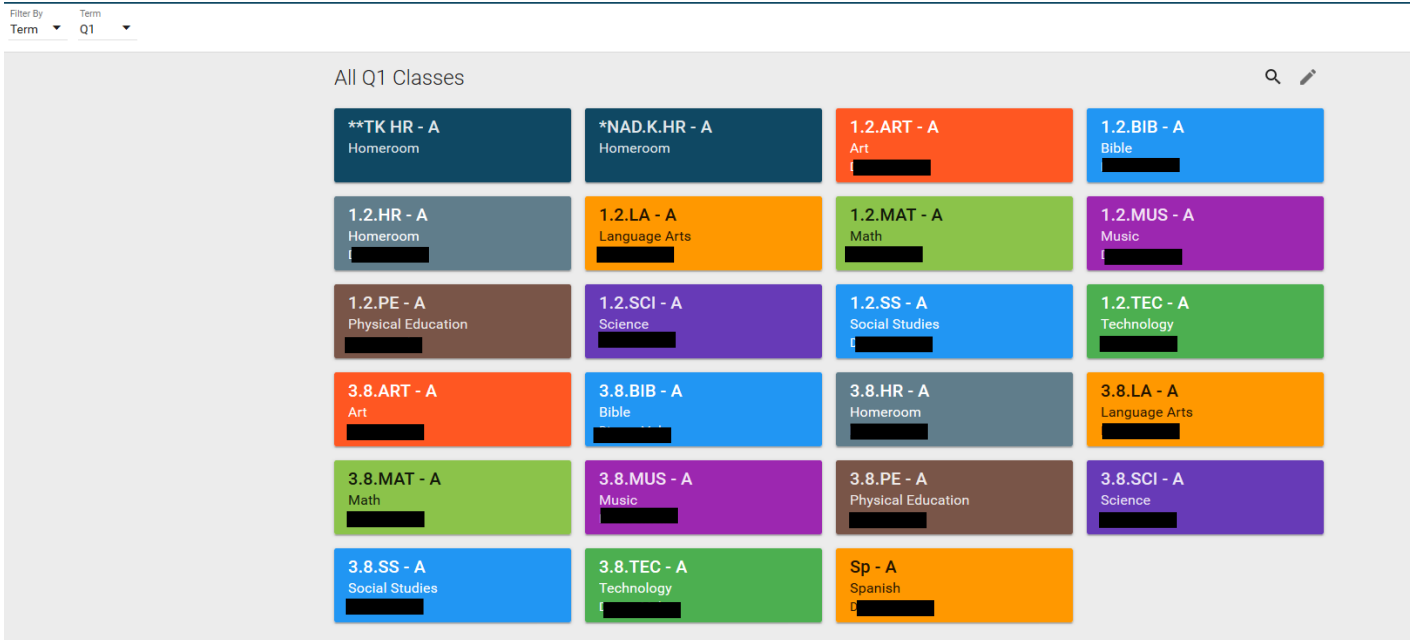# HOW TO ENTER GRADES INTO REPORT CARD FROM GRADEBOOK.

1. Make sure all your grades are entered correctly into your grade book.
2. Go to My Classroom in the Main Menu.

3. Filter by term and Select a Class

4. Select Report Card Class in the Drop Down Menu

5. Click on 3 dots in the right hand corner.

6. Click on the 3 dots to drop down the menu box and select Load Grades

7. **After you Select Load Grades this box will appear. Drop down the Type box from Numeric to Alpha. The click on Load Grades.**
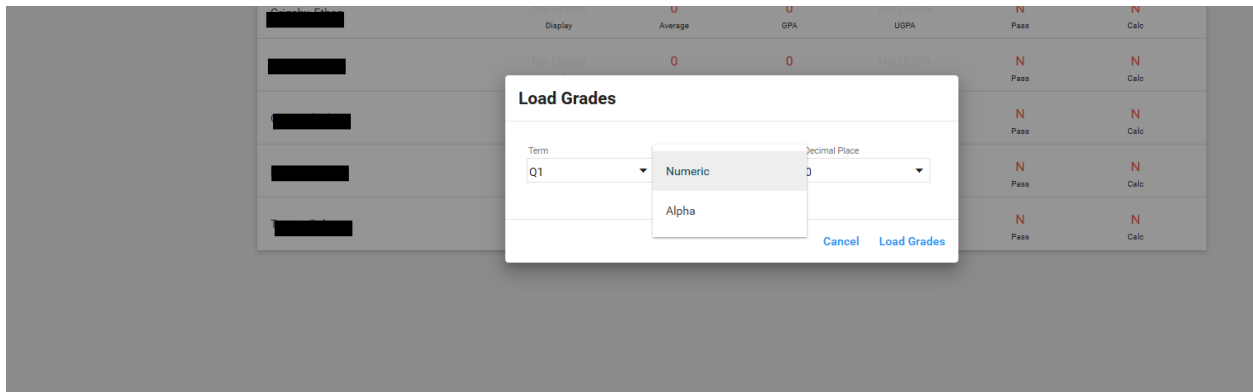
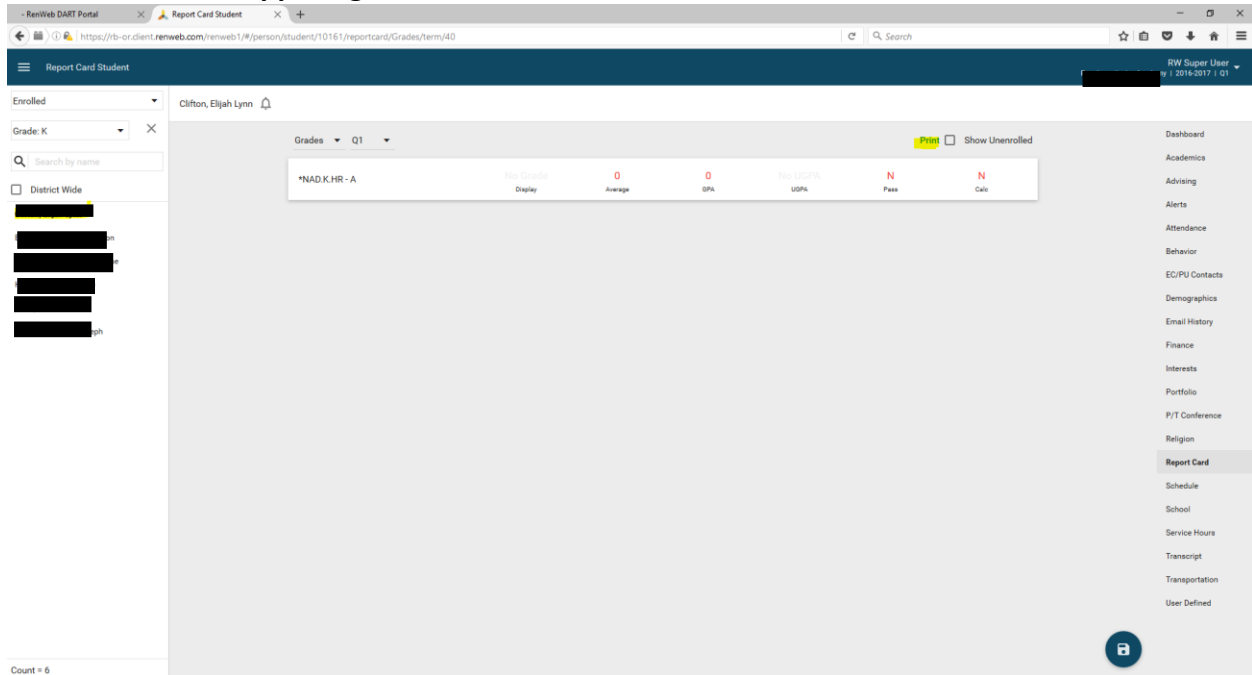8. **Don't forget to click the BLUE SAVE BUTTON in the bottom right hand side.**

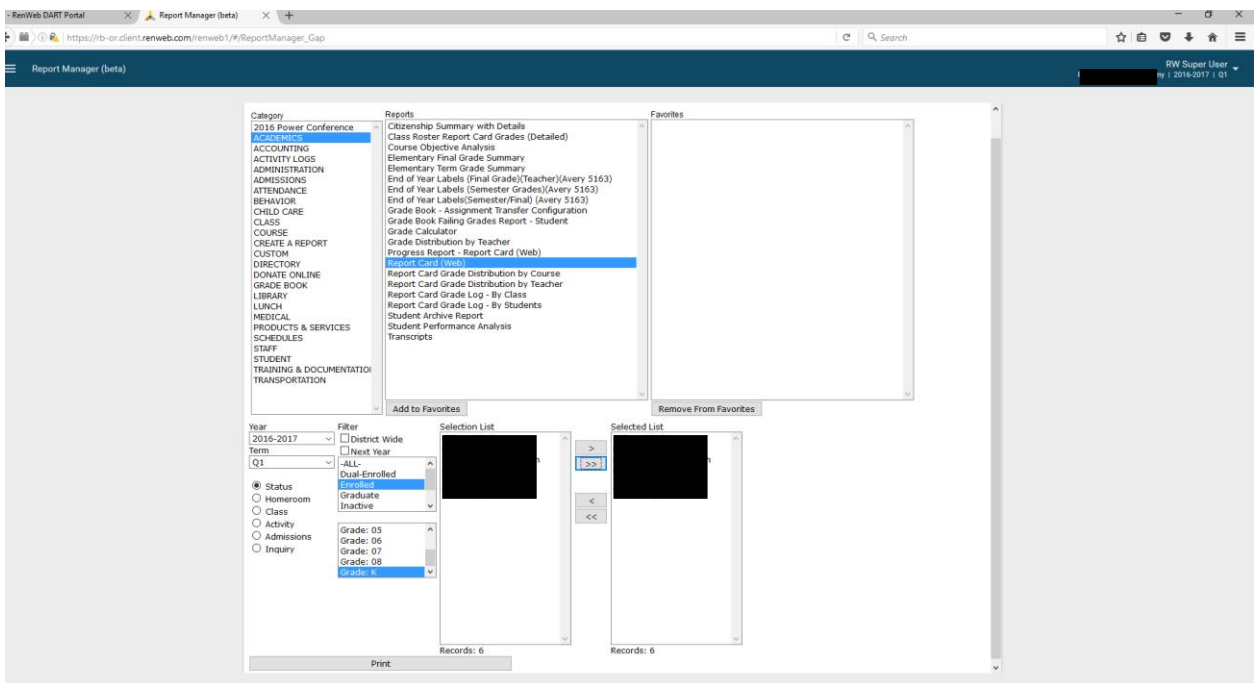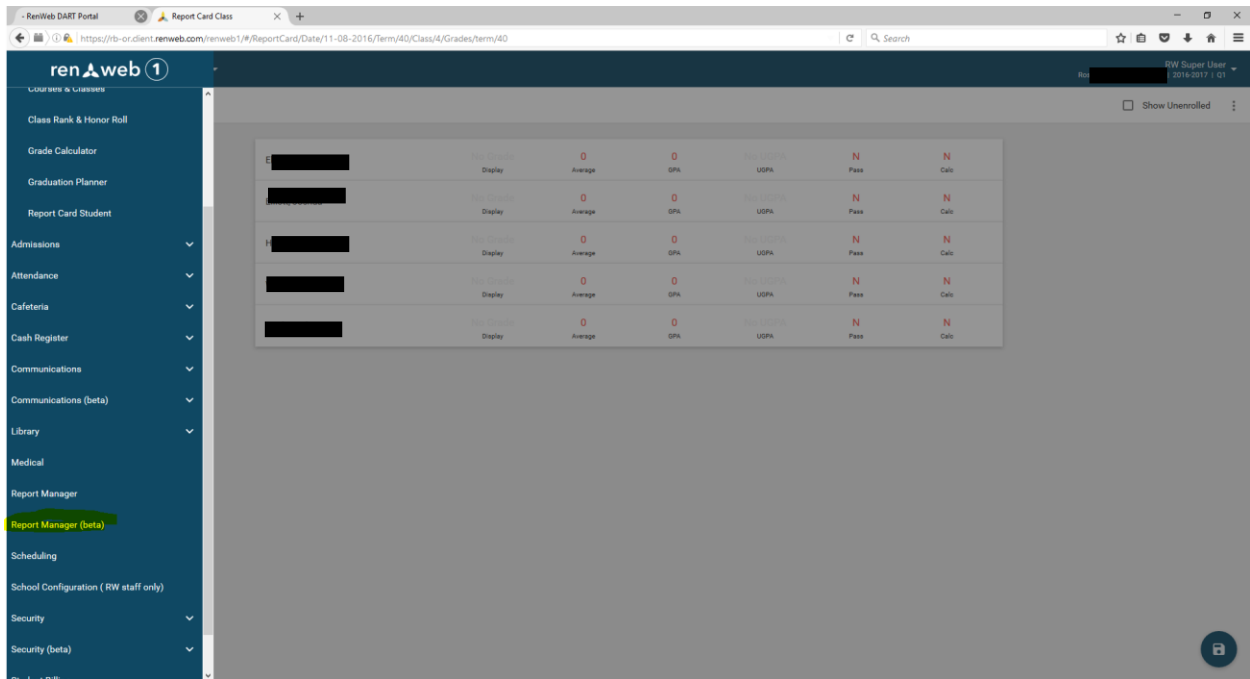**TWO OPTIONS TO PRINT**

1. **Main Menu**
   a. **Report Card Student**

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

2. **Main Menu**
    a. **Report Manager (Beta)**
    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
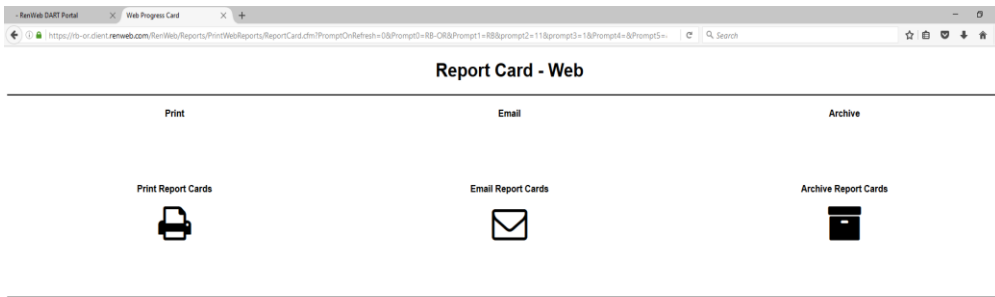
H. Select NAD/K-SDA_Current Template for Kindgarten

   Select NAD/1-2SDA_Current.cfm Template for 1st and 2nd Grade

   Select NAD/3-8SDA_Current.cfm Template for 3rd through 8th Grade

I.   CTRL P to PRINT