

Managing Report Cards in Schoollnsight

Report cards in Schoollnsight are comprised of two parts:

1. The Report Card
 - a. The bucket into which the data is entered
2. The Assessment List
 - a. Determines what data needs to be pulled from a course/class and put in the bucket

Creating Report Cards

Report cards can be managed at the school or school district level

Admin Main > Grade Reporting > Define Report Cards

**or SD Admin > Grade Reporting > Report Cards*

Auto Logout: 1h 04m
Main > Grade Reporting > Define Report Cards > Create Report Card

Create Report Card

Academic Year: 2015-16

Report Card Settings

Title:	<input type="text" value="Sample Report Card"/>
Grading Periods:	<input checked="" type="checkbox"/> Q1 <input checked="" type="checkbox"/> Q2 <input checked="" type="checkbox"/> Sem #1 Exam <input checked="" type="checkbox"/> Sem #1 <input checked="" type="checkbox"/> Q3 <input checked="" type="checkbox"/> Q4 <input checked="" type="checkbox"/> Sem #2
Student Grade Levels:	<div style="border: 1px solid #ccc; padding: 2px;"> 6 - Sixth Grade 7 - Seventh Grade 8 - Eighth Grade </div>
Grades:	<input type="text" value="Official Grade (will show on transcripts)"/> <input type="checkbox"/> Round traditional scores when teachers import (using settings defined by grading scale)
Attendance Tracked:	<input type="checkbox"/> Present <input checked="" type="checkbox"/> Absent <input checked="" type="checkbox"/> Tardy
Discretion:	<input type="text" value="Teachers may write own comments"/>

Grading periods and grade levels can be set for each report card.

**Most schools have one report card per year. It is possible to have multiple report cards, though this is not necessary if the only difference is how the grades show. (i.e. if some students use*

standards and others are traditional, you would not need a separate report card. If you would like different layouts or headers for your report cards, such as one for grade school and one for middle school, then you would create two report cards, each filtered to the appropriate grade levels)

Creating Assessment Lists

Admin Main > Grade Reporting > Assessment Lists

Title:	<input type="text" value="Sample Assessment List"/>
<input type="button" value="Save"/>	<input type="button" value="Cancel"/>

Once an assessment list is created assessments can be added to it.

Admin Main > Grade Reporting > Assessment Lists > Assessments

There are three types of assessments in course-based mode:

1. Give Letter Grade, Score, and/or Comments
2. Standards-based Grades
3. Circle Items in a list

By default, assessments use the grading scale assigned to the course. If you would like to use a different report card for an assessment (i.e. a work habits line on the report card) that can be set as the grading scale for the assessment.

Standards-based Grades assessment setup

Assessment List: Grade Academic Year: 2016-17 Type: Standards Placeholder	
Individual Standards:	<input checked="" type="checkbox"/> Give Letter Grade <input checked="" type="checkbox"/> Give Score
Overall Grade:	<input checked="" type="checkbox"/> Show Overall Standard Grade Display: <input type="text" value="Before Standards"/>  <input checked="" type="checkbox"/> Give Letter Grade <input type="checkbox"/> Give Score Label: Overall Standards Grade change Note: if you change the format, these changes will apply to all report cards that use this assessment.
Comments:	<input type="checkbox"/> Write Comments
Sort Order:	<input type="text" value="Bottom of list (after Grade)"/> 
Active:	<input type="text" value="Yes"/> 
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Standards-based Grades on report card

3rd Grade Math - Ms. B. Davis	Q1	Q2	Q3	Q4
Use addition and subtraction within 100 to solve one- and two-step word problems involving situations of adding to, taking from, putting together, taking apart, and comparing, with unknowns in all positions, e.g., by using drawings and equations with a symbol for the unknown number to represent the problem.				
Fluently add and subtract within 20 using mental strategies. By end of Grade 2, know from memory all sums of two one-digit numbers.				
Determine whether a group of objects (up to 20) has an odd or even number of members, e.g., by pairing objects or counting them by 2s; write an equation to express an even number as a sum of two equal addends.				
Use addition to find the total number of objects arranged in rectangular arrays with up to 5 rows and up to 5 columns; write an equation to express the total as a sum of equal addends.				
Understand that the three digits of a three-digit number represent amounts of hundreds, tens, and ones; e.g., 706 equals 7 hundreds, 0 tens, and 6 ones. Understand the following as special cases:				

Circle Items in a list assessment setup

Assessment List: Grade Academic Year: 2016-17 Type: **Circle items in a List** ▾

List Template: Letters ▾

Title:
 The student can identify the following letters.

Preview/ Edit Items: (Click on an item to edit)
 A a B b C c D d E e F f G
 g H h I i J j K k L l M m
 N n O o P p Q q R r S s T
 t U u V v W w X x Y y Z z

Display a total count:

Max Columns: 13

Sort Order: Bottom of list (after Overall Standards Grade) ▾

Save **Cancel**

Circle Items in a list assessment on report card

3rd Grade Language Arts - Mr. N. Hipple												Q1	Q2		Q3	Q4
Traditional Grade																
Circle from a list (Q1)																
A	a	B	b	C	c	D	d	E	e	F	f	G				
g	H	h	I	i	J	j	K	k	L	l	M	m				
N	n	O	o	P	p	Q	q	R	r	S	s	T				
t	U	u	V	v	W	w	X	x	Y	y	Z	z				
Total: 0/52																

Each assessment type can be included on a single assessment list with other assessments of a different type.

The assessments will appear on the report card in the same order they are listed in the assessment list.

Attaching Assessment Lists to Courses

Admin Main > Grade Reporting > Assessment Lists > Assign to Courses

All courses using the same assessment list can be added at the same time by selecting the assessment list from the top and then selecting the courses.

Options to Set							
2016-17 Report Card Assessment List:	Grade <input type="text" value="3"/>						
2016-17 Progress Report Assessment List:	<input type="text" value=""/>						
Credits:	<input type="text" value=""/>						
Show On Report Cards:	<input type="checkbox"/>						
Counts for GPA:	<input type="checkbox"/>						
Grade Level:	<input type="text" value=""/>		Subject Type: <input type="text" value=""/>				
Courses to Update							
	Course	Available To	Report Card Assessment List	Progress Report Assessment List	Show On Report Cards	Credits	Counts For GPA
<input checked="" type="checkbox"/>	LD3LA2 3rd Grade Language Arts(1,Lang. Arts)	Lencioni Demo 3	Sample		Yes	1	Yes
<input checked="" type="checkbox"/>	LD3MA2 3rd Grade Math(1,Mathematics)	Lencioni Demo 3	Sample		Yes	1	Yes

Each course can only have one assessment list for report cards, and one assessment list for progress reports. Courses intended to be on the report card should also be marked to “Show on Report Card.”

**Classes will only show on the report card for a student if the student is on the roster for that class.*

In classic report cards, assessment lists are applied to classes from *Admin Main > Grade Reporting > Define Report Cards > Classes*

In classic mode, each class needs to be added individually.

Report Card Layout

Admin Main > Grade Reporting > Define Report Cards > Visual Layout

The visual layout requires a student to be entered in order to generate a preview.

**The visual layout should be used as a preview only, not to pull report card data for a student*

The “Header & Message” tab can be used to edit the header, add a logo, or display a custom message at the top of the report card.

The “Visual Layout” tab can be used to preview the report card and make changes to the layout. The preview will update as changes are made. Once the design is correct, click “save.”

Visual Layout
Auto Logout: 1h 00m

Main > Grade Reporting > Define Report Cards > Visual Layout

Adjust visual settings on a report card.

Report Card: Sample Standards RC Academic Year: 2016-17

Student | Header & Message | **Visual Layout**

Print Options

Orientation: Landscape
 show advanced options

Layout:

Header Position: At Top On Own Line
 Class Display: Each class has its own table
 Number of Columns: 2 columns
 Show Attendance
 Show Grading Scales
 On Grading Scales, show percentages
 Maximum number of rows used for grading scale: 7

Student Data:

Show Address
 Show Date of Birth
 Show Homeroom Teacher

GPA, Class Rank, Honor Roll and Credits:

Grading Period: (current GPAs)
 Show Regular Grading Periods
 Show Summary Grading Periods
 Cumulative: (shown with student data)
 Show GPA
 Show Credits Earned/Possible
 Show Class Rank

Class Data:

Only show grades for current grading period
 Show Class Credits
 Show Class Sections
 Shade Alternating Classes/Assessments
 Show Teacher for each Class
 Show Blank Assessments
 Show "List" Assessments
 Hide Inactive Assessments

Minimum Rows to Widow/Orphan: 3

Save | Back | Auto-Refresh Preview

Sample School

Sample Standards RC

Student: Arias, Rachelle A
Grade: 3
Year: 2016-17

Default	
A	90% Excellent
B	80% Very Good
C	70% Average
D	60% Below Average
F	0% Failure

SBGS	
E	4 Exceeds
G	3 Proficient
S	2 Developing
N	1 Beginning

SBGS - Overall Score	
4	Mastery
3	Proficient
2	Competent
1	Novice

3rd Grade Language Arts - Mr. N. Hippie																																																			
Circle from a list (Q1)	Q1	Q2	Q3	Q4																																															
A	a	B	b	C	c	D	d	E	e	F	f	G	g	H	h	I	i	J	j	K	k	L	l	M	m	N	n	O	o	P	p	Q	q	R	r	S	s	T	t	U	u	V	v	W	w	X	x	Y	y	Z	z
Total: 0/52																																																			

3rd Grade Math - Ms. B. Davis				
	Q1	Q2	Q3	Q4
Use addition and subtraction within 100 to solve one- and two-step word problems involving situations of adding to, taking from, putting together, taking apart, and comparing, with unknowns in all positions, e.g., by using drawings and equations with a symbol for the unknown number to represent the problem.				
Fluently add and subtract within 20 using mental strategies. By end of Grade 2, know from memory all sums of two one-digit numbers.				
Determine whether a group of objects (up to 20) has an odd or even number of members, e.g., by pairing objects or counting				
Count within 1000; skip-count by 5s, 10s, and 100s.				
Read and write numbers to 1000 using base-ten numerals, number names, and expanded form.				
Compare two three-digit numbers based on meanings of the hundreds, tens, and ones digits, using >, =, and < symbols to record the results of comparisons.				
Fluently add and subtract within 100 using strategies based on place value, properties of operations, and/or the relationship between addition and subtraction.				
Add up to four two-digit numbers using strategies based on place value and properties of operations.				
Add and subtract within 1000, using concrete models or drawings and strategies based on place value, properties of operations, and/or the relationship between addition and subtraction; relate the strategy to a written method. Understand that in adding or subtracting three-digit numbers, one adds or subtracts hundreds and hundreds, tens and tens, ones and ones; and sometimes it is necessary to compose or decompose tens or hundreds.				
Mentally add 10 or 100 to a given number 100-900, and mentally				

Grading scales displaying on a student’s report card are pulled from classes and assessments used by classes in which the student is enrolled. If the incorrect grading scale is showing on a student’s report card, verify that that grading scale is not used in a class the student is on the roster for, and that the grading scale is not used on an assessment used by a course in which the student is enrolled.

Traditional grading scales can be hidden from the report card from *Admin Main > Grading Scales > Edit > uncheck “Print Scale on Report Cards/Transcripts”*

Edit Grading Scale
Auto Logout: 1h 00m

Main > Grading Scales > Edit Grading Scale

Title: Skills Scale

Letter Grade	State Code	Points	Weighted GPA	Unweighted GPA	Notes	Standards-based Scale Points	Passing Grade?
S	s	3	3		Secure		Yes <input checked="" type="checkbox"/> delete
D	d	2	2		Developing		Yes <input checked="" type="checkbox"/> delete
B	b	1	1		Beginning		No <input type="checkbox"/> delete
							<input type="checkbox"/>

Options

Active:

Calculate Average:

Used for Calculating GPA and Credits Earned: (Classes Will Show on Transcript)

Rounding: Round up when score is at/above midpoint between two letters

Print Scale on Report Cards/Transcripts:



Managing Report Cards in Schoollnsight

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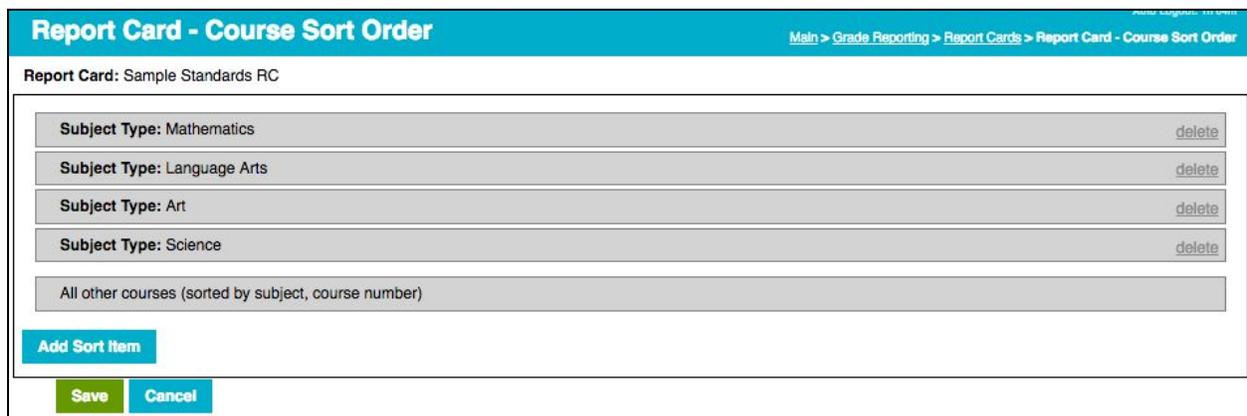
The order in which classes appear on the report card can be defined in the sort order.

Admin Main > Grade Reporting > Define Report Cards > Sort Order

Classes can be sorted by course or subject area. Once they are added to the order, they can be dragged and dropped into the desired order.



The 'Add Sort Item' dialog box has a blue header with a right-pointing arrow. It contains two radio buttons: 'Course:' (unselected) and 'Subject Type:' (selected). The 'Subject Type:' dropdown menu is open, showing 'Science' as the selected option. At the bottom, there are three buttons: 'Add', 'Add & Close Popup', and 'Close'.



The 'Report Card - Course Sort Order' screen has a blue header with the title and a breadcrumb trail: 'Main > Grade Reporting > Report Cards > Report Card - Course Sort Order'. Below the header, it says 'Report Card: Sample Standards RC'. The main area contains a list of subject types with 'delete' links: 'Subject Type: Mathematics', 'Subject Type: Language Arts', 'Subject Type: Art', and 'Subject Type: Science'. Below this list is a box for 'All other courses (sorted by subject, course number)'. At the bottom, there are buttons for 'Add Sort Item', 'Save', and 'Cancel'.

Report Card Grading Periods

Admin Main > Grade Reporting > Define Report Cards > Grading Period Status

Report card grading periods work independently from the grading periods used for classes and attendance and need to be adjusted separately. There are three statuses for report card grading periods:

1. Closed - Can't see or edit grades for this grading period
2. Active - Can see and edit grades for this grading period
3. Complete - Can view by not edit grades for this grading period

Grading period modes can be changed at any time.

It is considered best practice to keep future grading periods closed and mark previous grading periods as complete. It is not advised to have multiple grading periods open at a time as this increases the chance of grades being entered into the incorrect grading period.

Complete grading periods can be published to the parent portal by checking “Allow parents to generate report cards for “Complete” grading periods.”

Auto Logout: 1h 04m
Report Card - Grading Period Status
Main > Grade Reporting > Report Cards > Report Card - Grading Period Status

Control the availability of each grading period.

- **Closed** grading periods are not available to view or edit data.
- **Active** grading periods can have grades entered, and can have report cards generated.
- **Complete** grading periods cannot have grades changed, but can have report cards generated.

Report Card: Sample Standards RC

Grading Period	Status
Q1	Complete ⌵
Q2	Closed ⌵
Sem #1	Closed ⌵
Q3	Closed ⌵
Q4	Closed ⌵
Sem #2	Closed ⌵

Save
Back

Allow parents to generate report cards for "Complete" grading periods
 Create news feed item for instructors

Importing Grades to Report Cards as an Instructor

Instructor Main > Tools > Report Cards

Click “Classes” next to the grading period and report card for which you would like to submit grades.

***“Classes” will appear as “Subjects” if the instructor is set to Self Contained = Yes. There is no functional difference between the two.*

Click “Enter Grades” next to the class for which you would like to enter grades.

****If the enter grades link is missing, the grading period is not marked as “Active.”**

Grading Period	Title	classes	students
Q1	Sample Standards RC	classes	students
Q2	Sample Standards RC	classes	students
Q3	Sample Standards RC	classes	students
Q4	Sample Standards RC	classes	students

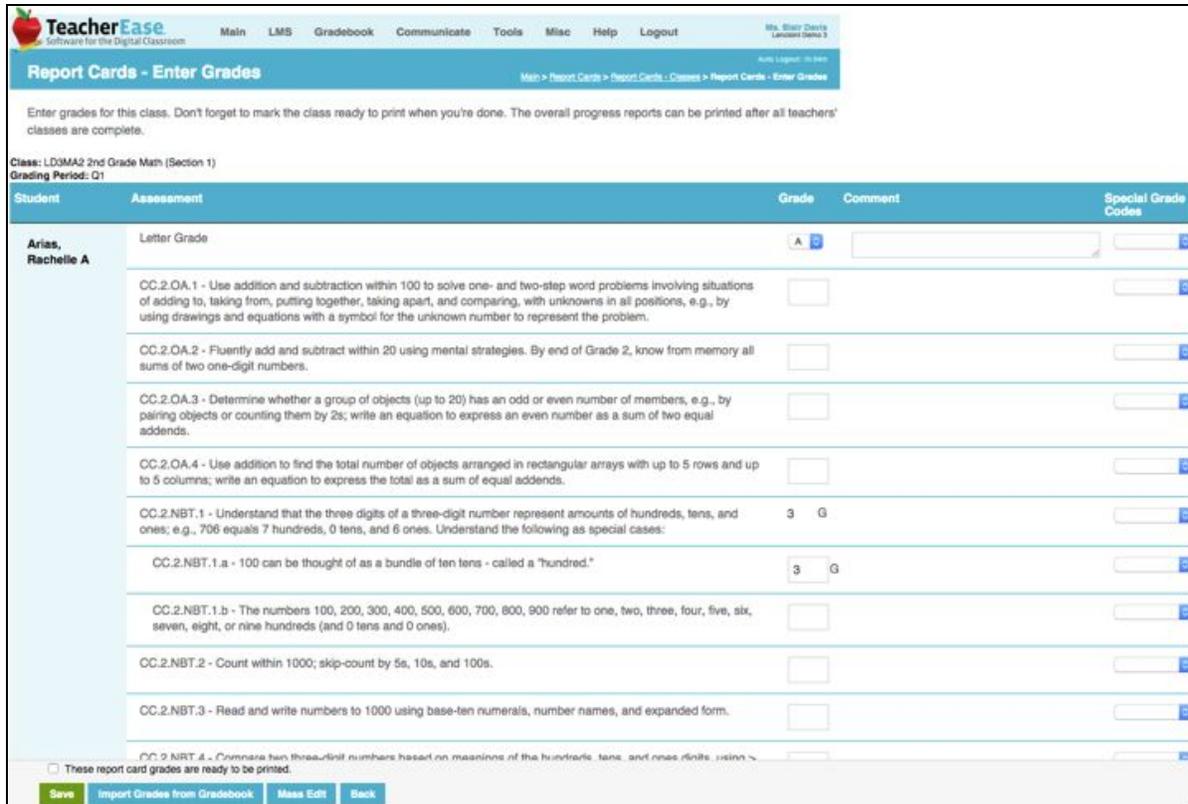
Report Card: Sample Standards RC		
Grading Period: Q1		
Class	Status	
LD3MA2 2nd Grade Math (Section 1)	Incomplete	enter grades review
LD3WR2 2nd Grade Writing (Section 1)	Incomplete	enter grades review

If grades have been entered in the gradebook, the instructor may be prompted to import those grades.

1. If instructors are not prompted and would like to import grades, they can click the “Import Grades from Gradebook” button.

Instructors can then enter/adjust grades and add comments or special grade codes.

Once the report card is complete, instructors should check the “These report card grades are ready to be printed” box.



Finding Classes Missing Report Card Grades

Admin Main > Grade Reporting > Classes with Un-entered Grades

This report will display any classes missing report card grades and the instructor listed on the course. This report looks to see if the “These report card grades are ready to be printed” box is checked for courses. The “view” button can be used to verify if report card grades have been entered.

Report Card Attendance

Admin Main > Grade Reporting > Attendance

Daily attendance can be imported onto the report card for each grading period using “Import Daily Attendance.”

“Enter Attendance” can be used to edit the imported values, or to add attendance manually.

**The report card grading period must be set to “Active” in order to import or enter attendance onto the report card.*

GPA

Admin Main > Grade Reporting > Options

GPA can be calculated as a single value, or as weighted and unweighted.

Each GPA set needs to have a grade range. Multiple grade ranges can be used.

GPA is a 4 point scale (or 5 point scale)

Calculate a single GPA

Calculate weighted and unweighted GPA
(Usually used by high schools for external reporting. Requires further grading scale and course catalog setup.)

Number of decimal places to show/round GPA:

Grade Range(s) For Cumulative GPAs +

Min Grade Level	Max Grade Level
<input type="text" value="3 - Third Grade"/>	<input type="text" value="5 - Fifth Grade"/>

GPA values need to be added to the grading scales in order for proper calculation.

Admin Main > Grading Scales > Edit

Edit Grading Scale									
Letter Grade	State Code	Points	Weighted GPA	Unweighted GPA	Notes	Standards-based Scale Points	Passing Grade?		
S	s	3	3		Secure		Yes		delete
D	d	2	2		Developing		Yes		delete
B	b	1	1		Beginning		No		delete

In order to be used for GPA, the grading scale must be set to “Calculate Average” and “Used for Calculating GPA and Credits Earned: (Classes Will Show on Transcript)” must be checked.

Options	
Active:	<input checked="" type="checkbox"/>
Calculate Average:	<input checked="" type="checkbox"/>
Used for Calculating GPA and Credits Earned: (Classes Will Show on Transcript)	<input checked="" type="checkbox"/>
Rounding:	Round up when score is at/above midpoint between two letters
Print Scale on Report Cards/Transcripts:	<input checked="" type="checkbox"/>
External ID:	<input type="text"/>

When using weighted and unweighted GPA, there are two options for calculating weighted GPA:

1. Letter Grades for weighted classes have higher point values, as defined on the grading scale. For instance if A=4.0 for unweighted classes, in weighted classes A=5.0
2. Calculate the unweighted GPA, and add an adjustment for the number of weighted credits taken. For example if unweighted GPA=4.0 and the student took 16 out of 32 possible weighted credits, their weighted GPA would be $4.0 + 16/32 = 4.5$

If using the second weighted GPA calculation, the possible weighted credits per semester must be set.

Calculate the unweighted GPA, and add an adjustment for the number of weighted credits taken. For example if unweighted GPA=4.0 and the student took 16 out of 32 possible weighted credits, their weighted GPA would be $4.0 + 16/32 = 4.5$

Possible weighted credits per semester:

For Grade Levels:

Note: When using Weighted Credits Earned, only semester summary grading periods are used to calculate yearly and cumulative GPAs. "Final" grading periods are ignored.

If using weighted and unweighted GPAs, each course needs to be set as weighted or unweighted. *Admin Main > Course Catalog > Edit > Report Cards tab*

Auto Logout: 1h 04m
Main > Course Catalog > Edit Course

Edit Course

General

State Fields

Misc

Scheduling

Report Cards

Show On Course-Based Report Cards
 Counts for GPA
 Unweighted Course
 Weighted Course

Year	Report Card Assessment List	Progress Report Assessment List
2016 - 17	<input type="text" value="Grade"/>	<input type="text"/>
2015 - 16	<input type="text"/>	<input type="text"/>

Note: Once assessment lists have grades entered, they cannot be changed.
Note: Some Assessment Lists cannot be selected, because they do not cover the selected Schools/School Types.

Save
Back
* required field

This can be edited using the “Mass Edit” feature in the course catalog.

When using GPA, before report cards can be generated, GPA must be calculated. GPA must be recalculated each time and instructor updates their report card. Students needing their GPA recalculated will display a red *NR on the *Admin Main > Grade Reporting > GPAs* page.

GPA's									
Grade Level:	All		GPA Mode:		Weighted		Academic Year:		
Grade Level	Student	Q1	Q2	Sem #1	Q3	Q4	Sem #2	Yearly	Cumulative
3	Arias, Rachelle A	*NR							

GPA can be calculated from *Admin Main > Grade Reporting > GPA's > Calculate GPA*.

Calculate GPA	
Which timeframe? <ul style="list-style-type: none"> <input type="radio"/> Grading Period Q1 <input type="radio"/> Year, and underlying summary grading periods (2016-17) <input checked="" type="radio"/> Cumulative, all summary grading periods, and all yearly GPAs 	
Which grade level range for cumulative calculation? <p>3-5</p>	
<input type="button" value="Calculate GPA"/> <input type="button" value="Back"/>	

Once GPAs have been calculated, clicking them will display how the GPA was calculated.

GPA Details						
Student: Cunningham, Rhona Xaviera Grade Level: 4 Academic Year: 2016-17 Grading Period: Q1						
Class/Section	Credits Possible	Weighted	Counts for GPA	Grade	GPA Value	Credits * GPA Value
LD3HR2 3rd Grade Homeroom - 3	0.25	✓	✓	B	3	0.75
LD3SC2 3rd Grade Science - 2	0.25	✓	✓	A	4	1
LD3SS2 3rd Grade Social Studies - 2		✓	Class does not have a grading scale.			
Totals:	0.5					1.75
						GPA = 3.50 (1.75/0.5)
<input type="button" value="Show More Details"/>		<input type="button" value="Close"/>				



Honor Roll

Admin Main > Grade Reporting Honor Roll Scale

The honor roll scale can be set by GPA and grade. Each level of the honor roll can be set to either show or not show on the report card.

Auto Logout: 1h 04m

Edit Honor Roll Scale

Main > Grade Reporting > Honor Roll Scale > Edit Honor Roll Scale

Title: Honor Roll

Description	Min GPA	Lowest Letter Grade Allowed	Number of Grades Allowed	Show on Report Card?
<input style="width: 100%;" type="text" value="Honor Roll"/>	<input style="width: 50px;" type="text" value="3.5"/>	Skills Scale: <input type="checkbox"/> Default: <input type="text" value="C"/> TEST (will delete soon): <input type="checkbox"/>	<input type="text" value="2 or fewer"/>	<input type="text" value="Yes"/>
<input style="width: 100%;" type="text" value="Regular Student"/>	<input style="width: 50px;" type="text" value="1"/>	Skills Scale: <input type="checkbox"/> Default: <input type="text"/> TEST (will delete soon): <input type="checkbox"/>	<input type="text"/>	<input type="text" value="No"/>

Multilingual Report Cards

Admin Main > Grade Reporting > Define Report Cards > Use Multilingual Report Cards

Multilingual Report Cards:

- Use Multiple Languages
- Language 1: Spanish
- Language 2: Polish
- * These languages are set by the school district.

The languages used can be set from *SD Admin > Options > Languages*

District Languages

SD Admin Main > Options Main > District Languages

Manage Additional Languages to be supported in addition to English.

Language 1:	Spanish
Language 2:	Polish

Edit Languages
Edit Report Card Translations
Back

SchoollInsight currently supports Spanish and Polish in addition to English.

Use “Edit Report Card Translations” to edit the report card fields.

Edit District Language Translations		
School District: Lencioni Demo District		
Field	Spanish	Polish
Absent	Ausente	Nieobecny
Address	Dirección	Adres

Custom entries such as the report card header, assessment list titles, and course need to be entered manually using the language tabs.

Visual Layout

Adjust visual settings on a report card.

Report Card: **Sample Standards RC**

Student | **Header & Message** | Visual Layout

Header:

English | Spanish | Polish

Font Size | **B** | *I* | U | **A** | **ab** | [List Icons]

Sample School
Sample Standards RC

Edit Assessment

Main > Grade Reporting > Assessment Lists > Assessments > Edit Assessment

Assessment List: **Grade** Academic Year: 2016-17 Type: **Simple Assessment**

Title:

English | Spanish | Polish

Font Size | **B** | *I* | U | **A** | **ab** | [List Icons]

Grade

Language preference can be set for each student on *Admin Main > Students - Single View > Search for a student > Edit*

Report Card Language: English

This can be set using the “Mass Edit” feature on *Admin Main > Students - Multi View*.

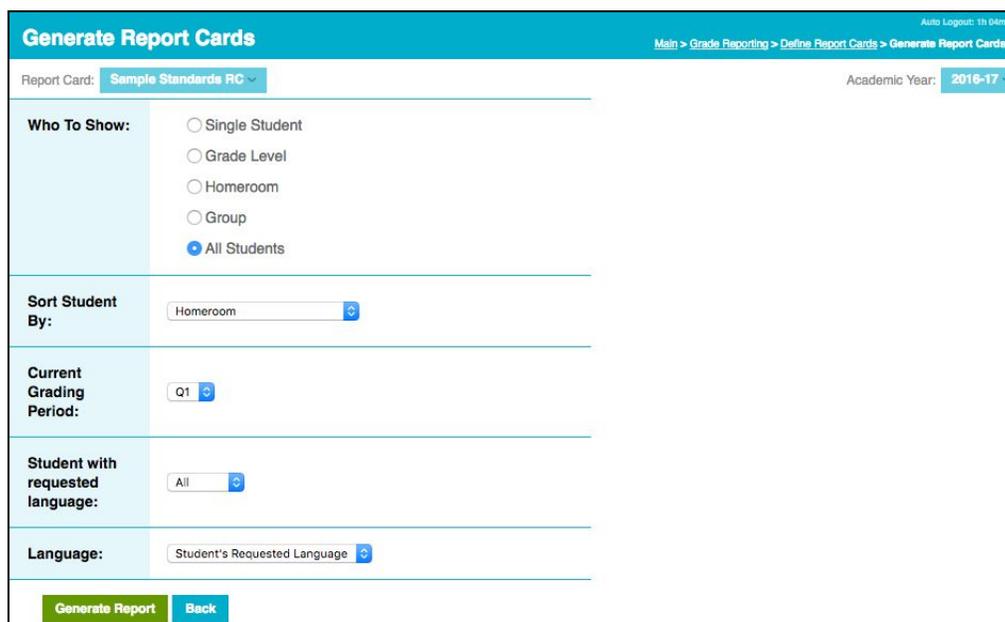
When generating report cards, there is the option to generate in the student’s preferred language, or in a set language.

Language: Student's Requested Language

Generating Report Cards

Admin Main > Grade Reporting > Generate Report Cards

Report cards can be generated for all students or groups of students. It is important to ensure the proper report card is selected from the top when multiple are used, and that the correct grading period is selected.



Report card generation can take several minutes. This is especially true when generating for large groups of students, or instances where the report cards are several pages in length. (i.e. standards-based report cards)

Copy Report Cards

Admin Main > Grade Reporting > Define Report Cards > Copy Report Cards

Admin Main > Grade Reporting > Assessment Lists > Copy Assessment Lists

Report cards and assessment lists can be copied from year to year. It is import to ensure the grading reporting mode is the same in both academic years before copying.

Copy Report Cards
Main > Grade Reporting > Define Report Cards > Copy Report Cards

Copy report card settings from one year to another.

Copy From:
Academic Year: 2015-16

- Report Card Title
- Sample Standards RC
- Sample Traditional RC
- Sample Traditional RC 3

Copy To:
Academic Year: 2016-17

Copy Cancel

Copy Assessment Lists
Auto Logout: 1h 04m
Main > Grade Reporting > Assessment Lists > Copy Assessment Lists

Copy the assessment lists to another academic year.

Academic Year: 2015-16

Copy From:
Academic Year: 2015-16

Assessment List	Mode
<input checked="" type="checkbox"/> Grade	Classic
<input checked="" type="checkbox"/> 2nd Grade	Course-based
<input checked="" type="checkbox"/> 2nd Grade Traditional	Course-based
<input checked="" type="checkbox"/> Kindergarden - ELA	Course-based
<input checked="" type="checkbox"/> Kindergarden - Math	Course-based
<input checked="" type="checkbox"/> New Assessment List	Course-based
<input checked="" type="checkbox"/> Standards	Course-based
<input checked="" type="checkbox"/> Traditional Standards - ELA	Course-based
<input checked="" type="checkbox"/> Traditional Standards - Math	Course-based
<input checked="" type="checkbox"/> Traditional Standards - Other	Course-based

Copy To:
Academic Year: 2016-17

Copy Cancel

Notes on Summary Grading Periods

Admin Main > Grade Reporting > Options

**Reminder, there are two kinds of grading period in Schoollnsight:*

1. *Regular*
 - a. *Attendance is taken*
 - b. *Grades are entered in gradebooks*
 - c. *Do not show on transcripts*
 - d. *Example: Q1, Q2, T1, T2*
2. *Summary*
 - a. *Grades are calculated*
 - b. *Show on transcripts*
 - c. *Example: Sem 1, Final*

This section is specifically about summary grading periods.

There are three modes for calculating grades for summary grading periods in Schoollnsight:

1. Grades are calculated from previous report card grades (recommended)
2. Grades are calculated in gradebook
3. Grades are calculated as a running total across grading periods

Depending on the mode you select, the experience instructors have adding grades to these grading periods will be different. Please see the appropriate section below for the mode used at your school.

Calculating Averages - Summary GP - Previous Report Cards

*This guide is for use with the Traditional Grades in Summary Grading Periods: Grades are calculated from previous report card grades (recommended). (Admin Main > Grade Reporting > Options)

1. Log into the system and navigate from the Instructor Main to Tools > Report Cards
2. Locate the report card and summary grading period for which you would like to calculate grades and select “Classes”

Grading Period	Title	
Q1	Sample Traditional RC	classes students
Q2	Sample Traditional RC	classes students
Sem #1 Exam	Sample Traditional RC	classes students
Sem #1	Sample Traditional RC	classes students

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**“Classes” may appear as “Subjects” depending on district settings. There is no change in functionality between the two.

3. Locate the class and click “enter grades”

**If “enter grades” is missing, please contact the TeacherEase Admin at your school to have them open the grading period.

4. Click “Calculate Average” at the bottom of the page

These report card grades are ready to be printed.

Save
Calculate Average
Mass Edit
Back

5. Adjust the weight for each grading period as necessary
 - a. System defaults to current school or district settings

Grading Period	Weight
Q1	45
Q2	45
Sem #1 Exam	10

6. Click “Calculate”
7. Review the grades and click “Save”
8. Check the box at the bottom for “These report card grades are ready to be printed”
9. Click “Save”

Calculating Averages - Summary GP - Grades Calculated in Gradebook

*This guide is for use with the Traditional Grades in Summary Grading Periods: Grades are calculated in gradebook. (Admin Main > Grade Reporting > Options)

1. Log into the system and navigate to your gradebook
2. Select the class and summary grading period from the dropdown

Sem #1
Sem #1 LD3SC2 2nd Grade Science (Section 1)
✓ Sem #1 LD3SS2 2nd Grade Social Studies (Section 1)
Sem #1 LD3HR2 2nd Grade Homeroom (Section 3)
Sem #1 LD3WR2 2nd Grade Writing (Section 3)

3. Click the “Calculate/Enter Overall Scores” button at the bottom

Calculate/Enter Overall Scores	Enter Scores	Comments	Standards	Assignments	Back
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4. Adjust the weight for each grading period as necessary
 - a. System defaults to current school or district settings

Grading Period	Weight
Q1	<input type="text" value="45"/>
Q2	<input type="text" value="45"/>
Sem #1 Exam	<input type="text" value="10"/>

5. Click “Preview”
6. Review the grades and click “Save”
7. Navigate to Tools > Report Cards
8. Locate the report card and summary grading period for which you would like to import grades and select “Classes”

Grading Period	Title
Q1	Sample Traditional RC classes students
Q2	Sample Traditional RC classes students
Sem #1 Exam	Sample Traditional RC classes students
Sem #1	Sample Traditional RC classes students

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**“Classes” may appear as “Subjects” depending on district settings. There is no change in functionality between the two.

9. Locate the class and click “enter grades”

**If “enter grades” is missing, please contact the TeacherEase Admin at your school to have them open the grading period.

10. Click “Import Grades from Gradebook” at the bottom of the page

11. Click “Save”

12. Review the grades and check the box at the bottom for “These report card grades are ready to be printed”

13. Click “Save”

Calculating Averages - Summary GP - Running Total

*This guide is for use with the Traditional Grades in Summary Grading Periods: Grades are calculated as a running total across grading periods. (Admin Main > Grade Reporting > Options)

1. Log into the system and navigate from the Instructor Main to Tools > Report Cards
2. Locate the report card and summary grading period for which you would like to import grades and select “Classes”

Grading Period	Title	
Q1	Sample Traditional RC	classes students
Q2	Sample Traditional RC	classes students
Sem #1 Exam	Sample Traditional RC	classes students
Sem #1	Sample Traditional RC	classes students

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**“Classes” may appear as “Subjects” depending on district settings. There is no change in functionality between the two.

3. Locate the class and click “enter grades”

**If “enter grades” is missing, please contact the TeacherEase Admin at your school to have them open the grading period.

4. Click “Import Grades from Gradebook” at the bottom of the page
5. Click “Save”
6. Review the grades and check the box at the bottom for “These report card grades are ready to be printed”
7. Click “Save”