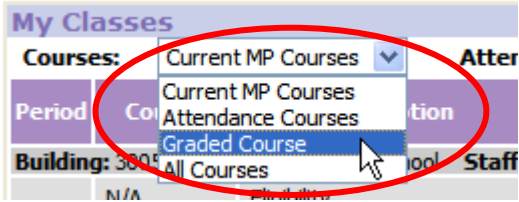


JHS REPORT CARDS

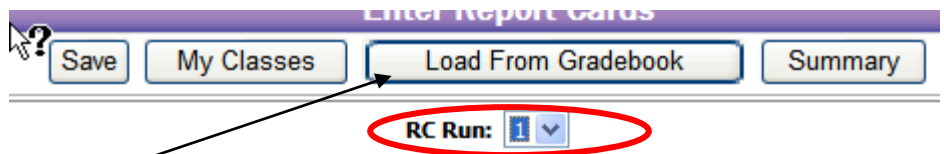
1. Log into TAC. After the last day of the trimester, the classes that are displayed for “*Current MP Courses*” view on the My Classes page, will be displaying the new trimester classes. In order to view the previous trimester courses, you must select, **ALL Courses** or **GRADED Courses** for your view on the My Classes page.



2. Click on the **RC** link for the class. This will open the Report Card entry page.

7 ENGLISH	205	A, B	T1, T2, T3	List	Att ✓	Pic ✓	Def	Score	IPR	RC
7 ENGLISH	205	A, B	T1, T2, T3	List	Att ✓	Pic ✓	Def	Score	IPR	RC
7 ENGLISH	205	A, B	T1, T2, T3	List	Att ✓	Pic ✓	Def	Score	IPR	RC

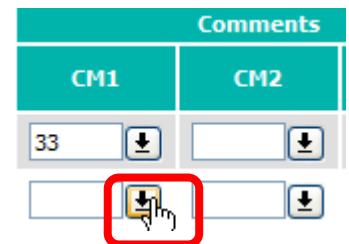
3. The RC Run area will be showing the marking period that is being evaluated. For the first report card it will display the number 1. For the second report card window the number 2 will be displayed, etc.



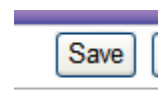
4. Click the **Load from Gradebook** button. This will take the cumulative student average from the gradebook for the entire term and convert it to a letter grade from the board adopted grading scale. You may override the loaded T grade and use an **I** (Incomplete) if necessary. If you issue an **Incomplete** for a student, you will need to follow-up with the records office when a grade is later determined. The records office must change the grade within eschool once the report card run has ended.

Student	Marks		Comments		
	T	Ovr: ✓	CM1	CM2	CM3
Michael	A	✓	15	19	
n Leigh	B	✓	25		
le	B	✓	24		

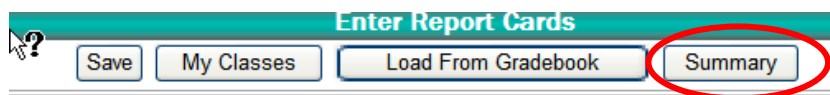
5. To add comments, click on the drop down arrow next to the CM1 cell to select from a list of preset comment codes. You may choose up to 3 comments per student. (At this time, the NOTES feature that was available in the IPR is not yet available for the RC.) The preset comments are the only comments that can be used in the report card at this time.



6. When you are finished, you must click the **SAVE** button at the top of the window. You can make changes to report cards until the teacher reporting window closes. Remember, a green check mark will appear on the My Classes page next to the **RC** link when the page has been saved for the first time.



Optional:
Creating a hard copy of grades



1. To create a hard copy of the information you entered in the RC, click the **Summary** button at the top of the window. This will display a print preview of the saved info from the RC window.
2. If you would like the numeric scores to display alongside the letter grades, click on **Show Numeric Scores** button at the top of the window and both the letter grade and numeric score will display. Click the **Print** button to print a hard copy.



	Michael	07	C+ (79.04)
	n Leigh	07	C+ (78.83)
	ole	07	C- (72.19)
	Alexander	07	C- (73.23)
		07	B+ (88.79)

3. You can then click on the **My Classes** button to move back to the homepage. When you return to the **My Classes** page you will see a green check mark next to the RC link indicating that you have saved your report card info for that class.



Please note that until the report card process is completed by the records office, teachers will have to manually switch the RC run field to **RC Run: 2** in order to get to their class grade books for trimester 2 and then again from trimester 2 to 3. Once the report card process is complete, the default view for teacher's grade books will be switched from RC Run 1 to RC Run 2 so that teachers do not have to manually switch this setting when going into their attendance roster and grade book. After this setting is switched, teachers can view previous trimester grade books, but cannot alter any grades within it. Any grade changes after that point will have to be completed by the records office.

