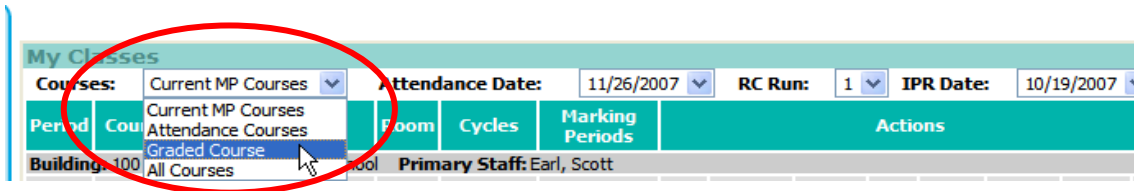


SHS REPORT CARDS

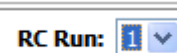
1. Log into TAC. After the last day of the trimester, the classes that are displayed in “*Current MP Courses*” view on the **My Classes** page, will be displaying the new trimester classes. In order to view the previous trimester courses, you must select, **ALL Courses** or **GRADED Courses** for your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



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

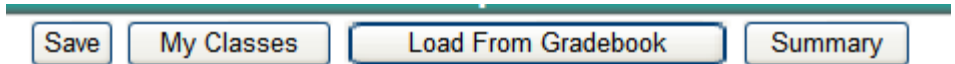
Period	Cou	Room	Cycles	Marking Periods	Actions
1	0240 - 1 AP COLLEGE ENGLISH A	G-4	M, T, W, R, F	T1	List Att ✓ Pic ✓ Def Score IPR RC -
2	0240 - 2 AP COLLEGE ENGLISH A	G-4	M, T, W, R, F	T1	List Att ✓ Pic ✓ Def Score IPR RC -
3	0181 - 1 PROGRAMMED ENGLISH 11A	G-4	M, T, W, R, F	T1	List Att All P Pic Def 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. **Enter Exam grades.** The second column of the RC window is a column for a numeric exam grade to be entered. You must enter *percentages* for exam scores. You may use an **X** to exempt a student from taking an exam. When the TM1 grade is calculated, that **X** score is not counted in the final average.

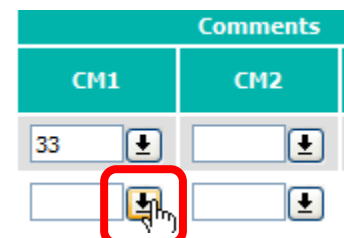
5. After exam scores have been entered. Click the **Load from Gradebook** button. This will take the cumulative student average from the gradebook for the entire term and convert it to a letter grade from the board adopted grading scale. At the same time, the TM1 letter grade will be auto-calculated. 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 Mary Jo when a grade is later determined. She must change the grade within eschool once the report card run has ended.



6. When grades are loaded from the gradebook, the TM1 grade is automatically calculated at 80% (course grade) and 20% (exam). If an exam grade needs to be changed after you have loaded grades from gradebook, you can load from gradebook as many times as necessary to re-calculate TM1 grades. If you change an exam grade but do not click **load from gradebook** button again, the TM1 grade *will not change*. ***The **Load from Gradebook** button is the trigger to perform the 80/20 calculation within TAC. (If you type in a letter grade to override a loaded grade, you must delete the typed grade, uncheck the override box and save. You can then re-load from the gradebook to get the letter grade re-calculated.)

T	EXM	TM1
B [↓] Ovr: <input type="checkbox"/>	98 [↓] Ovr: <input checked="" type="checkbox"/>	B [↓] Ovr: <input type="checkbox"/>
B [↓] Ovr: <input type="checkbox"/>	88 [↓] Ovr: <input checked="" type="checkbox"/>	B [↓] Ovr: <input type="checkbox"/>
A [↓] Ovr: <input type="checkbox"/>	75 [↓] Ovr: <input checked="" type="checkbox"/>	A [↓] Ovr: <input type="checkbox"/>

7. 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. The preset comments are the only comments that can be used in the report card at this time.



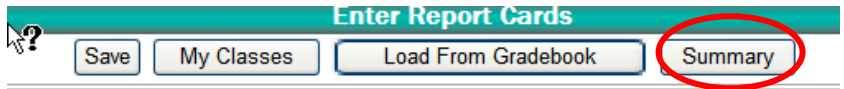
8. When you are finished, you must click the **SAVE** button at the top of the window. You can make changes to report cards until the teacher reporting window closes. Remember, a green check mark will appear on the **My Classes** page next to the **RC** link when the page has been saved for the first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



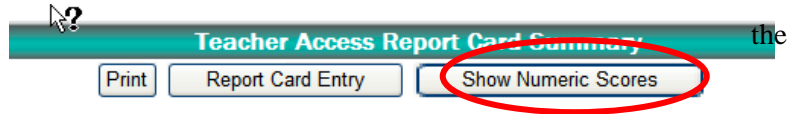
Optional

To create a hard copy of grades:

9. 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 RC window.



10. If you would like the numeric scores to display along side 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.



11. 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.



Marks				Absences				
T1		Yearly	Y1		Yearly	Year-To-Date		
T	EXM	TM1	A	T	A	T	AYR	TYR
B (86.29)	89	B (85.80)	0	1			0	1
B (89.45)	96	B (87.20)	0	0			0	0
A (91.33)	56	B (87.20)	1	0			1	0
A (90.97)	88	A (93.60)	1	0			1	0

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. 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 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.

