

## How to Mass Upload Grades from Gradebook to Report Card

1. Log in to RenWeb
2. Go to System
3. Database Tasks
4. Report Card Load
5. Select a Term
6. Select an Action
  - a. Load Grades from Grade Book
7. Select Grade Type. IT SHOULD ALWAYS BE LETTER
8. Select Decimal Places: It can be zero.
9. Select Classes.
  - a. Choose either individual classes or you can choose all classes at once.
10. Submit

Select class(es) below:

- 1.2.BIB - 1-2 Bible
- 1.2.HR - 1-2 HR
- 1.2.LA - 1-2 LA
- 1.2.MAT - 1 Math
- 1.2.MAT - 2 Math
- 1.2.SCI - 1-2 Science
- 1.2.SS - 1-2 Social Studies
- 3.8.ART - 3-8 Art
- 3.8.BIB - 5-8 Bible
- 3.8.BIB - Bible A
- 3.8.HR - 3-8 Homeroom
- 3.8.LA - 5-8 LA
- 3.8.LA - Language Arts
- 3.8.MAT - 3 Math
- 3.8.MAT - 4 Math
- 3.8.MAT - 5 Math
- 3.8.MAT - 6 Math
- 3.8.MAT - 8 Math
- 3.8.SCI - Gr. 3-4
- 3.8.SCI - Gr. 5-8
- 3.8.SS - GR. 3-4
- 3.8.SS - GR. 5-8
- 3.8.TEC - 3-8 Tech

Report Card     Progress Report

Select a Term:

- Q1
- Q2
- Q3
- Q4

Action:

- Load attendance from Daily Attendance records.
- Load grades from Grade Book.
- Clear Report Card grades, citizenship and comments.
- Calculate Semester 1 grade.
- Calculate Semester 2 grade.
- Calculate Final grade.

Grade Type:

- Number
- Letter

Decimal Places:

- 0
- 1
- 2
- 3
- 4

Submit

Return

11. Once Submit is selected the process is done. The grades should be on the student Report Card.

Questions?  
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