

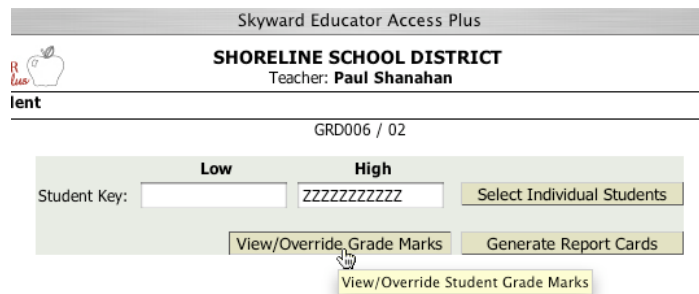
Electronic Report Card Directions

In case you've misplaced the directions sheet that Nina handed out, here are the directions again, with screenshots. *Please use the Firefox browser, especially if you want to print all of your report cards at one time.*

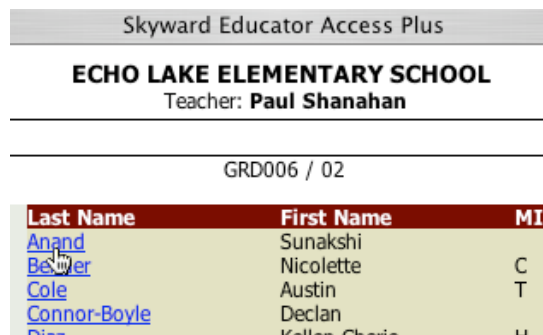
1. Login to the Student Information System, like you normally do for attendance. The website can be found on the district site: <http://www.shorelineschools.org/sis>.
2. Click on "Customized K-6 Report Cards" link found towards the bottom center of the screen.



3. Click on "View/Override Grade Marks."



4. Select a student.



5. Click on “Set Default Grade Mark” to have a “3” entered for every grade. Be sure that you change to an asterisk the grade for any skills that have not been taught or for which you do not have enough assignments/scores.



6. Enter grades into the “Final Grade” column.

Apply Power Law Formula Accept Power Law Grade Save Final Grades
 Set Default Grade Mark Generate Report Card

Last Name	First Name	MI	Grad Year	PL Grade	Final Grade
Anand	Sunakshi		2012		
SUBJECT: Applied Learning Skills					
Collaboration Skills: Participates actively and appropriately, works with others to achieve a shared goal, interacts positively and respectfully				<input type="checkbox"/>	*
Communication Skills: Speaks effectively in front of a group, asks necessary and relevant questions				<input type="checkbox"/>	*
Communication Skills: Listens attentively to gain understanding				<input type="checkbox"/>	*
Problem Solving Skills: Identifies problems and plans what to do, uses different strategies, solves problems effectively, evaluates progress and results				<input type="checkbox"/>	*
Self-Management Skills: Prepares materials, ready to learn, organizes workplace, works independently, uses time productively				<input type="checkbox"/>	*
Technology & Information Skills: Understands and applies technology skills, gathers/uses a variety of information sources				<input type="checkbox"/>	*
SUBJECT: Personal Growth					

7. Once you are finished entering grades, click on “Save Final Grades.” You can continue to edit grades even after you have saved.



8. Click on “Generate Report Card” to view and print the report card for that student or click on the “Back” button to the Report Card/Select Student page and click on “Generate Report Cards” to view and print all report cards.

Student Key: ZZZZZZZZZZ Select Individual Students
 View/Override Grade Marks Generate Report Cards
 Generate/Preview Student Report Cards

9. The report cards will be assembled into one PDF file automatically. It may take a minute or so. Firefox will ask you what you would like to do with the file. You can either open it in Preview or save it to view and print later. Before you print the report cards, make sure that under File > Page Setup you have set the paper size to “US Legal” and the orientation to landscape and that there is the legal-size paper in the laser printer.

