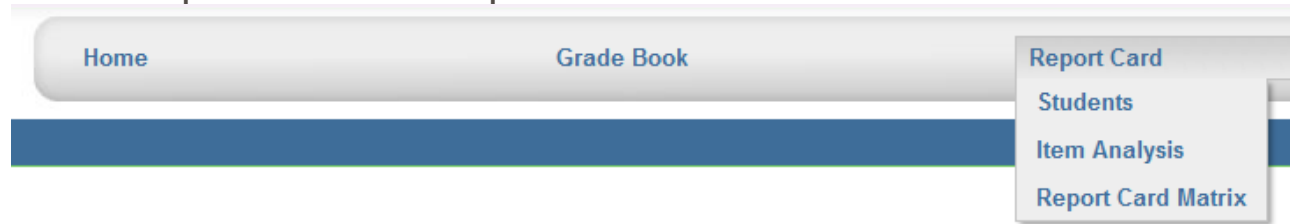


Report Card Grades - Matrix Entry Mode

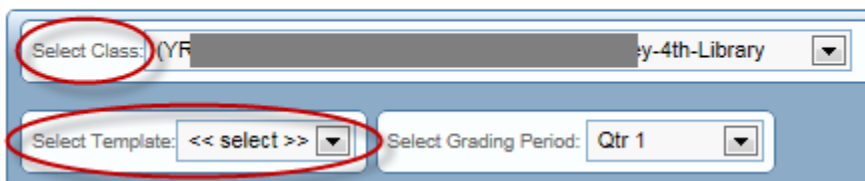
Using the Report Card Matrix is a quick and easy way for a special area teacher who does not use the grade book to enter report card grades.

Hover over **Report Card** and choose **Report Card Matrix**.



Use the pull-down menus to choose the class and grade level.

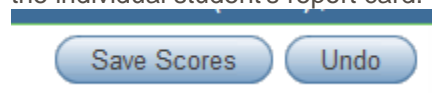
Report Card Matrix

A screenshot of the 'Report Card Matrix' form. It features three main input fields: 'Select Class:' with a dropdown menu showing 'y-4th-Library', 'Select Template:' with a dropdown menu showing '<< select >>', and 'Select Grading Period:' with a dropdown menu showing 'Qtr 1'. The 'Select Class:' and 'Select Template:' fields are circled in red.

Use the drop-down menu to choose the performance indicator. Use the green "fill-down" arrow to help speed up the process. Then go back and change any individual grades that need changing.

	Library: Content knowledge ...		Library: Behavior and parti...	
[Redacted]	P [▼]	↓	P [▼]	↓
[Redacted]	D [▼]	↓	P [▼]	↓
[Redacted]	P [▼]	↓	P [▼]	↓
[Redacted]	P [▼]	↓	P [▼]	↓
[Redacted]	P [▼]	↓	P [▼]	↓

Click **Save Scores** to save the scores put in for these areas or Undo. Saved grades will then appear on the individual student's report card.



You will need to follow these steps to put in scores for each class that you teach.

Please note: Though Kindergarten students only receive semester report cards, if you have a withdrawing student a report card grade will need to be given at this time.