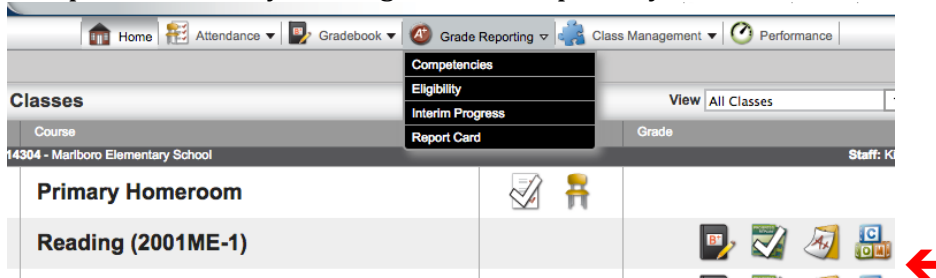# Elementary Standards-Based Grade Book Report Card Instructions

**The following information applies to all K-5 elementary teachers, including music and phys ed.

These are the steps you must complete for report cards.
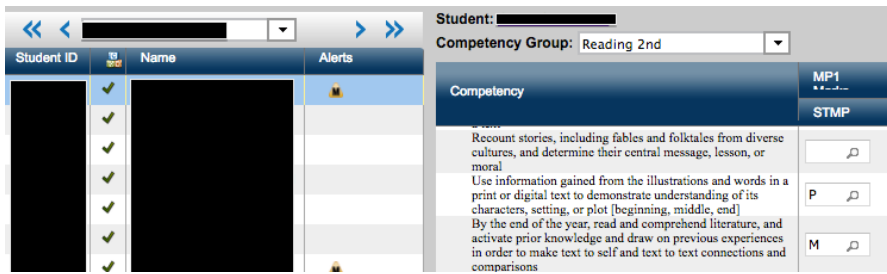****If you wish to be able to view all assignments tied to a standard to determine whether you want to override the mark for that standard, check out the last section of the instructions <mark>BEFORE YOU PROCEED TO STEP #1 BELOW.</mark> If you don't need to see the breakdown, proceed to step #1.**
1. Go to the **Competency Entry Page** to load the marks for the standards. You can access the Competency Entry Page either by clicking on Grade Reporting at the top and choosing Competencies, or by clicking on the Competency block icon on the homepage.

2. Click the **Load** icon on the top right of the page
3. Once you load standards marks, you should see a checkmark next to each student's name to tell you the standards have been loaded. This is the List View. You can also choose the Grid View. In List View, your screen should look something like this:

From this screen, you can click in the box next to a standard and override that standard mark, if you choose to do so and did not override on the Standards Based Grade Book Detail screen described at the end of this document. Each student's name will be displayed at the top of the competency column.
****However, it is my recommendation that you do any overriding of standards marks on the SBGB Detail screen described below before loading marks on the Competency screen.**
One other nice feature of the List View on this page is that you have the ability to look at multiple marking periods at once. Simply click on the icon that looks like an eye over to the right to see multiple marks.
Make sure you click **SAVE when finished.

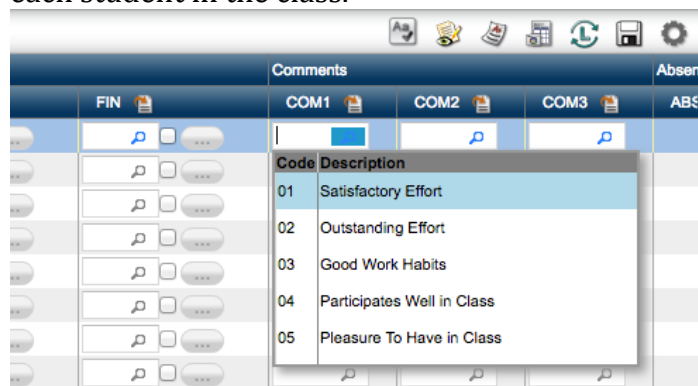**4.** After you have loaded your Standards grades, go to the **Report Card** screen.

Hover over Grade Reporting (or you can click on the Report Card icon
to the right of the course name.) From the Report Card screen, 4th and 5th grade
teachers can override their overall class grade, if they choose. The main task on the
report card screen is the task of adding comments.

5. Entering Comments on the Report Card

There are two kinds of comments that can be entered on the report card, Canned
Comments and Free Form Comments.

Entering Canned Comments:
1. Once on the report card screen, click on the magnifying glass under the COM1
   column. This will bring up a list of canned comments.
2. Click on the comment you wish to add. The number for the comment will
   then show on the report card with a ledger showing at the bottom telling the
   parent what the comment means. You can add up to 2 canned comments for
   each student in the class.

Entering Free Form Comments:
1. On the report card screen across the toolbar, click on the icon with the paper
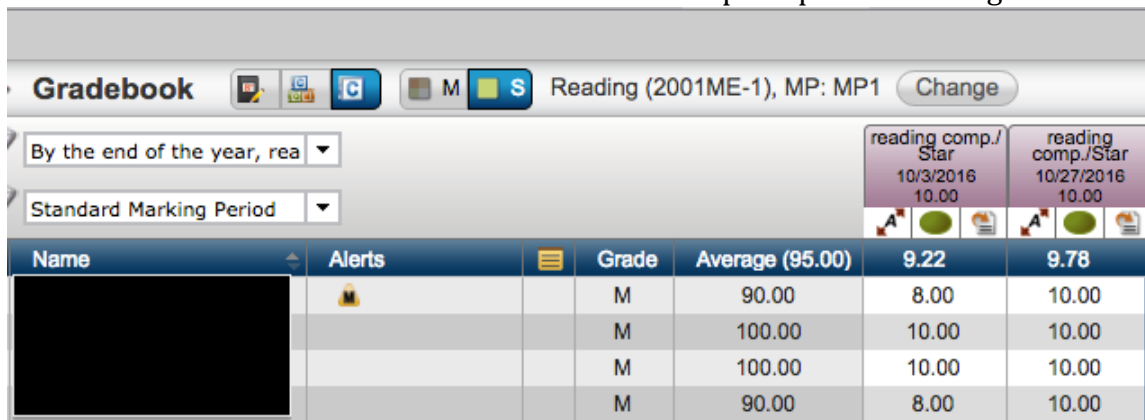   and the eye

2. Once you've clicked on the icon, it will put a text box underneath the comment
   boxes for each student. Enter your free form comments here.
3. Click the **Save** icon when finished.

**THIS IS THE METHOD TO OVERRIDE MARKS BY LOOKING AT THE BREAKDOWN BY ASSIGNMENT. DO THIS *BEFORE YOU LOAD GRADES ON THE COMPETENCY ENTRY PAGE.*

If you wish to view all marks tied to a standard before you decide to override, follow the instructions below.

From your Gradebook screen, click on the SBGB (Standards Based Grade Book) Detail Mode button. **Gradebook** [icons] ← This will open up the following screen:

At the top left of the screen, above where is says Standard Marking Period, you can click on the dropdown and choose the standard you wish to view. Once you've chosen the standard, it will display all assignments tied to that particular standard. This will give you a better overview of how a standard mark was achieved. **If you have not loaded grades on the Competency Entry screen, you can override the standard mark here and save it.** If you have already loaded marks, make note of any marks you wish to override and make these changes on the **Competency Entry Page**. **You want to make sure that the marks that show in the Gradebook match the marks that will show on the report card.**