

## Standard Based Grade Reporting January 27, 2012

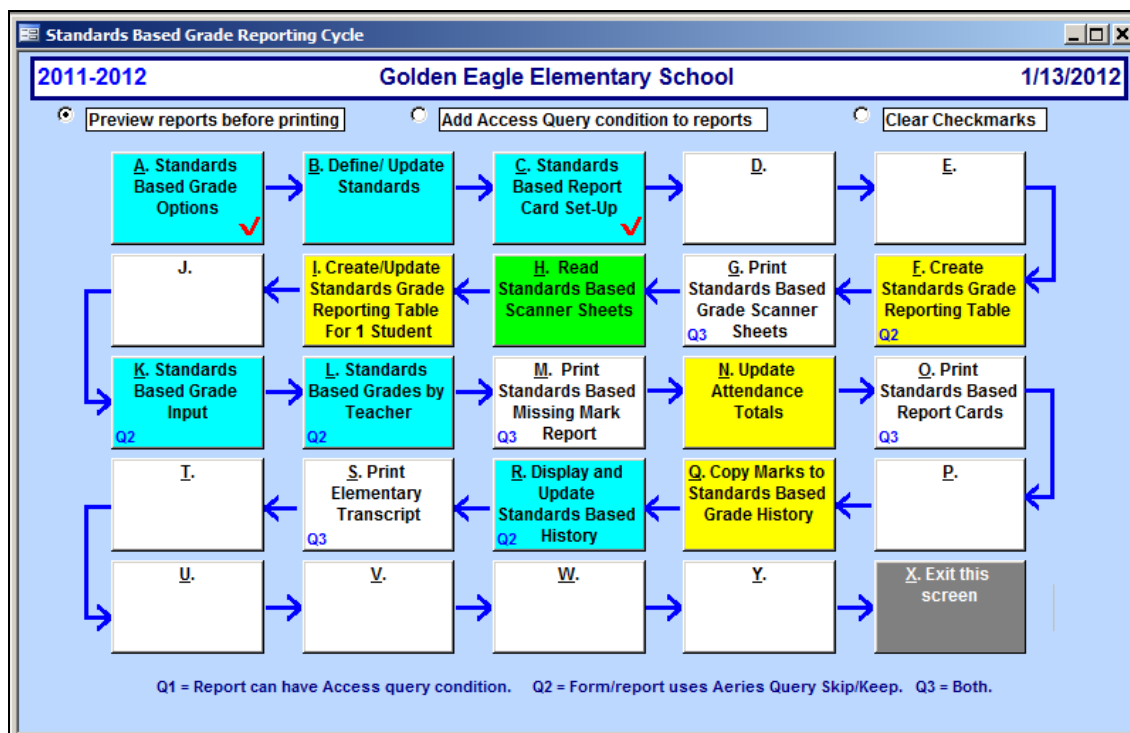
The **Standards Based Grade Reporting** is a self-customizing module that allows a school site to create a free form report card. A report card is created from setting up different **Grade Reporting Options**, **Categories and Standards** and the **Report Card Setup** for each grade level. This information **MUST** be setup first in order for the grade process to work properly.

Since this report card is a free form customizing report it is suggested that the **Print Standards Based Report Cards** be generated through out each step. This will help visualize what the report card will look like prior to printing the report card in the grading period. Once the **Standard Based Grade Report** table has been created and marks have been submitted, changes **should not** be made to the **Standards** or **Report Card Setup**.

Translations can be entered for the **Standards**, **Mark Types**, **Valid Marks** and **Filler/Headers** with text with up to 6 **Correspondence Languages**. The headings and labels are translated to the students **Correspondence Language**. The translations for the headings and labels are hard coded and include only Spanish at this time. Therefore a report can be printed entirely in Spanish.

After the **Grade Setup** and **Grade Reporting Terms** are complete, student grades can be entered manually or scanner sheets can be created and scanned into **Aeries™**. Aeries Browser Interface can also be used to enter grades. Report cards can then be generated for the term and grade selected.

From **View All Forms** click the mouse on the **GRD** button. Locate **Standards Based Grade Reporting** and **double click** the mouse on this option. The **Standards Based Grade Reporting** form will display.



## STANDARDS BASED GRADE OPTIONS

The **Standard Based Grade Options** form is used to select report card options, grade reporting options, mark types, valid marks and comments.

From the **Standards Based Grade Reporting** form click the mouse on the **Standards Based Grade Options** button. The following form will display. The **General Options** tab is used to select certain report card and grade reporting options. **This option MUST be selected first to load the default standard setup options.**

Standards Based Grade Reporting Options

2011-2012 Golden Eagle Elementary School 1/13/2012

General Options Terms Mark Types Valid Marks Comments

Standards Based Grade Reporting Options:

- Landscape Report Card
- Portrait Report Card
- 2-Column Portrait Rpt
- 3 Mark Report Card
- 4 Mark Report Card
- Show absences?
- Show tardies?
- Show days enrolled?
- Show Student Number
- Show Perm ID
- Show State ID
- Don't Show ID Number
- Adjust width of mark explanation borders?
- Allow non security users to change options
- Allow grade editing for current mark only
- Auto-number standards
- Allow plus-minus for mark types 1 & 2
- Allow plus-minus for mark type 3
- Show description in body for mark type 1
- Show description in body for mark type 2
- Show term dates
- Show next grade labels
- Expand Comments to fill empty space
- Print Language Information at Top
  - Left  Student Language Fluency
  - Right  Language Years in Program
  - Program/Instructional Setting
  - Language Designation Code
  - Language of Instruction
  - English Classroom Eligibility
  - Services Received
  - CELDT Test Scores

EXIT

## REPORT CARD OPTIONS

- **Use Landscape Report Card** will format the report card to print in landscape format and will grow or shrink to the size of your setup but will only print 1 page.
- **Use Portrait Report Card** will format the report card to print in portrait format and will grow or shrink to the size of your setup - can print multiple pages
- **Use 2-Column Portrait Report Card** will format the report card to print in a 2 column portrait report card. It is designed for double-sided printing on 1 piece of paper.
- **Use 3 Mark Report Card** will format the report card to print up to 3 different marking periods
- **Use 4 Mark Report Card** will format the report card to print up to 4 different marking periods
- **Show Absences** will print the total number of absences the student has on the report card for each marking period
- **Show Tardies** will print the total number of tardies the student has on the report card for each marking period
- **Show days enrolled** will print the total number of days the student has been enrolled for each marking period
- **Show Student Number** will print the student number on report cards
- **Show Perm ID** will print students permanent ID number on report cards
- **Show State ID** will print assigned State ID on the report card
- **Don't Show ID Number** will not print **ANY** student numbers report cards

## REPORT CARD OPTIONS Cont.

- **Adjust width of mark explanation borders** will adjust the mark description in the body of the report card
- **Allow non security users ability to change grade reporting options** can be utilized by a security level user to give individuals such as a clerk the capabilities to change grade reporting options
- **Allow grade editing for current mark only** will only allow changes to the current mark
- **Auto-Number standards** auto assign numbers when adding standards/categories
- **Allow plus-minus for mark types 1 & 2** allows a plus or minus to be added to mark types 1 & 2 and prints on scan sheets
- **Show Description in body for mark type 1** will print the Mark Type 1 description and can be deselected to not print
- **Show Description in body for mark type 2** will print the Mark Type 2 description and can be deselected to not print
- **Show term dates** will print the term dates in the top center of the report card
- **Show next grade labels** will print the grade to be promoted in the top right hand corner and is usually used selected for the final report card of the year
- **Expand comments to fill empty report card space** expand the last column that does not contain standards/categories to allow additional comment space
- **Use Standard Based Courses (SBR)** allows elementary schools with a master schedule to link standards to courses, teachers of select courses can assess their students on those standards.
- **Print Language Information at Top** will print the Students Language Fluency and Language Assessment information in the top left or right sections of the cards. There is space for 5 options to print on the left and 5 on the right. The following options can be selected and if populated will automatically print on the students card.
  - **Student Language Fluency** the description for the STU.LF field will print
  - **Language Years in Program** the number of years from the LAC.YP field
  - **Program/Instructional Setting** the description from the Program LAC.PR field
  - **Language Designation Code** language from the LAC.LD field
  - **Language of Instruction** language from the LAC.LI field
  - **English Classroom Eligibility** description from the LAC.ECE field
  - **Services Received** description from the LAC.SR field
  - **CELDT Test Scores** Students scores from the Test table can be selected to print.
    - **Test** – options of **All**, **Most Recent** or **TA** - from a selected Testing Admin.
    - **Score** – options of the **RS** – Raw Score, **SS** – Scale **Score** or **OT** – Proficiency Level

**NOTE: Language Information** option labels are hard coded and include only Spanish at this time. Code descriptions can be translated in the **COD** table with up to 6 **Correspondence Languages**.

## ADDITIONAL REPORT CARD OPTIONS

If the **Portrait Report Card** option is selected, 2 more options will display on the options form.

- **Do Not Repeat Explanation of Marks** will not print the mark legend on the subsequent pages of the card.
- **Hide Top-Left & Top-Right sections** will move the body of the report card up

The screenshot shows a software window titled "Standards Based Grade Reporting Options" for "Dysinger Elementary School" on "1/13/2012". The window has tabs for "General Options", "Terms", "Mark Types", "Valid Marks", and "Comments". Under "Standards Based Grade Reporting Options:", there are three radio button options: "Landscape Report Card", "Portrait Report Card" (which is selected), and "2-Column Portrait Rpt". To the right of these are several checkboxes: "Adjust width of mark explanation borders?" (checked), "Allow non security users to change options" (unchecked), "Allow grade editing for current mark only" (checked), "Do Not Repeat Explanation of Marks" (unchecked), "Hide Top-Left & Top-Right sections" (unchecked), and "Print Language Information at Top Left/Right" (checked).

To select the **Report Card Options** or **Grade Reporting Options** click the mouse on the box or button to the left of the option and a **black check mark** will display.

**NOTE:** Areas displayed within an “Outlined box” **ONLY** allows one option to be selected.

## GRADE REPORTING TERMS

After **General Options** are completed the grade reporting terms **must** be setup. Click the mouse on the **Terms** tab. The following form will display. **Terms** can be setup for Traditional school in the first **Term** field or each **Track** can be setup at Year Round school.

Term	Term Starts	Term Ends
1	9/5/2011	11/11/2011
2	11/14/2011	1/20/2012
3	1/23/2012	3/30/2012
4	4/2/2012	6/8/2012

To setup **Terms** for Traditional school click the mouse in the **Term** field and enter the **Term**. Press **Tab** and enter the date **Term Starts**. Press **Tab** and enter the date **Terms Ends**. The Dates entered in the Term Starts and Term Ends fields **MUST** be setup in the current calendar as valid school days.



**NOTE:** Term and Track start and end dates will display if the school is using a **Master Schedule** or already have been setup in the **School Options** form. Any information entered on this form will update the TRM table and will now display on the **School Options** form.

## MARK TYPES

The **Mark Type** codes will automatically be setup with default descriptions. To **Change** the **Description**, click the mouse on the description field. Type the new description and press **Tab**.

Code	Description
1	Achievement
2	Effort
3	Progress Toward Standard
4	Check Mark
5	Other Comment Graded 1-5

An area displays at the top portion of the report card with the different types of marks. However, there is only enough room for the first three to display under the **Explanation of Marks**. But all **Mark Types** can be utilized.

**NOTE:** Default descriptions for Type 1 is **Achievement** and Type 2 is **Effort** but can be changed on this form.

The following are **Mark Types** utilized by the grade reporting programs as codes used to describe the level of achievement a student has obtained.

- **Mark Type 1 (default is Achievement)** are used to define a student's level of accomplishment for the subject being graded.
- **Mark Type 2 (default is Effort)** are used to define a student's effort towards the grade level standards.
- **Mark Type 3 (default is Progress Towards Standards)** is used to define a student's progress towards each standard that is setup.
- **Mark Type 4 Check Mark** is a check mark and cannot be changed. Any value entered will display and print as a checkmark
- **Mark Type 5 Other Comment Graded 1-5** cannot be changed

## UPDATE CORRESPONDENCE LANGUAGES FOR MARK TYPE DESCRIPTIONS

The **Standards Based Report Card** can have **Mark Type** descriptions setup for up to 6 different languages. Click the mouse on the **Correspondence Languages** button. Additional fields will display. To add a different language for a mark click the mouse on the **drop down** arrow and the home language codes will display.

Code	Description
1	Achievement
01	Logro

Click the mouse on the language selected and the **Home Language Code** will display. Type the **Title** for the Language selected to the right of the code. When complete click the mouse on the **Correspondence Languages** button.

## VALID MARKS

Each grade can utilize different **Valid Marks**. From the **Valid Marks** form click the mouse on the **Grade** button at the top of the form. Click the mouse on the **drop down** arrow to select the **Mark Type**. The marks previously entered in **Mark Types** will display. Click the mouse on the **Mark Type** selected. The cursor will now automatically display in the **Mark** field. **All Valid Marks MUST be setup for each grade level and Mark Type.**

Mark	Title	Sort Order
2	Effort	0
3	Progress Toward Standard	

Type the valid mark in the **Mark** field and press **Tab**. Type the **Title** of the mark and press **Tab**. The **Mark Type** selected above will automatically display and the **Sort Order** will automatically be assigned. The **Sort Order** is the order that the **Valid Marks** will print under **Explanation of Marks** on the report card.

Mark	Title	Sort Order
A	Advanced	1
P	Proficient	2
B	Basic	3

## UPDATE CORRESPONDENCE LANGUAGES FOR VALID MARKS

The **Standards Based Report Card** can have **Valid Marks** setup for different languages. Click the mouse on the **Update Correspondence Languages** button. Additional fields will display. To add a different language for a mark click the mouse on the **drop down** arrow and the home language codes will display.

Mark Title	Sort Order
A Advanced	1

Click the mouse on the language selected and the **Home Language Code** will display. Type the **Title** for the Language selected to the right of the code. A total of six different languages can be entered for the mark displayed. When complete click the mouse on the **Correspondence** button.

## COPY GRADE TO ANOTHER GRADE

After entering all marks for a particular grade click the mouse on the **Copy Grade to Another Grade** button. Click the mouse on the **Yes** button. Enter the grade to copy to and click on **OK**. All marks and translations will be copied to the grade selected.

## CHANGE VALID MARKS

Select the **Grade** and **Mark Type** for the marks to be changed. Hi-light the field to be changed and type the new information. Press **Enter** to update.

**NOTE:** If **Sort Order** is changed the order that the mark prints will change under **Explanation of Marks on the report card**.

## DELETE VALID MARKS

To **Delete** a **Valid Mark** click the mouse on the gray box to the left of the **Mark** and an arrow will display. Press the **Delete key on the keyboard**. A message will display to verify the delete. Click the mouse on the **Yes** button and the **Mark** will be deleted.

## COMMENTS

The **Comments** tab is used to enter comments to define any additional information to be printed on the student's report card. There are a minimum number of comments automatically added. These comments can be changed or new comments can be added.

## ADD COMMENTS

To **Add** a **Comment**, click the mouse in the next available **Code** field. Type a code and press **Tab**. Type the comment in the **Description** field.

Code	Description
01	Cooperative
02	On task
03	Pleasure to have in class
04	See Attached Special Education Progress Report

## CHANGE COMMENTS

To change the **Comment** or comment **Code** click the mouse in the field selected and the field will be highlighted. Type the new **Comment** or **Code** and press **Tab**. The Comment will be updated.

## DELETE COMMENTS

To **Delete** a **Comment** click the mouse in the gray box to the left of the **Code** and an **arrow** will display. Press the **Delete key on the keyboard**. A message will display to verify the delete. Click the mouse on the **Yes** button and the **Comment** will be deleted.

## DEFINE / UPDATE STANDARDS

The **Define / Update Standards** form is used to define all Categories and Standards relating to each category. To **Add a Standard/Category**, click the mouse on the **Define Update Standards** option. The following form will display with all current standards on the left side of the form.

The screenshot shows a software window titled "Standards" for "Golden Eagle Elementary School" on "1/17/2012". The window has two tabs: "All Standards" and "Standards by Categories". The "Standards by Categories" tab is active, showing a list of standards on the left and a detailed view of standard 1000 on the right.

ID	Title	Type
1000	Reading/Language Arts	0
1001	Understands concepts about print	4
1002	Tracks and represents isolated phon	4
1003	Tracks and represents changes in sy	4
1004	Understands that as letters of words	4
1005	Blends sounds to make words	4
1006	Identifies and produces rhyming wor	4
1007	Separates words into beginning or er	4
1008	Tracks each word in a sentence	4
1009	Counts syllables	4
1010	Recognizes upper case letters	4
1011	Recognizes lower case letters	4
1012	Matches letters to sounds	4
1013	Recognizes high frequency words	4
1014	Develops vocabulary and basic conce	4
1015	Develops reading comprehension	4
1016	Distinguishes fantasy from realistic t	4
1017	Identifies types of everyday print mat	4

The detailed view for standard 1000 shows the following fields:

- Standard ID: 1000
- Title: Reading/Language Arts
- Type of Standard: Standard/Category
- Category: [Empty]
- Include on Transcript?:
- Mark Type1: 1 Achievement
- Mark Type2: 2 Effort
- Applies to Terms:  1  2  3  4
- Grades:  K  1  2  3  4  5  6  7  8
- Count on Missing Mark Report?: [Empty]
- Correspondence Languages: 01 Lectura/Artes De Lenguaje
- Status: [Empty]
- Last School Year Active: 0

At the bottom, there are three sections: "LOCATE" with buttons "Backward", "Get", "Forward"; "UPDATE" with buttons "Add", "Change", "Delete"; and "OTHER" with buttons "Report", "eXit". There are also checkboxes for "Auto Populate" and "Include Inactive".

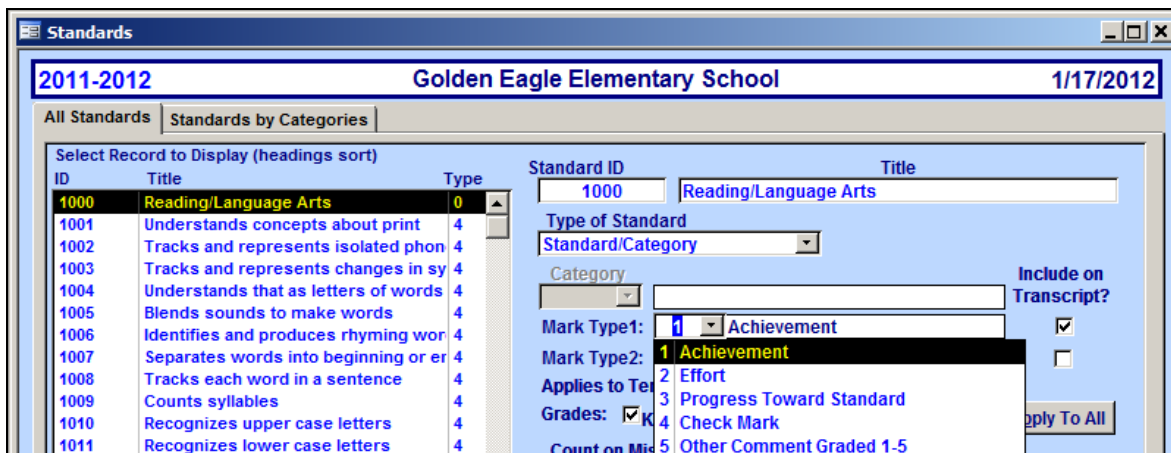
## ADD STANDARD CATEGORY

To **Add a Category**, click the mouse on the **Add** button on the **All Standards** form. The next **Standard ID** will automatically be assigned and the cursor will display under the **Title** field (if **setup under General Options** – if not, the tab will display in the **Standard ID** field).



**REMEMBER:** The Standard ID will only be automatically assigned if setup in **Standards Based Grade Options**.

The **Type of Standard** will default to **Standard/Category**. **DO NOT** change the **Type of Standard**. The **Category** field will be gray and cannot be accessed. Press **Tab** to **Mark Type 1**. Click the mouse on the **drop down** arrow key. Click the mouse on **Mark Type** selected. To setup **Mark Type 2** click the mouse on the **drop down** arrow key and select **Code 2**.

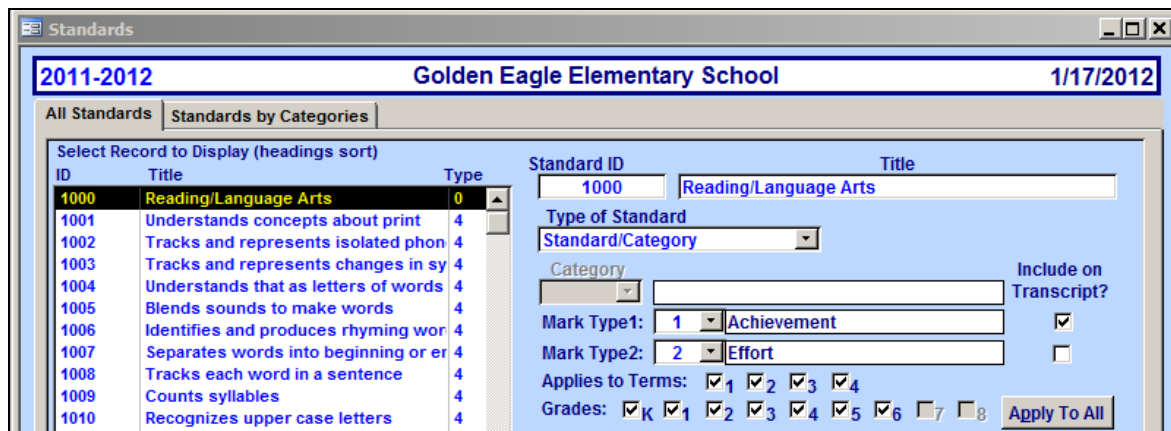


**NOTE:** Mark Type 2 can only be setup when Code 1 is setup in the Mark Type 1 field.

The **Include in Transcript** option will print this standard, mark type and marks stored for a student in the **Standard Based History** table (SBH) when an Elementary Transcript is generated.

The **Applies to Terms** check boxes are used if a standard does not apply to a specific term. Deselecting a term check box will disallow data entry for that term and the box on the report card will be greyed out.

The **Applies to Grades** check boxes allow particular grades to be selected that will utilize this category. Click the mouse on each grade selected and a **black check** mark will display.



To select **ALL** grades click the mouse on the **Apply to All** button and a **black check** mark will display for all grades available. When completed, press **Enter**.

To de-select this Category/Standard from printing on the **Missing Mark Report** click the mouse on the drop down and select **No**.

## UPDATE CORRESPONDENCE LANGUAGES FOR STANDARDS

The **Standards Based Report Card** can have **Standard Title** descriptions setup for up to 6 different languages. To add a Correspondence language click the mouse on the **drop down** arrow and the home language codes will display. Click the mouse on the language selected and press **Tab**. Enter the **Title** description.

The screenshot shows the 'Standards' window for Golden Eagle Elementary School on 1/17/2012. The 'Standards by Categories' tab is active. On the left, a table lists standards with columns for ID, Title, and Type. On the right, configuration options include Standard ID (1000), Title (Reading/Language Arts), Type of Standard (Standard/Category), Category, Mark Type1 (1 Achievement), Mark Type2 (2 Effort), Applies to Terms (1-4 checked), Grades (K-8 checked), Count on Missing Mark Report?, Status, and Correspondence Languages (01 Spanish, 02 Vietnamese, 03 Cantonese). The 'Correspondence Languages' dropdown is open, showing the selected language '01 Spanish'.

## CHANGE STANDARD CATEGORY

To **Change** a **Standard Category**, click the mouse on the **Change** button on the **All Standards** form. The cursor will display under the **Title** field. Press **Tab** to the field to be changed. Enter the change and press **Enter**.

## DELETE STANDARD CATEGORY

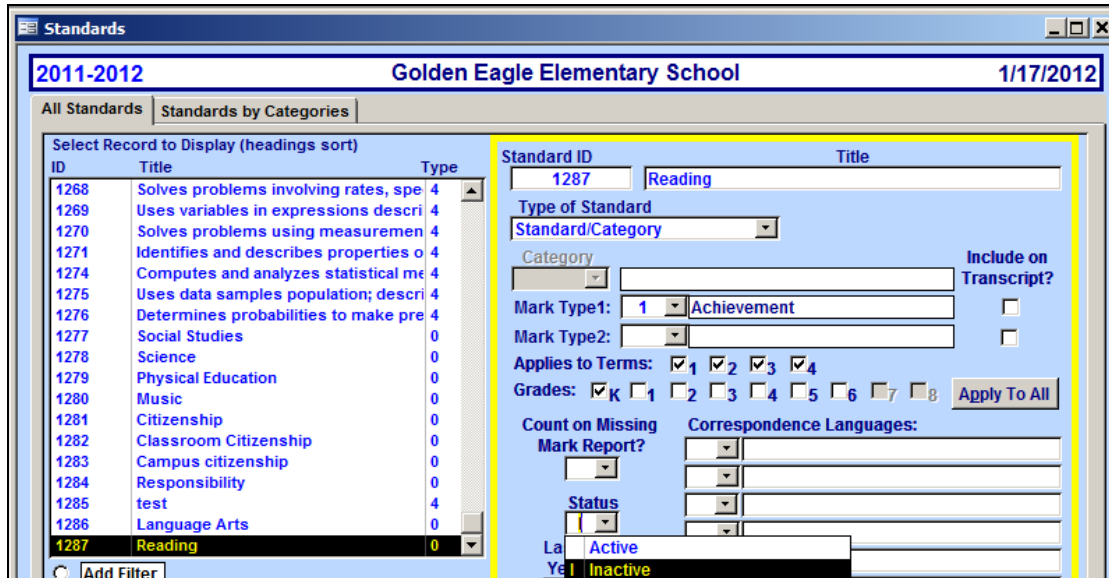
To **Delete** a **Standard Category** select the standard to be deleted. Click the mouse on the **Delete** button. A message will display to verify the delete. Click the mouse on the **Yes** button.



**NOTE:** If a Category has a Standard in the Standard Based Report Card Set-Up the Category **CANNOT** be deleted. The standard must be removed from the Standard Based Report Card Set-Up form first then deleted from the Define/Update Standards form.

## INACTIVATE STANDARD OR CATEGORY

To **Inactivate** a **Standard/Category**, click the mouse on the **Status** drop down. The cursor will display under the **Status** field. Click the mouse on **Inactive** and a yellow border will display. The **Last School Year** that the Category was active will also display.



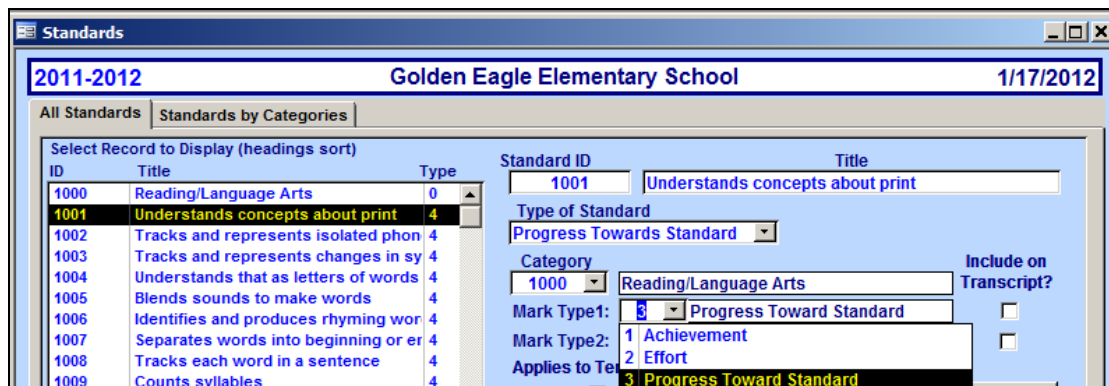
## ADD A STANDARD FOR A CATEGORY

To **Add** a **Standard for a Category**, click the mouse on the **Add** button. The cursor will display under **Title**. The **Standard ID** will automatically be assigned (if setup under General Options).

Click the mouse on the **drop down** arrow for **Type of Standard** and select **Progress Towards Standard**. Press **Tab** into the **Category** field. Click the mouse on the **Category** drop down arrow and select a **Category** or type a category number into the **Category** field. This will link the standard to the category. Ex: add standard of penmanship and link to category of Language Arts.

Press **Tab** until you reach the **Mark Type 1** field. Click the mouse on the **drop down** arrow key. Click the mouse on **Code 3** for the **Mark Type** for **Progress Toward Standard**.

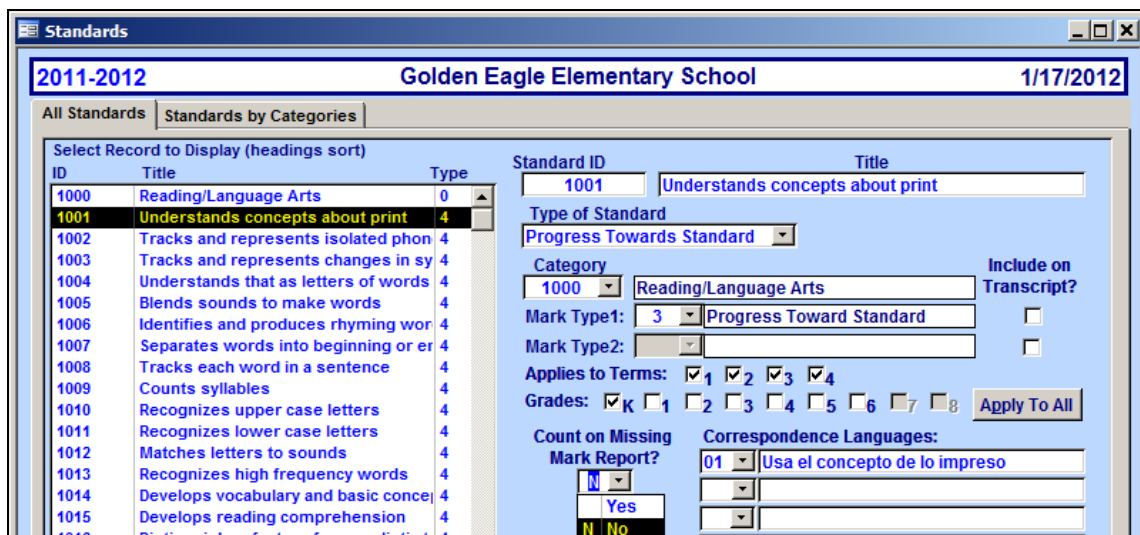
The **Mark Type 2** field will be grayed out. Press **Tab**.



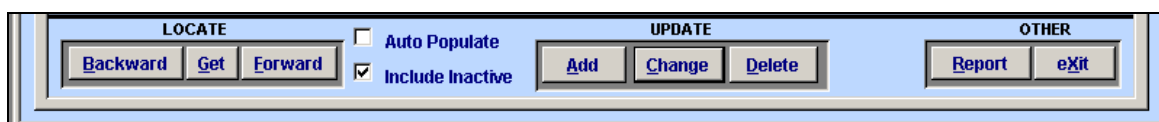
The **Applies to Terms** check boxes are used if a standard does not apply to a specific term. Deselecting a term check box will disallow data entry for that term and the box on the report card will be greyed out.

The **Applies to Grades** check boxes will allow grades to be selected. Click the mouse on each **box** and a **black check mark** will display. To select **ALL** grades click the mouse on the **Apply to All** button. A **black check mark** will display for all grades available. When complete press **Enter**.

The **Title of a Standard**, such as **Understands concepts about print** will now print on the report cards under the **Category** selected, such as, **Reading/Language Arts**. To de-select this Category/Standard from printing on the **Missing Mark Report** click the mouse on the drop down and select **No**.



To add a different Correspondence language click the mouse on the **drop down** arrow and the home language codes will display. Click the mouse on the language selected and press **Tab**. Enter the **Title** description in that language. After a **Standard** has been setup for a particular **Category**, the **Auto Populate** option can be selected. This will automatically add the same category attributes to the following **NEW Standards** as the previous standard setup.



After all standards have been added for the category displayed, click the mouse on the **Auto Populate** option to de-select.

### CHANGE A STANDARD FOR A CATEGORY

To **Change** a **Standard for a Category**, click the mouse on the **Change** button on the **All Standards** form. The cursor will display under the **Title** field. Press **Tab** into the field to be changed. Enter the change and press **Enter**.

### DELETE A STANDARD FOR A CATEGORY

To **Delete** a **Standard for a Category** select the standard to be deleted and click the mouse on the **Delete** button. A message will display to verify the delete. Click the mouse on the **Yes** button and the **Standard** will be deleted.

## STANDARDS BY CATEGORIES

To help determine that all standards have been setup correctly **Standards by Categories** tab can be used to display the standards setup in each category.

Standard ID	Title
1001	Understands concepts about print
1002	Tracks and represents isolated phonemes (sounds)
1003	Tracks and represents changes in syllables and words

Standards not already linked to a category can be linked through this form. Use the **Locate** options at the bottom to select the **Category**. After the category displays click the mouse on the **drop down** arrow under the **Standard ID** and the **Select Standard** box will display.

Title	Std ID	Type
Reading Achievement	1029	4

Click the mouse on the **drop down** arrow and all **Standards** will display. Click the mouse on the Standard selected. Click the mouse on the **OK** button and the standard will be linked to the category.

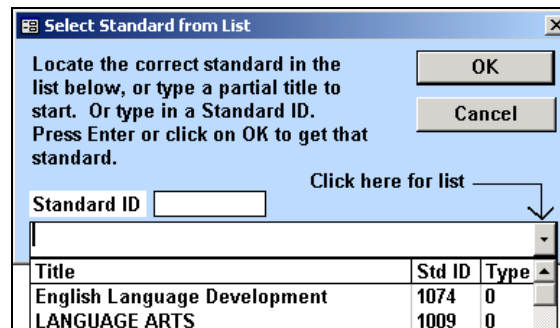
## STANDARDS BASED REPORT CARD SETUP

The **Standards Based Report Card Set Up** is used to select the Categories and Standards that each grade level will be graded upon. This form is also used to design the outcome of the final **Standards Based Grade Report Card** for **EACH** grade level.

Standard ID	Category	Print Location
10000	Reading & Writing	Body
20000	Language Arts	Body
30000	Math	Body
60000	Physical Education	Body
84169	Music	Body
84170	Science	Body
84171	Technology	Body
80000	Citizenship	Body
84129	Life Skills	Body
84105	Instructional Services	Top Left
84112	Title 1	Top Right

## ADD A CATEGORY

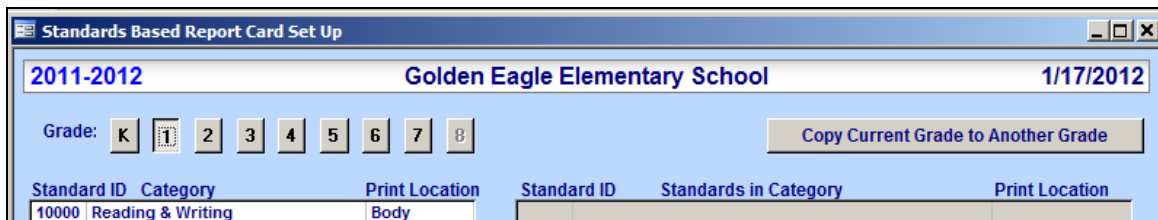
From the **Standards Based Report Card Set Up** form, click the mouse on the **Grade** button. To **Add a Category**, click the mouse on the **Add** button. A selection box will display. Click the mouse on the **drop down**, select the **Category** and click the mouse on the **OK** button.



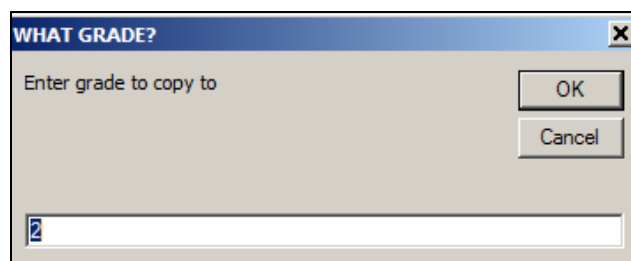
The **Category** selected will display. It is suggested that **ALL** categories be added for the grade displayed. All the Standards linked to the Category will also be added to the report card. Take note to the **Print Location**. The default is for the **Body** of the report card.

## COPY ALL CATEGORIES FROM ANOTHER GRADE

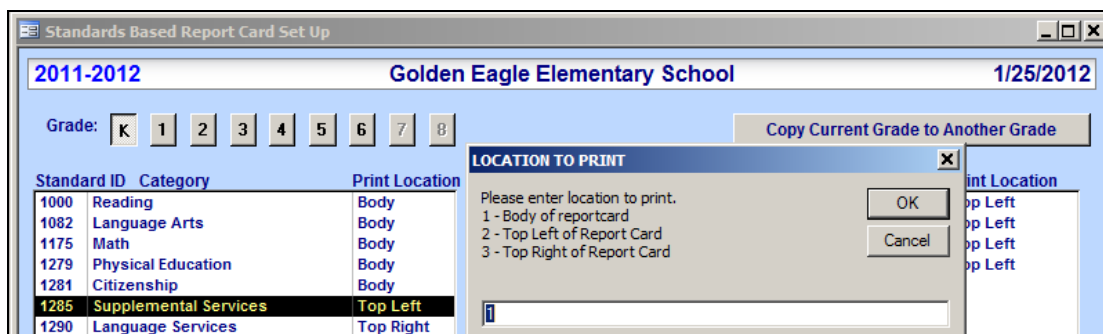
To copy all categories that have been setup for another grade click the mouse on the **Copy Current Grade to Another Grade** button at the top of the form.



Enter the grade that these categories will be copied to and click the mouse on the **OK** button. Click the mouse on the **Grade** to display or update the categories copied.



The **Print Location** can be setup after the categories have been added. Click the mouse on the **Category**. Click the mouse on the **Edit Print Location** button. A selection box will display.



Type the number for the print location in the text field and click the mouse on the **OK** button.

- **1** – Prints the category in the body of the report card
- **2** – Prints the category in the top left area of the report card
- **3** – Prints the category in the top right corner of the report card

The **Print Location** selected will now display. For example, **Top Left** displays for **Special Services**. The following is an example of the top left hand corner of a printed **Standards Based Report Card**.

Instructional Services	1st	2nd	3rd	4th
Speech/Language				
Resource Specialist RSP				
English Learner ELL				
Reading Intervention				
Special Day Class				

Reporting Period
1   2   3   4

The order in which the categories display on the **Standards Based Report Card Set Up** form are the same order that they will print on the report card. The categories can be repositioned as to the desired printing order. Click the mouse on the **Category** selected.

1066	TECHNOLOGY/COMPUTER SKILLS	Body
1067	SUGGESTED HOME LEARNING ACTIV	Body
84129	Life Skills	Body
1074	English Language Development	Top Left
1078	Supplemental Services	Top Right

Buttons: Add, Edit Print Location, Delete, Up Arrow, Down Arrow, Add Standard, Add Filler/Header, Delete, Up Arrow, Down Arrow, Edit Number of Lines, Edit Header, Upload Changes, Preview Reportcard, EXIT

Click the mouse on the **Up or Down** arrow and the **Category** will adjust with the arrow selected. The **Category** can be placed in any position on the form. For instance, clicking the mouse on the **Up** arrow the **Category** can be placed at the top of the form and will be the first category printed on the report card.

## DELETE A CATEGORY

To **Delete** a **Category**, click the mouse on the **Category** selected and the category will be hi-lited. Click the mouse on the **Delete** button. The category will no longer display and will not print on the report card when generated.

## ADD A FILLER/HEADER

The **Standards Based Report Card** is a free form report that you may want to add headers below the categories to group the standards. The report may also need to be adjusted as to how the report is formatted. To add a **header**, within a category select the **Category**. Click the mouse on the **Add Filler/Header** button.

Buttons: Add Standard, Add Filler/Header, Delete, Up Arrow, Down Arrow, Edit Number of Lines, Edit Header, Preview Reportcard, EXIT

The following text box will display. Type the **Title** for the header in the text field. Click the mouse on the **OK** button.

A dialog box titled "TITLE or FILLER" with a close button (X) in the top right corner. The main text reads "Please enter a title or leave blank to create a blank line". Below this text is a text input field containing the text "Word Analysis". To the right of the text field are two buttons: "OK" and "Cancel".

The **Title** for the header will display at the bottom of **Standards in Category**.

A screenshot of the "Standards Based Report Card Set Up" window. The window title is "Standards Based Report Card Set Up". It shows the school name "Golden Eagle Elementary School" and the date "1/18/2012". There are grade selection buttons (K, 1, 2, 3, 4, 5, 6, 7, 8) and a "Copy Current Grade to Another Grade" button. Below this are two tables. The left table has columns "Standard ID", "Category", and "Print Location". The right table has columns "Standard ID", "Standards in Category", and "Print Location". In the right table, the entry "0000 Word Analysis" is highlighted, and an arrow points to it from the text above.

Standard ID	Category	Print Location	Standard ID	Standards in Category	Print Location
1000	Reading	Body	1001	Understands concepts about print	Body
1082	Language Arts	Body	0000	Phonemic Awareness	Body
1175	Math	Body	1002	Tracks and represents isolated phonemes (sounds)	Body
1279	Physical Education	Body	1003	Tracks and represents changes in syllables and wc	Body
1281	Citizenship	Body	1004	Understands that as letters of words change, so do	Body
1285	Other Services	Top Left	0000	Word Analysis	Body

A filler can also be added to the report card that will add blank lines. To add a **filler** within a category click the mouse on the **Add Filler/Header** button. A text box will display. To create a blank line on the report card, leave the text field **BLANK**. Click the mouse on the **OK** button.

A screenshot of a text input field with a blank space inside, representing a blank line for a filler.

After a header or filler has been added the report may need to be adjusted to format the report. To reposition the **Filler or Header** click the mouse on the filler or header. Click the mouse on the **Up or Down** arrow keys.

The filler or header will move up or down the form. Click the mouse on the **arrow keys** until the filler or header is positioned appropriately on the form. For example, the header **Word Analysis** is now at the top of the form.

A screenshot of the "Standards Based Report Card Set Up" window, similar to the previous one, but with the "0000 Word Analysis" entry moved to the top of the "Standards in Category" table. The "1001 Understands concepts about print" entry is now the first one in the list.

Standard ID	Category	Print Location	Standard ID	Standards in Category	Print Location
0000	Word Analysis	Body	1001	Understands concepts about print	Body
1000	Reading	Body	0000	Phonemic Awareness	Body
1082	Language Arts	Body	1002	Tracks and represents isolated phonemes (sounds)	Body
1175	Math	Body			
1279	Physical Education	Body			

When the report card is printed **Word Analysis** will print directly below the category **Language Arts**. The following is an example of the category setup above. Compare the printout to the form displayed above. Fillers with text will print as a shaded line, while blank fillers are not shaded.

Reading	Achievement				
	Effort				
Word Analysis					
Understands concepts about print					
Tracks and represents isolated phonemes (sounds)					

The following is an example of a **Standards Based Grade Report Card** that contains a **Category, Header** with text and **Description of a Standard** that has been entered.

**Eagle Point School District**  
**REPORT TO PARENTS - FIRST GRADE**

Student: \_\_\_\_\_ Year: 2009-2010  
 Teacher: \_\_\_\_\_ Grade: 1  
 School: Golden Eagle Elementary School Stu #: \_\_\_\_\_  
 Principal: Ms. Jenny Roberts BirthDate: \_\_\_\_\_

	Reporting Period	Reporting Period			Reporting Period		
		1	2	3	1	2	3
EXPLANATION OF MARKS							
Achievement	Effort						
E Excellent/Advanced	E Excellent						
S Satisfactory/Proficient	S Satisfactory						
P Progressing/Basic	P Progressing						
N Needs Improvement/Below Basic	N Needs Improvement						
U Unsatisfactory/Far Below Basic	U Unsatisfactory						
Progress Toward Standard							
4 Exceeded							
3 Met							
2 Progressing							
1 Not Met							
X Not yet assessed							
Reading	Achievement						
Writing	Achievement						
Organizes descriptive words							
Writes narrative/expository text							
Writes complete sentences							
Uses nouns/contractions/pronouns							
Mathematics	Achievement						
	Effort						
Math Progress							
Demonstrates number sense to 30							
Understands simple addition/subtraction							
TEACHER COMMENTS							

### EDIT NUMBER OF LINES

Click the mouse on the **Edit Number of Lines** button to add lines to a standard that does not fit on just one line. This option only applies to standards that are defined as **Progress Toward Standards**.

### EDIT HEADER/ UPDATE CORRESPONDENCE LANGUAGES

To setup a Header to print in a different language, select the header and click the mouse on the **Edit Header** button.

The following form will display. Select the language code for the **Default Title** displayed. In the **text** field to the right of the home language **enter the header** in the language selected that will print on the report card. Click the mouse on the **Exit** button. This new header will not display but will be printed on any report card that is selected to print in language code 01.

Grade: **K** 1 2 3 4 5 6 7 8 Copy Current Grade to Another Grade

Standard ID	Category	Print Location	Standard ID	Standards in Category	Print Location
1000	Reading	Body	0000	Word Analysis	Body
1082	Language Arts	Body	1001	Understands concepts about print	Body
1175	Math	Body	0000		Body
1279	Physical Education	Body	1002	Tracks and represents isolated phonemes (sounds)	Body
1281	Citizenship				
1285	Other Services				
1290	Language				

**Edit Header** [X]

Default Title:

**01**

# PREVIEW REPORT CARD

It is suggested that the **Preview Report Card** option be utilized throughout the process of creating the report card. Click the mouse on the **Preview Report Card** option. An option box will display to select the Language Code and an option to print a Teacher Signature Line. Click the mouse on the **OK** button and a **Sample Report Card** will display. The following is a Landscape Report Card Example.

Eagle Point School District REPORT TO PARENTS - KINDERGARTEN				Special Services:			1st 2nd 3rd			CELDT annual levels			1st 2nd 3rd				
Student:	Year: 2009-2010			Learning Center				Overall Level				Listening					
Teacher:	Grade: K			Speech				Speaking									
School: Golden Eagle Elementary School	Stu#:			After School Tutoring													
Principal: Ms Jenny Roberts	BirthDate:			Reading Room													
EXPLANATION OF MARKS				Reporting Period			1 2 3			Reporting Period			1 2 3				
Achievement	Effort			Mathematics	Achievement				Science	Achievement				Effort			
E Excellent/Advanced	E Excellent			Makes a drawing representing fractions	Effort				History/Social Science	Achievement				Effort			
S Satisfactory/Proficient	S Satisfactory			Knows multiplication facts/3rd grade standard				Writes research reports					Effort				
P Progressing/Basic	P Progressing			Expanded notation				Music, Visual and Performing Arts	Achievement				Effort				
N Needs Improvement/Below Basic	N Needs Improvement			Adds/subtracts whole number to 10,000				Physical Education/Health	Achievement				Effort				
U Unsatisfactory/Far Below Basic	U Unsatisfactory			Memorizes multiplication 1-10				ELD - For English Learners	Achievement				Effort				
Progress Toward Standard				Reporting Period			1 2 3			Reporting Period			1 2 3				
4 Exceeded				Solves multiplication/division problems				Homework	Achievement				Effort				
3 Met				Adds/subtracts simple fractions													
2 Progressing				Solves money problems													
1 Not Met				Understands relationship of fractions and decimals													
X Not yet assessed				Understands appropriate symbols/operations/properties													
English Language Arts	Achievement			Recognizes pattern rules													
	Effort			Knows division facts/3rd grade standard													
End of year reading level expectancy: 4				Uses proper measurement tools													
Students current reading level:				Describes and compares attributes of geometric figures													
Reading	Achievement			Decides how to approach problems													
Concepts about print				Understands and computes positive integer powers													
Recognizes names all upper/lower case letters				Multiples and divides with decimals													
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z				Multiples and divides with negative numbers													
a b c d e f g h i j k l m n o p q r s t u v w x y z				Adds and subtracts fractions													
Phonemic awareness				Uses letter representation and solves simple algebraic problems													
Decoding/word recognition				Identifies ordered pairs in four quadrants													
Sight words				Uses formulas to find area/perimeter/parallelogram													
Reading comprehension - retells familiar stories				Identifies/interprets/ ordered pairs from a graph													
Literary response/identifies characters, settings and events				Makes decisions about how to approach problems													
Writing	Achievement			Demonstrates number sense to 1000													
Strategies				Adds up to 3 digits/carrying													
Uses letter sounds to write simple sentences				Subtracts up to 3 digits/borrowing													
Penmanship				Demonstrates simple division													
Written and Oral Conventions				Demonstrates simple multiplication													
Spelling				Solves money problems													
Listening and Speaking	Achievement			Interprets number relationships													
Strategies				Understands units of measure/time													
Understands and follows directions				Uses graphs													
Speaks in complete sentences				Uses and extends patterns													
Writes poems/rhymes/songs				Creates math problems													
				Place value of whole numbers													
				Rounding													
				Measures names draws angles, perpendicular, parallel, rectangles, tr													
								ATTENDANCE					1	2	3		
								Days Enrolled									
								Days Absent									
								Days Tardy									



**NOTE:** Once the Standard Based Grade Report table has been created, changes should not be made to the Standards or Report Card Setup. Once grades have been submitted changes should only be made during the summer. Utilize the Preview Report Card during the process to ensure the report card is complete and accurate.

## STANDARDS BASED GRADE REPORTING

After the **Standards Based Grade Setup** is completed the grade entry can be performed through the **Standards Based Grade Input, Standards Based Grades by Teacher, Aeries Browser Interface** or via **Scanner Sheets**.

## CREATE GRADE REPORTING TABLE

Prior to entering grades the **Grade Reporting Table** must be created. Click the mouse on **Create Standards Based Grade Report Table** button. The following form displays.

2011-2012 Golden Eagle Elementary School 1/18/2012

Select Starting and Ending Dates

9/12/2011	11/14/2011
9/13/2011	11/15/2011
9/14/2011	11/16/2011
9/15/2011	11/17/2011
9/16/2011	11/18/2011

What is the Current Mark?

M1  M2  M3  M4

Grade Table Created for Mark 1 on 11/18/2011

Create eXit

Click the mouse on the **Current Mark** option. The correct starting and ending dates should automatically be hi-lighted. If tracks have been setup they will display. Click the mouse on the correct **Track(s)**. Click the mouse on the **Create** button. A message will display asking to proceed. Click the mouse on the **Yes** button and the table will be created.

- **For Year Round Schools** – DO NOT create a table when a table currently exists for a different track. This would eliminate the current table for the track being graded.

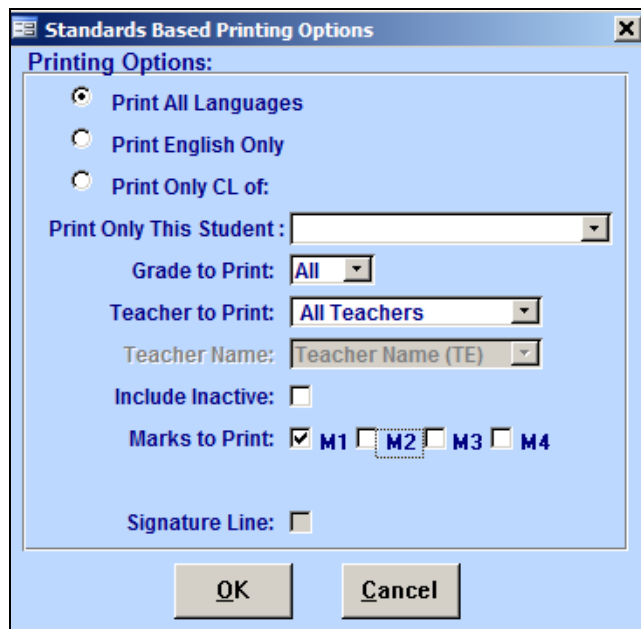


**NOTE:** Once the Standard Based Grade Report table has been created, changes should not be made to the Standards or Report Card Setup. Once grades have been submitted changes should only be made during the summer. Changes made during the school year could invalidate previous marks that have been submitted.

## PRINT STANDARD BASED GRADE SCANNER SHEETS

Scanner sheets can be created and utilized by the teacher to flag each mark for the categories and standards for their students. These sheets can then be scanned and the marks will be automatically entered. Comments can not be scanned.

To print scanner sheets click the mouse on the **Standards Based Grade Scanner Sheets** button. A selection box will display.



The image shows a dialog box titled "Standards Based Printing Options". It contains several settings for printing scanner sheets:

- Printing Options:**
  - Print All Languages
  - Print English Only
  - Print Only CL of:
- Print Only This Student:** [Dropdown menu]
- Grade to Print:** [All] [Dropdown menu]
- Teacher to Print:** [All Teachers] [Dropdown menu]
- Teacher Name:** [Teacher Name (TE)] [Dropdown menu]
- Include Inactive:**
- Marks to Print:**  M1  M2  M3  M4
- Signature Line:**

At the bottom of the dialog box are two buttons: **OK** and **Cancel**.

Click the mouse on your selections for the scanner sheets to be printed:

- **Print All Languages** - print scanner sheets in English Only
- **Print in English Only** – print scanner sheets in English Only
- **Print Only This Student** - print scanner sheet for Only this student
- **Grade to Print** – either print an individual grade or **All** grades
- **Teacher to Print** – print an individual teacher or **All** teachers
- **Include Inactive** – include inactive students
- **Marks** – print for one or more marking periods
- **Tracks** - print for all tracks selected

Click the mouse on the **OK** button. The first scanner sheet will display on the screen. Verify that the scanner sheet is correct for the grade and term selected. Click the mouse on the printer icon to generate the **Standards Based Grade Scanner Sheets**.



**REMEMBER:** Once the scanner sheets have been created, the **Grade Setup MUST NOT** be changed. If the **Grade Setup** is changed **ALL** scanner sheets will need to be re-printed.

The following is an example of a scanner sheets to be printed. All subject areas and standards will print for each student for the grade selected. All valid marks will display to the right of each standard. **It is crucial that the Term and Page print at the top of the scanner sheet.**

**EAGLE SOFTWARE**  
**ALL PURPOSE SCANNER INPUT**

**Golden Eagle Elementary School**  
**Elementary Grade Reporting Input Form**

Teacher: 316 Mitchell  
 Student: 000343 Unique Arnold  
 Grade: 3 Gender: F

(TEACHER SIGN HERE)

Printed on 8/2/2001

Subject:	Mark:	0	0	0	3	4	3
<b>READING</b>							
Uses roots and affixes to analyze complex words	4 3 2 1						
Distinguishes and interprets multiple meaning words	4 3 2 1						
Draws inferences/conclusions/generalizations	4 3 2 1						
Distinguishes among facts/supported inferences/opinions	4 3 2 1						
identifies and analyzes characteristics of literary forms	4 3 2 1						
Recognizes implied or directly stated theme	4 3 2 1						
Describes the function and effect of key literary devices	4 3 2 1						
Reads with accuracy, pacing, intonation and expression	4 3 2 1						
<b>MATHEMATICS</b>							
Achievement	A B C D F						

## READ STANDARDS BASED GRADE SCANNER SHEETS

Once the **Standards Based Grade Scanner Sheets** have been generated the teachers can mark each valid mark onto the scanner sheets for the student and subject areas. A scanner can then be utilized to scan the sheets to update the student's grades. To begin the scanning process, click the mouse on the **Read Standards Based Grade Scanner Sheets** button. The following form will display.

Read Standards Based Grade Scanner Sheets

2011-2012 Golden Eagle Elementary School

Your Current Mark is: 1

some note here

Sheet# [ ] Port: COM1 Baud: 9600 Parity: N Bits: 7 Stop: 2

Communications line is open, Ready to scan Total rows: [ ] Model: [ ]

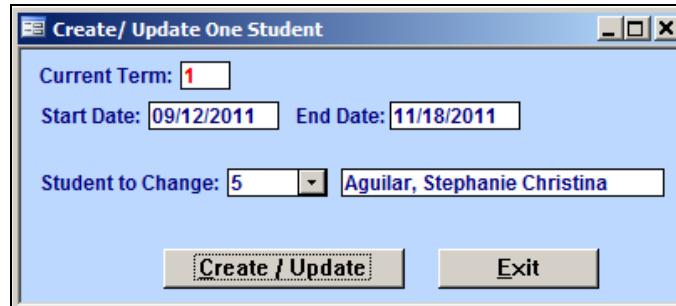
STEP 2: Open Comm Line Scan ONE form Scan Continuously eXit

It is suggested that one form be scanned and the marks verified. Place one scanner sheet in the scanner tray and click the mouse on the **Scan ONE Form** button. The scanner sheet will be read and all valid marks will display on the form. Verify that the marks are correct.

After verifying the marks, place all remaining scanner sheets in the scanner tray. Click the mouse on the **Scan Continuously** button. The scanner will begin scanning the sheets and all sheets will be read. The student's grades will be updated with the valid marks on the scanner sheets.

## CREATE/ UPDATE STANDARDS GRADE REPORT TABLE FOR A STUDENT

After the grade reporting table has been created, changes can occur that will affect the grade table. For example, a new student can be added to the school database, which will not be included in the grade reporting table. To update the grade reporting table for one student click the mouse on the **Create Update Standards Grade Reporting Table for One Student** option. The following selection box will display. Click the mouse on the **Student to Change** drop down arrow.

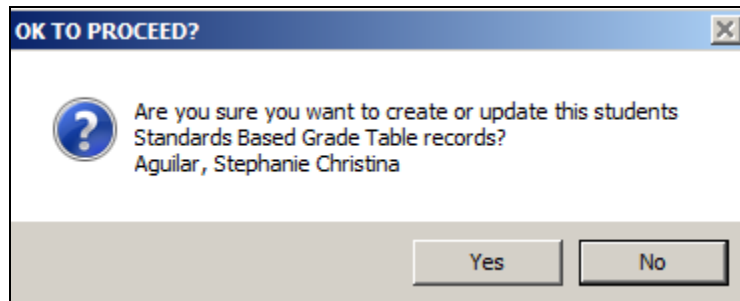


The screenshot shows a dialog box titled "Create/ Update One Student". It contains the following fields and buttons:

- Current Term:** A text box containing the number "1".
- Start Date:** A text box containing "09/12/2011".
- End Date:** A text box containing "11/18/2011".
- Student to Change:** A dropdown menu showing "5" and a text box containing "Aguilar, Stephanie Christina".
- Buttons:** "Create / Update" and "Exit".

Click the mouse on the drop down arrow to locate the student to be updated in the grade table, select the student and click the mouse on the **OK** button. The students name will now display. Click the mouse on the **Create / Update** button.

The following message will display. Verify the correct student was selected. Click the mouse on the **Yes** button to continue. A message will display when updated or created. Click the mouse on the **OK** button. The student selected will now be added or updated in the grade table.



The screenshot shows a dialog box titled "OK TO PROCEED?". It contains the following elements:

- Icon:** A question mark icon.
- Text:** "Are you sure you want to create or update this students Standards Based Grade Table records? Aguilar, Stephanie Christina".
- Buttons:** "Yes" and "No".

## STANDARDS BASED GRADE INPUT

Located at the top of the **Standards Based Grade Input** form, enter the grade level in the **Choose a Grade** field and the grading term in the **Choose a Term** field. The first student for the grade selected will display.

All **Categories** and **Standard Descriptions** previously setup will display under the **Subject** column. All **Valid Marks** will also display in the far right column. Only the marks displayed can be used for the **Subject** selected. If no marks display the line is a **Header Area** and should not have any marks entered in the **Mark** column.

Use the **Locate** options to select the student. Click the mouse on the **Change** button and the cursor will hi-lite the first **Mark** field for the term selected.

Standards Based Grade Input  
 2011-2012 Golden Eagle Elementary School 1/18/2012

Choose a Grade: **A** Student# 000012 Student Name Alcazar, Damien Grade 5 Sex M Teacher Name Haley

Choose a Term: **1**

Standard ID	Subject	Mark1	Mark2	Mark3	Mark4	Valid Marks
1000	Reading	A				A,P,B,BB
1000	Reading	E				E,G,S,N
1064	Determines word origins, roots, homographs	4				4,3,2,1
1065	Understands figurative and metaphorical use of words	3				4,3,2,1
1066	Reads aloud with appropriate pacing, expression, and accuracy					4,3,2,1
1067	Analyzes text by organization					4,3,2,1
1068	Discerns main ideas and concepts presented in text					4,3,2,1
1069	Draws inferences, conclusions, or generalizations					4,3,2,1
1070	Distinguishes facts, inferences, and opinions in text					4,3,2,1
1071	Identifies main problem and resolution					4,3,2,1
1072	Contrasts the motives and appearances of characters					4,3,2,1
1073	Understands that theme refers to the moral within a selection					4,3,2,1
1074	Evaluates various genres and the author's use of various technique					4,3,2,1
1082	Language Arts					A,P,B,BB
1082	Language Arts					E,G,S,N
1141	Creates multiple paragraph narrative compositions					4,3,2,1
1142	Creates multiple paragraph expository compositions					4,3,2,1

Record: 5 of 52

LOCATE Sort By Teacher UPDATE Show Inactives Print Preview OTHER

Backward Get Forward Add Change Delete Print eXit Comments

Press **Tab** until the field selected is hi-lited. Enter a **Valid Mark** from the marks displayed. Press **Tab** to move to the next **Mark** field. Press **Enter** when all entries are complete.

To add a **Comment** for the student displayed, click the mouse on the **Comments** button and the following form will display. Click the mouse on the **Add** button. The cursor will display in the **Comment** field. Type the comment to be printed on the report card. To return back to the **Grade Input** form, click the mouse on the **Marks** button.

Standards Based Grade Input  
 2011-2012 Golden Eagle Elementary School 1/18/2012

Choose a Grade: **A** Student# 000012 Student Name Alcazar, Damien Grade 5 Sex M Teacher Name Haley

Choose a Term: **1**

Term	Comment	School Year
1	Damian is off to a great start for this school year. A pleasure to have in class.	2011
		Spell Check



**NOTE:** Only one comment can be entered per term per year. Due to space limitations the entire comment may NOT print on the report card.

### CHANGE GRADE OR TERM

To select a different **Grade Level** or **Term**, click the mouse on the **up and down arrow keys** displayed at the top of the form to the right of the field.

Standards Based Grade Input  
 2011-2012 Golden Eagle Elementary School 1/18/2012

Choose a Grade: **A** Student# 000012 Student Name Alcazar, Damien Grade 5 Sex M Teacher Name Haley

Choose a Term: **1**

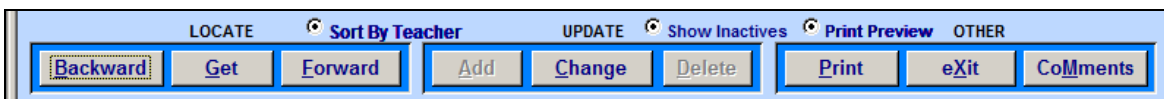
Standard ID	Subject	Mark1	Mark2	Mark3	Mark4	Valid Marks
1000	Reading	A				A,P,B,BB
1000	Reading	E				E,G,S,N

If a different **Grade Level** has been selected the first student in alphabetical order will display for that grade. If a different **Term** has been selected the cursor will hi-lite in the **Mark** column for that term when the **Change** button has been clicked with the mouse. For example, if **Term 2** is selected the cursor will display in the **Mark2** column.

## **SORT BY TEACHER**

The **Standards Based Grade Input** form automatically defaults to sort the students to display by the grade selected at the top of the form and then by student alphabetically. The teachers name displays to the right of the student name and this form can be changed to **Sort By Teacher**.

To change to **Sort By Teacher**, click the mouse on the circle to the left of **Sort By Teacher** at the bottom of the form. A **black dot** will display and the form will re-display in the order of teacher and then student order.



## **STANDARDS BASED GRADES BY TEACHER AND SUBJECT**

The **Standards Based Grades By Teacher** can be utilized to select a teacher and display the students in their class. The grades can then be updated for all **Subject Areas** and **Standards**.

From the **Standards Based Grade Reporting** form click the mouse on **Standards Based Grades By Teacher** option.

The following form will display in teacher and **Subject Area** order at the top of the form. The students enrolled for the teacher selected will also display in alphabetical order. The current marking period being utilized for grading will display in **red** under **Marking Period**.

Stu#	Last Name	First Name	Middle	Sex	Mark1	Mark2	Mark3	Mark4
000011	Albright	Jerod	Charlie	M	A			
000020	Alvarez	Lauren	Evelyn	F	B			
000027	Anagnostis	Mark	Michael	M	B			
000031	Anguiano	Tanya	Rocio	F	B			
000037	Arevalo	David	Jonathan	M				
000057	Baker	Michael	Avery	M				
000060	Balanzategui	Olivia	Sydney	F				
000062	Bandalaria	Kelcie	Stephanie	F				
000073	Benitez	Guadalupe	Monica	F				
000080	Blue	Christopher	Joseph	M				
000084	Boileau	Avery	Stephen	M				
000094	Bueneke	Louis	Daniel	M				
000102	Bustamante	Daniel	Eric	M				
000104	Butler	Javier	Freeman	M				
000106	Byl	Stephanie	Breanna	F				
000107	Calderon	Jonathan	Andrew	M				

The **Mark** column heading will also display in **red**, for example, **Mark2** column displayed above. The column displayed in **Red** indicates the **Mark** or **Term** being graded.

All marks available for grading will display on the **Valid Marks** buttons. These marks are only valid for the **Subject Area** displayed. The mark displayed in **Red** under **Valid Marks** is the active mark being utilized.

## SELECT A TEACHER

To select a teacher, click the mouse on the **Get** button at the bottom of the form. Enter the teacher's number or select from the dropdowns and click the mouse on the **OK** button. The form will now display the teacher selected and the first **Subject Area** and **Standard** located.

The students assigned to this teacher will display but only the first 12 students can be viewed. To display the remaining students, click the mouse on the **Record Arrow** at the bottom of the form to scroll through the students enrolled.

## CHANGE SUBJECT AREA AND STANDARD

To change the **Subject Area** and **Standard** for the teacher selected, click the mouse on the **Forward** or **Backward** buttons. The new **Subject Area** and **Standard** selected will now display in the **Subject Area** in the top right hand corner.

## CHANGE MARKING PERIOD

After selecting **Subject Area** and **Standard** for the teacher selected the form will display the current marking period in **Red** under **Marking Period**. Click the mouse on the **Marking Period** button selected and the new active **Marking Period** will display in **Red**.

Stu#	Last Name	First Name	Middle	Sex	Mark1	Mark2	Mark3	Mark4
000011	Albright	Jerod	Charlie	M	A	B		
000020	Alvarez	Lauren	Evelyn	F	B	B		
000027	Anagnostis	Mark	Michael	M	B			
000031	Anguiano	Tanya	Rocio	F	B			

## CHANGE VALID MARKS

Select the **Subject Area** and **Standard** for the teacher selected. The current active mark will display in **Red** under **Valid Marks**. Click the mouse on the **Valid Marks** button and the active **Valid Mark** selected will display in **Red**.

Stu#	Last Name	First Name	Middle	Sex	Mark1	Mark2	Mark3	Mark4
000011	Albright	Jerod	Charlie	M	A	B		
000020	Alvarez	Lauren	Evelyn	F	B	B		
000027	Anagnostis	Mark	Michael	M	B	BB		
000031	Anguiano	Tanya	Rocio	F	B	BB		
000037	Arevalo	David	Jonathan	M				
000057	Baker	Michael	Avery	M				
000060	Balanategui	Olivia	Sydney	F				
000062	Bandalaria	Kelcie	Stephanie	F				
000073	Benitez	Guadalupe	Monica	F				

## ENTER MARK FOR STUDENT SELECTED

To mark a student with a **Valid Mark** click the mouse on the student's name. The mark selected will display in **Red** under the **Mark** column being graded. For example, **Joshua Alfaro** displays a **Red A** next to his name under the **Mark 3** column. When his name is selected the **Mark 3** column will now display a **B**.

Stu#	Last Name	First Name	Sex	Mark1	Mark2	Mark3	Mark4
000013	Alfaro	Joshua	M	B	P	B	

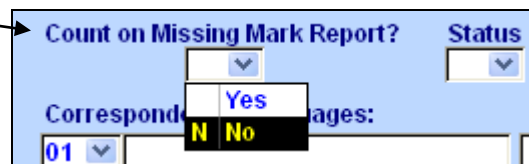
## CHANGE STUDENT WITH VALID MARK

Use the **Locate** options to select a teacher and display the **Subject Area** and **Standard** to be changed. Click the mouse on the new **Valid Mark** selected. The new active mark will display in **Red** under **Valid Marks**. Click the mouse on the **Change** button. Press **Tab** until the **Mark** field to be changed is hi-lighted and **double click** the mouse on the **Mark**. The new active **Valid Mark** selected will now display.

**NOTE:** The new valid mark can also be typed in the column instead of using the mouse.

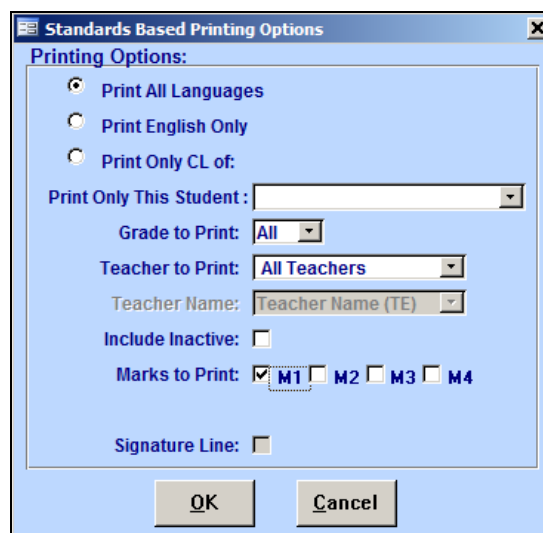
## PRINT STANDARDS BASED MISSING MARK REPORT

The **Standards Based Missing Mark** report will print a detailed listing of all students that **do not** contain a mark for all categories or standards. To exclude standards from this report enter an **N** in the **Count on Missing Mark Report?** field on the **Define/Update Standards** form.



The screenshot shows a form with a dropdown menu for 'Count on Missing Mark Report?' set to 'N'. A tooltip is visible over the 'N' option, showing 'Yes' and 'No' options. The 'Status' dropdown is also visible.

To run this report, click the mouse on the **Print Standards Based Missing Mark Report** option. The following selection box will display. Select the options for the report to be generated and click the mouse on the **OK** button.



The screenshot shows the 'Standards Based Printing Options' dialog box. It has several options: 'Print All Languages' (selected), 'Print English Only', and 'Print Only CL of:'. There are also fields for 'Print Only This Student:', 'Grade to Print: All', 'Teacher to Print: All Teachers', 'Teacher Name: Teacher Name (TE)', 'Include Inactive: [ ]', 'Marks to Print: [x] M1 [ ] M2 [ ] M3 [ ] M4', and 'Signature Line: [ ]'. 'OK' and 'Cancel' buttons are at the bottom.

The following is an example of the **Print Standards Based Missing Mark Report**. The check marks below the M1, M2, M3 and M4 are for the marking periods that are missing a mark.

Golden Eagle Elementary School					1/18/2012
2011-2012		MISSING MARK LISTING FOR - HALEY			Page 1
Stu#	Student Name	Grade	Title	Missing Mark(s):	M1 M2 M3 M4
8	Albarran, Shane I. Reading	0	Reading Reading Understands concepts about print		✓ ✓ ✓ ✓

## UPDATE ATTENDANCE TOTALS

If the **Attendance** options were selected in the **Grade Setup** the **Update Attendance Totals** option **MUST** be utilized to calculate the attendance totals prior to the report cards being generated. The calculated attendance totals will then print on the report card when generated.

From the **Standards Based Grade Reporting** form click the mouse on the **Update Attendance Totals** option. This option will calculate the attendance totals for the term selected. The following options box will display.

Select the **Term to Update** and click the mouse on the **Update Abs Totals** button. When complete a message will display and the attendance totals will now print on the report cards when generated.



**NOTE:** If more than one mark will print on the report card each Term **MUST** be updated.

## PRINT STANDARDS BASED REPORT CARDS

From the **Standards Based Grade Reporting** form click the mouse on the **Print Standards Based Report Cards** option. A selection box will display. Click the mouse on the following selections for the scanner sheets to be printed:

- **Print All Languages** - print report cards in ALL languages.
- **Print in English Only** – print report cards in English Only regardless of the Students Correspondence Language
- **Print Only CL** - print report cards in Correspondence language
- **Print Only This Student** - print report cards for Only this student
- **Grade to Print** – either print an individual grade or **All** grades
- **Teacher to Print** – print an individual teacher or **All** teachers
- **Teacher Name** – will print Teacher, Teacher Last Name/First Name or Teacher First Name/Last Name
- **Include Inactive** – include inactive students
- **Marks** – print for one or more marking periods
- **Tracks** - print for as many tracks selected
- **Signature Line** – prints Teacher Signature line for all students on the bottom right corner of the report card above the attendance totals

Click the mouse on the **OK** button. The following is a landscape **Standards Based Grade Report Card** example.

<b>Eagle Unified School District</b>		English Language Development		1st 2nd 3rd 4th	09/02/2008 to 11/07/2008	Supplemental Services	1st 2nd 3rd 4th
<b>REPORT TO PARENTS - SECOND GRADE</b>		Listening and Speaking		2 1		Title I	
Student: <u>John Avila</u>	Year: <u>2008-2009</u>	Reading		2 1		Resource Specialist Program	<input checked="" type="checkbox"/>
Teacher: <u>Kelly</u>	Grade: <u>2</u>	Writing		2 1		Speech and Language Services	<input checked="" type="checkbox"/>
School: <u>Golden Eagle Elementary School</u>	Stu #: <u>63</u>					Gifted and Talented Program	<input checked="" type="checkbox"/>
Principal: <u>Ms. Jenny Roberts</u>	BirthDate: <u>11/8/2000</u>					Other	

	Achievement	Reporting Period			
		1	2	3	4
<b>MATHEMATICS</b>	Achievement	S	S		
	Effort	0	0		
<b>Number sense</b>					
Recognizes, reads, writes numbers to 1,000		3	3		
Orders and compares numbers to 1,000		4	4		
Identifies place value (ones, tens, hundreds)		2	2		
Recalls addition facts to 20		3	3		
Recalls subtraction facts to 20		4	4		
Adds whole numbers with and without regrouping (0-999)		3	3		
Subtracts whole numbers with and without regrouping (0-999)		3	3		
Performs simple multiplication problems using objects, repeated add		2	2		
Recognizes/compares fractions (1/2, 1/3, 1/4, 1/8, 1/12)		X	X		
Determines value of money (coins, bills)		3	3		
Adds and subtracts money		4	4		
<b>Algebra and Functions</b>					
Identifies number sentence for word problem		3	3		
Recognizes and uses number properties (commutative, associative)		3	3		
<b>Measurement and Geometry</b>					
Estimates/measures and compares length		3	3		
Tells time to nearest quarter hour		4	4		
Identifies, classifies, compares 2- and 3-dimensional shapes		4	4		
Identifies symmetrical figures		3	3		
<b>Data Analysis</b>					
Organizes/displays data in graphs, charts and tables		3	2		
Finds, describes, and extends patterns		3	3		
<b>RESPONSIBILITY FOR LEARNING</b>					
Demonstrates consistent effort		3	3		
Listens attentively and follows directions		3	3		
Works independently		4	4		
Works cooperatively with peers		3	3		
Completes assignments carefully/neatly		2	2		
Completes homework		3	3		
<b>RESPONSIBILITY FOR BEHAVIOR</b>					
Interacts well with peers		4	4		
Recognizes and respects authority		3	3		
Shows consideration and respect for others		4	4		
Observes classroom rules		3	3		
Observes playground rules		3	3		

	Achievement	Reporting Period			
		1	2	3	4
<b>LANGUAGE ARTS</b>	Achievement	0	0		
	Effort	S	0		
<b>Reading</b>					
Decodes and recognizes words		3	4		
Develops vocabulary and concepts		3	3		
Reads aloud with fluency, accuracy, intonation and expression		4	4		
Uses prereading strategies		3	3		
Demonstrates literal comprehension		4	4		
Asks/answers who, what, when, where, why, how questions		3	3		
Recognizes author's purpose (fact/opinion, real/imaginary)		3	4		
Identifies literary devices (rhyme, alliteration)		3	4		
<b>Writing</b>					
Applies prewriting strategies		3	3		
Demonstrates organization and focus		4	4		
Penmanship		2	2		
Uses information resources		3	3		
Writes to purpose		4	4		
Recognizes sentence structure		3	3		
Identifies and uses correct grammar		4	4		
Identifies and uses correct punctuation		4	4		
Spells words at a second grade level		4	4		
<b>Listening and Speaking</b>					
Demonstrates listening comprehension		4	4		
Demonstrates organization in delivery of oral communication		3	3		

	Achievement	Effort	Reporting Period			
			1	2	3	4
<b>SOCIAL STUDIES</b>		Effort	0	0		
<b>SCIENCE</b>		Effort	S	S		
<b>PHYSICAL EDUCATION/HEALTH</b>		Effort	0	0		
<b>VISUAL AND PERFORMING ARTS</b>		Effort	0	0		
<b>TECHNOLOGY/COMPUTER SKILLS</b>		Effort	S	S		
<b>SUGGESTED HOME LEARNING ACTIVITIES</b>						
<b>Language Arts</b>						
Read to/with your child (ask questions)			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Listen to your child retell stories; discuss daily events			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Practice writing activities; letter writing, stories, lists.			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
<b>Mathematics</b>						
Use flash cards to practice math facts and fact families			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Practice telling time			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Create and solve word problems			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

<b>TEACHER COMMENTS</b>						
1st Quarter: John has shown good academic progress.						
2nd Quarter: John continues to make good progress. I am very pleased with the improvement in her reading and writing skills.						
Teacher Signature: _____						

<b>ATTENDANCE</b>		1	2	3	4
Days Enrolled		49	49		
Days Absent		2	1		
Days Tardy		2	1		

The following is a 2-Column Portrait **Standards Based Grade Report Card** example. It is a 2 page report card with the Attendance totals and comments on the 2<sup>nd</sup> page. The Language Information is printing.

<b>Eagle Unified School District</b>									
<b>REPORT TO PARENTS - FOURTH GRADE</b>									
Student: <u>Jerod C. Albright</u>			School: <u>Golden Eagle Elementary School</u>				Year: <u>2011-2012</u>		
Teacher: <u>Aldrich</u>			Principal: <u>Ms Jenny Roberts</u>				Grade: <u>4</u>		
State ID: <u>1234567890</u>			11/21/2011 - 01/27/2012				Promoted to grade: <u>5</u>		
BirthDate: <u>9/28/2003</u>			<b>EXPLANATION OF MARKS</b>						
<b>Achievement</b>			<b>Effort</b>			<b>Progress Toward Standard</b>			
A Advanced			E Excellent			4 Meets Standard			
P Proficient			G Good			3 Substantially Meets Standard			
B Basic			S Satisfactory			2 Approaching Standard			
BB BelowBasic			N Needs Improvement			1 Not Meeting Standard			
<b>Language Fluency Information</b>					<b>Language Fluency Information</b>				
Language Fluency - English Learner					English Classroom Eligibility - Student Has Met District Criteria				
Years in Program - 4					Services Received - English Language Development (ELD)				
Program/Instructional Setting - Structured English Immersion					CELDT 2009-2010 Proficiency: 3				
Current Language Designation - Advanced					CELDT 2008-2009 Proficiency: 3				
Language of Instruction - Spanish					CELDT 2007-2008 Proficiency: 1				

	Reporting Period					Reporting Period			
	1	2	3	4		1	2	3	4
Reading	Achievement				Math	Achievement			
	B	P	A	A		A	A	A	A
	Effort					Effort			
	G	G	S	E		E	G	G	E
<b>Word Recognition, Vocabulary, and Fluency</b>					<b>Number Sense</b>				
Reads grade level appropriate materials fluently					Uses and understands whole numbers to 1,000,000				
Determines word origins, synonyms, antonyms, idioms					Rounds and estimates to 1,000,000				
Uses knowledge of root words					Compares and orders fractions and decimals				
Interprets multiple meanings					Computes whole numbers				
<b>Reading Comprehension</b>					<b>Algebra and Functions</b>				
Understands text					Understands and uses formulas				
Literary Response and Analysis					Measurement and Geometry				

Also if the **Correspondence Language** codes for Spanish (01) is selected the **headings** on the report card will also be translated. The translations are hard coded and stored in the **usysTrans** Table. The following is a 2-Column Portrait **Standards Based Grade Report Card** example for a student with the **Correspondence Language** of Spanish (01).

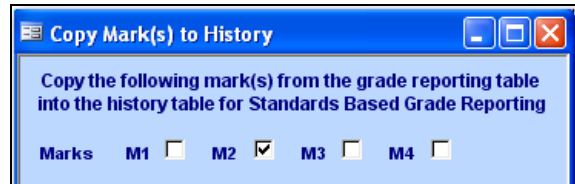
<b>Eagle Unified School District</b>									
<b>INFORME A LOS PADRES - CUARTO GRADO</b>									
E estudiante: <u>Jerod C. Albright</u>			Escuela: <u>Golden Eagle Elementary School</u>				Año: <u>2011-2012</u>		
Maestro: <u>Aldrich</u>			Principal: <u>Ms Jenny Roberts</u>				Grado: <u>4</u>		
ID Estado: <u>1234567890</u>			11/21/2011 - 01/27/2012				Promovido al Grado: <u>5</u>		
Fecha de Nacimiento: <u>9/28/2003</u>			<b>Explicación de las Marcas</b>						
<b>Logro</b>			<b>Esfuerzo</b>			<b>Progressando</b>			
A Avanzado			E Excelente			4 Cumple con las normas			
P Proficiente			G Buen			3 Logrando la norma consistentemente			
B Básico			S Satisfactorio			2 Progresando hacia la norma			
BB Bajo de básico			N Necesita mejorar			1 El progreso no es suficiente			
<b>Información de dominio del lenguaje</b>					<b>Información de dominio del lenguaje</b>				
Dominio del lenguaje - Estudiantes de Inglés					CELDT 2009-2010 Competencia: 3				
Años en el programa - 4					CELDT 2008-2009 Competencia: 3				
Programa educativo - Immersion structuro					CELDT 2007-2008 Competencia: 1				
Designación de lenguaje actual - Avanzado									
Idioma de enseñanza - Spanish									

	Período					Período			
	1	2	3	4		1	2	3	4
Lectura	Logro				Math	Logro			
	B	P	A	A		A	A	A	A
	Esfuerzo					Esfuerzo			
	G	G	S	E		E	G	G	E
<b>Word Recognition, Vocabulary, and Fluency</b>					<b>Number Sense</b>				
Reads grade level appropriate materials fluently					Uses and understands whole numbers to 1,000,000				
Determines word origins, synonyms, antonyms, idioms					Rounds and estimates to 1,000,000				
Uses knowledge of root words					Compares and orders fractions and decimals				
Interprets multiple meanings					Computes whole numbers				
<b>Reading Comprehension</b>					<b>Algebra and Functions</b>				
Understands text					Understands and uses formulas				
Literary Response and Analysis					Measurement and Geometry				

## COPY MARKS TO STANDARDS BASED GRADE HISTORY

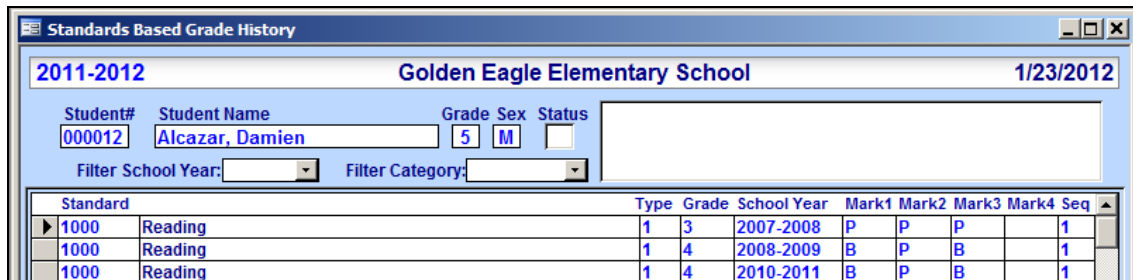
After each marking period or at the end of the school year the grade reporting table can be rolled into the grade history table and will display when printing the Elementary Transcript. From the **Standards Based Grade Reporting** form select the **Copy Marks to Standards Based Grade History** option. From the options displayed select the **Marks** to be rolled over into history. Click the mouse on the **OK** button.



A message will display. To continue click the mouse on the **Yes** button. The marks selected will be copied over to history. **Comments do not roll to history ONLY the select marks.**

## DISPLAY AND UPDATE STANDARDS BASED HISTORY

After the **Standards Based Grades** have been rolled over into history the student information can be displayed and changes can also be made. Select **Standards Based Grade History** from the **Standards Based Grade Reporting** form. The following form will display.

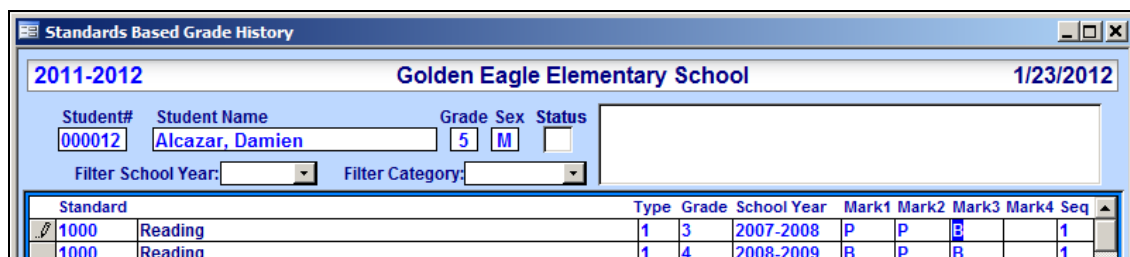


Standard	Type	Grade	School Year	Mark1	Mark2	Mark3	Mark4	Seq
1000	Reading	1	3	2007-2008	P	P	P	1
1000	Reading	1	4	2008-2009	B	P	B	1
1000	Reading	1	4	2010-2011	B	P	B	1

Use the **Locate** options to select a student and display the history that has been previously rolled over from **Standards Based Grades**. To filter the history information, click the mouse on **Filter School Year** drop down at the top right hand corner of the form. The years available to view will display. Click the mouse on the year selected and the form will filter out all other years of history. To filter out history information for a particular category, click the mouse on the **Filter Category** drop down. The only history displayed will be for the **Category** selected.

## UPDATE GRADE HISTORY FOR A PARTICULAR STUDENT

Use the **Locate** options to select a student and display the history previously rolled over from **Standards Based Grades**. Click the mouse on the **Change** button. The cursor will display under the **Marks** column for the first standard displayed. **Tab** down to the **Mark** to be updated, enter the new mark and press **Enter**. The history will now be updated.



Standard	Type	Grade	School Year	Mark1	Mark2	Mark3	Mark4	Seq
1000	Reading	1	3	2007-2008	P	B	P	1
1000	Reading	1	4	2008-2009	B	P	B	1



**NOTE:** Changes made in Standards Based Grade History WILL NOT updated Standards Based Grades.

## PRINT ELEMENTARY TRANSCRIPT

From the **Standards Based Grade Reporting** form click the mouse on the **Print Elementary Transcript** option. A selection box will display with the following **Transcript Setup** options:

- **Limit Report By** - print All transcripts or limit by Student #, Counselor or Grade
- **Print Shading** – print shading in every other column to differentiate the years
- **Use District Name** – print District name on transcript instead of school name
- **Print Contacts** - print Contacts on the transcript
- **Select Contacts** – select the Contacts to print on the transcript

After the setup is complete click the mouse on the **OK** button. The following is an example of the **Elementary Transcript**.

Golden Eagle Elementary School																												
2011-2012											Elementary Transcript		1/18/2012															
Student: 0000011 Albright, Jerald Charlie																												
Gender: M			Birthdate: 09/28/2003			Birth Place: Granada Hills, CA.																						
CSIS ID: 1234567890			ID: 99000011			Grade: 4		Teacher: 1 - Aldrich																				
Address: 5514 Sunburst Dr Eagle Rock, CA 99999																												
ELEMENTARY SCHOOL GRADES																												
School Year	2007-2008			2008-2009			2010-2011			2011-2012																		
Grade Level	1			2			3			4																		
Marks	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4												
Reading	A	A	P		B	B	B		B	B	B	A																
Language Arts	P	P	P		B	P	B		B	P	B	A																
Math	B	P	P		P	P	P		P	P	P	A																
Social Studies												A																
Science												A																
Physical Education	P	A	P		P	P	P		P	P	P	A																
Music												A																
ELEMENTARY SCHOOL HISTORY				EXPLANATION OF MARKS																								
School	Date Entered	Teacher	Gr	Leave		Achievement			Effort			Progress Toward Standard																
				Reason	Date	Gr	Marks	Gr	Marks	Gr	Marks	Gr	Marks															
990 - Golden Eagle Elementar	11/18/11	001 - Aldrich	4			K	5 5th mark	K	5 5th mark	K-6	1 Not Meeting Standard																	
990 - Golden Eagle Elementar	09/12/11	001 - Aldrich	3	Promoted		K	6 6th mark	K	6 6th mark	K-6	2 Approaching Standard																	
						K-6	A Advanced	K-6	E Excellent	K-6	3 Substantially Meets Standard																	
						K-6	B Basic	K-6	G Good	K-6	4 Meets Standard																	
						K-6	BB Below Basic	K-6	N Needs Improvement	K-1	5 5th mark																	
						K-6	P Proficient	K-6	S Satisfactory	K-1	6 6th mark																	

## ELEMENTARY WITH MASTER SCHEDULE SET UP

The **Use Standards-Based Courses (SBR)** option will allow courses to be linked with standards for pullout teachers. Once the option is checked on the **General Options** tab courses used in the Master Schedule can be linked to standards used in the Standard Based Report card.

## LINKING THE STANDARDS TO COURSES

The standards can be linked to the courses from the **Course by Standards** tab on the **Standards** form. The courses can be selected from the **Course ID** dropdown listing that displays courses from the **CRS** table.

CourseID	Course Title	Lo	Hi	N/H	Dept	Term
3008	Reading	0	6			

The courses can also be linked to the standards from the **Standards** tab on the **Course Data** form.

Standard	Title	Applies to Grades	Terms
1000	Reading	K,1,2,3,4,5,6	1,2,3,4

## CREATING THE STANDARD BASED GRADE TABLE

To create the grade table for an Elementary with Master Schedule, click the mouse on the **Create Standard Based Grade Reporting Table** button on the Standards Based Grade Reporting Cycle. Click the mouse on the **Create** button.

The screenshot shows a software window titled "Create Standards Based Grade Reporting Table". At the top, it displays "2011-2012", "Golden Eagle Elementary School", and "1/18/2012". Below this, there are two sections: "Select Starting and Ending Dates" with two columns of date pickers, and "What is the Current Mark?" with radio buttons for M1, M2, M3, and M4. A red message in the center reads "Grade Table Created for Mark 2 on 1/18/2012". At the bottom right, there are three buttons: "Create", "Update", and "eXit".

The **Create** and **Update** button are used for the following:

- **Create** is used to create the Standard Based Grade table (SBG). The "pull-out" teacher will be assigned to the standards that are associated with the course that they teach. The students' primary teacher will continue to be assigned to all standards except for those that are assigned to the pull-out course.
- **Update** is used if SBG grades were created previously with NO SBR table. Only necessary if grades were created without SBR table.