From RenWeb , click  (Menu).
2. Click **My Classroom**.
3. Select a class.
4. From the **Classroom** menu, click **Report Card Class**.
5. From the **Report Card** menu, click **Skill Sets**.
6. Select the **Term**.
7. Select the **Development/Work Ethics** skill in the drop-down list and delete the grade.
8. Type a grade of +, ^, ~, or leave it blank.
9. Click  (Save).




Invalid Skill Grade (1.2 Classes)

1. From RenWeb , click  (Menu).
2. Click **My Classroom**.
3. Select a class.
4. From the **Classroom** menu, click **Report Card Class**.
5. From the **Report Card** menu, click **Skill Sets**.
6. Select the **Term**.
7. Remove the current grade.
8. Type a grade of ~, NA, [space], +, or leave it blank.
9. Click  (Save).




Invalid Skill Grade (TK or K Classes)

1. From RenWeb , click  (Menu).
2. Click **My Classroom**.
3. Select a class.
4. From the **Classroom** menu, click **Report Card Class**.
5. From the **Report Card** menu, click **Skill Sets**.
6. Select the **Term**.
7. Select the student and remove the invalid grade.
8. Type a grade of I, P, NT, [space], or leave it blank.
9. Click  (Save).



Invalid Skill Grade (3.8 Classes)

1. From RenWeb , click  (Menu).
2. Click **My Classroom**.
3. Select a class.
4. From the **Classroom** menu, click **Report Card Class**.
5. From the **Report Card** menu, click **Skill Sets**.
6. Select the student and remove the invalid grade.
7. Type a grade of ~, NA, [space], +, 1, 2, 3, 4, or leave it blank.
8. Click  (Save).



Invalid Skill Grade (HS Classes)

1. From RenWeb , click  (Menu).
2. Click **My Classroom**.
3. Select a class.
4. From the **Classroom** menu, click **Report Card Class**.
5. From the **Report Card** menu, click **Skill Sets**.
6. Select the student and remove the invalid grade.
7. Type a grade of A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, I, P, AU, W, WP, or WF for 9-12 grade classes. Most HS courses will not have skill sets.
8. Click  (Save).




Missing GPA for year

1. From RenWeb , click  (Menu).
2. Click **System**, then click **Database Tasks**.
3. Click **Report Card Load**.
4. Select the classes from the list.
5. Select **Calculate Final Grade**.
6. Select the **Grade Type of Number**.
7. Select a **Decimal Places** option. (Typically 0.)
8. Click **Submit**.



Data provided for 'Next year grade level' is not one of the allowed options: PK, TK, K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12

1. From RenWeb , click  (Menu).
2. Click **People**, then click **Students**.
3. Select the student.
4. Click **School**.
5. If the student should be in school next year, select the correct grade level from the **Next Year Grade Level** drop-down list. Withdrawn, Graduates, and Inactive students should have no Next Year Status or Grade Level. To remove the Grade Level listed, select **clear the value** from the **Next Year Grade Level** drop-down list.
6. Click **Save**.




Value of GPA field must be less than or equal to 4.0

1. From RenWeb , click  (Menu).
2. Click **System**, then click **Configuration**.
3. Click **Course Level**.
4. Select the **Course Level** in the list.
5. Click **Recognized Letter Grades**.
GPA and UGPA column values MUST be 4.0 or less.
6. Double-click in the grid to edit values.
7. Click **Recognized Number Grades**.
GPA and UGPA column values MUST be 4.0 or less.
8. Double-click in the grid to edit values.
9. Click **Save**.
10. Click  (Menu).
11. Click **System**, then click **Database Tasks**.
12. Select **Fix Report Card Grades**.
13. Select the affected students and click > (right arrow) to move them to the **Selected List**.
14. Click **Fix Grades**.

Missing Emergency Contact phone

1. From RenWeb , click  (Menu).
2. Click **People**, then click **Students**.
3. Select the student.
4. Click **Contacts**.
5. Select the Emergency Contact in the list.
The Contact information displays.
6. Type the correct phone number in 555-555-1234 format.
7. Click **Save**.



Missing Student ID

1. From RenWeb , click  (Menu).
2. Click **People**, then click **Students**.
3. Select the student.
4. Click  (Edit) in the **Person** pod in the info pane.
5. Select the **Student UDID** field.
6. Type the student's **SDA ID**.
7. Click **Save**.



Missing Enrollment Information in the Student ID Manager

This student needs to be set as **Enrolled** in this school in the **NAD Student ID Manager**.



Missing Date of Birth

1. From RenWeb , click  (Menu).
2. Click **People**, then click **Students**.
3. Select the student.
4. Click **Demographics**, then select **Basic** to expand student information.
5. Update the **Birth Date** in the format of MM/DD/YYYY.
6. Click **Save**.



Missing Address Line 1/City/State/Postal Code

1. From RenWeb , click  (Menu).
2. Click **People**, then click **Students**.
3. Select the student.
4. Click **Link** in the **Contact** pod in the info pane to link the student's address to the existing address for the Family.
5. Click **Save and Close**.



Missing Proof of Birth

1. From RenWeb , click  (Menu).
2. Click **People**, then click **Students**.
3. Select the student.
4. Click **User Defined**.
5. Select the **NAD** user defined group in the list.
6. Select the **Proof of Birth** drop-down list and select the appropriate option..
7. Click **Save**.



Missing Gender

1. From RenWeb , click  (Menu).
2. Click **People**, then click **Students**.
3. Select the student.
4. Click **Demographics**, then select **Basic** to expand student information.
5. Select the student **Gender** from the drop-down list.
6. Click **Save**.



Missing Denomination

1. From RenWeb , click  (Menu).
2. Click **People**, then click **Students**.
3. Select the student.
4. Click **Religion**.
5. Select the **Denomination** in the drop-down list.
6. Click **Save**.




Missing Next Year Grade Level

1. From RenWeb , click  (Menu).
2. Click **People**, then click **Students**.
3. Select the student.
4. Click **School**.
5. In **Next Year - Grade Level**, select the appropriate Grade Level from the drop-down list.
6. Click **Save**.



Invalid Date

1. From RenWeb , click  (Menu).
2. Click **People**, then click **Students**.
3. Select the student.
4. Click **User Defined**.
5. Select the **NAD** user defined group in the list.
6. Select the **Immunization Verification** field and type the date in the format of MM/DD/YYYY, or select the correct date from the drop-down calendar.
7. Click **Save**.



Missing Parent Phone Number

1. From RenWeb , click  (Menu).
2. Click **People**, then click **Students**.
3. Select the student.
4. Click the **Family** name in the **Families** pod of the info pane.
5. Select the **Parent** in the **Family Individual** list.
6. Click  (Edit) in the **Contact** pod in the info pane.
7. Type a **Home Phone** or **Cell Phone** number as XXX-XXX-XXXX.
8. Click **Apply**.




Missing Family Physician Phone

1. From RenWeb , click  (Menu).
2. Click **Medical**.
3. Select the student.
4. Click **General**.
5. Type the Doctor's **Phone** number as XXX-XXX-XXXX.
6. Click **Save**.



Value of 'Family Physician Phone' must contain digits (numbers)

1. From RenWeb , click  (Menu).
2. Click **Medical**.
3. Select the student.
4. Click **General**.
5. Type the Doctor's **Phone** number as XXX-XXX-XXXX.
6. Click **Save**.

Missing Parent 1 First Name / Missing Parent 1 Last Name



1. From RenWeb , click  (Menu).
2. Click **People**, then click **Students**.
3. Select the student.
4. If no family is listed in the **Families** pod in the info pane, click **+** (Add).
 - a. Click **Add to new family**.
 - b. Create a family with at least one parent with first and last names
 - c. Click **Finish**.
5. If a family is listed in the **Families** pod in the info pane, click the family name.
 - a. Select the name in the **Family Individual** pod for whom a first or last name is missing.
 - b. Click  (Edit) in the **Person** pod in the info pane.
 - c. Type the parent's missing first or last name
 - d. Click **Save**.

Missing Parent 1 relationship

1. From RenWeb , click  (Menu).
2. Click **People**, then click **Students**.
3. Select the student.
4. Click the **Family** name in the **Families** pod of the info pane.
5. Click **Relationships**.
6. Define the relationships.
7. Click **Save**.

Missing Cumulative GPA




This is typically for new students to your school. If they are not a 9th grader, you can add grades from previous schools.

1. From RenWeb , click  (Menu).
2. Click **People**, then click **Students**.
3. Select the student.
4. Click **Transcript**, then click **Grades** to expand the Transcript information.
5. Click **+** (Add).

The **Add a Transcript Record** screen displays.
6. Type necessary information.
7. Click **Save and Close**. Repeat as necessary for all grade records.

If the student is a 9th grader, when you load grades to the transcript at semester or final, a GPA will be calculated for the student.

Comments for Q1 are too long

1. From RenWeb , click  (Menu).
2. Click **Academics**, then click **Report Card Student**.
3. Select the student.
4. From the **Report Card** menu, click **Comments**.
5. Select Q1 from the Term drop-down.
6. Select the Comment and delete a portion to shorten it.
7. Click  (Save).