4th and 5th Grade - Preparing for Report Cards Checklist

☐ **Step 1: Check in with others before transferring grades.**

Before transferring your students' grades, make sure you check in with your team, and other teachers that contribute to your homeroom students' report card grades to make sure they have finalized their grades.

☐ **Step 2: Select your homeroom section.**

Make sure you have your homeroom section selected before transferring grades. (Not the breakout or linked sections). When transferring grades as the homeroom teacher, you are transferring all grades, including breakout class grades for the students in your home class.

☐ **Step 3: Transfer All Student Marks.**

Hover over Grade Book and choose Report Card Preview.

Click on Transfer All Student Marks to get all grades from linked classes, breakout classes, and special area classes who use the grade book to transfer directly onto the report card.
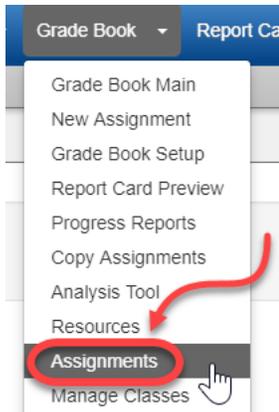

Important Note: If you find that the students' transferred grades on the report card do not match up with their overall grade for a subject in the gradebook, you might have missed selecting correlations for some of your assignments. Follow the steps below to troubleshoot this issue.

1. If all of your assignments are on the main level of the grade book, use the subject filter to see the assignments for the subject where the overall grade for the subject did not transfer properly. If you use linked classes to break out your gradebook by subject, go to the subject.
2. Count how many assignments you have for the subject in the gradebook.

   Example: Count - 3 ELA assignments.

3. Go to Grade Book → Assignments

4. Use the drop down menu to select the correlations subject header and count the assignments list for the subject. If the number of assignments correlated does not match the number of assignments you have for that subject, this means that you have some assignments without correlations. You will need to go back and add the correlations to the assignments, so that the grades transfer properly for the students.

☐ **Step 4: Finalize and finish entering grades.**

Hover over **Report Card** and choose either **Report Card Matrix** or **Students** to finalize and/or finish entering grades. Be sure to **Save** after you make changes.

Review each student's report card to verify all information is correct before printing. To view and print your report cards, hover over **Report Card** and choose **Students**. All student names should now appear in the Report Cards Complete list. Click on View Report Cards. Click on Generate Class Report Cards. A PDF with the report cards will be generated. These can be saved and printed.