STI Elementary Report Cards

****(Posting will be turned on at the first teacher's request –
please have your building principal contact Peggy)**

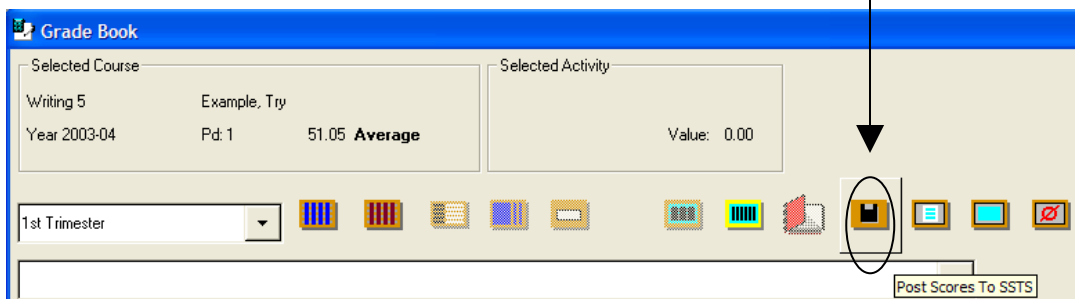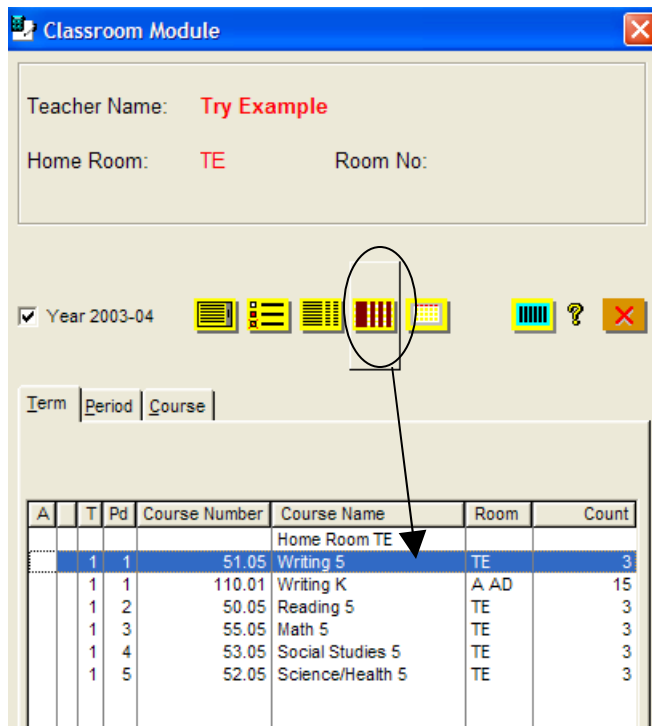*How about a Rap to remember the steps?*

Post

        Post

                Comment

                        Print

1. ***Post* by clicking on <u>each subject</u> from the Teacher Gradebook red icon and clicking on the icon that looks like a floppy disk.**

2. ***Post*** <u>**each subject**</u> **area's skill marks to the system by clicking on the green skills icon and then click on the post marks icon that looks like a floppy disk.**

***Do note that the first column in every skill area is reserved for the "Grade is below grade Level. Before you post with the icon, do you have students who need to have an X in that column? Double click the white space in that column for that student and use the pull down menu to select an X.

You will get another screen that pops up. You will need to highlight the skills by clicking on them (do all of them whether they have marks or not) and then click the POST button.
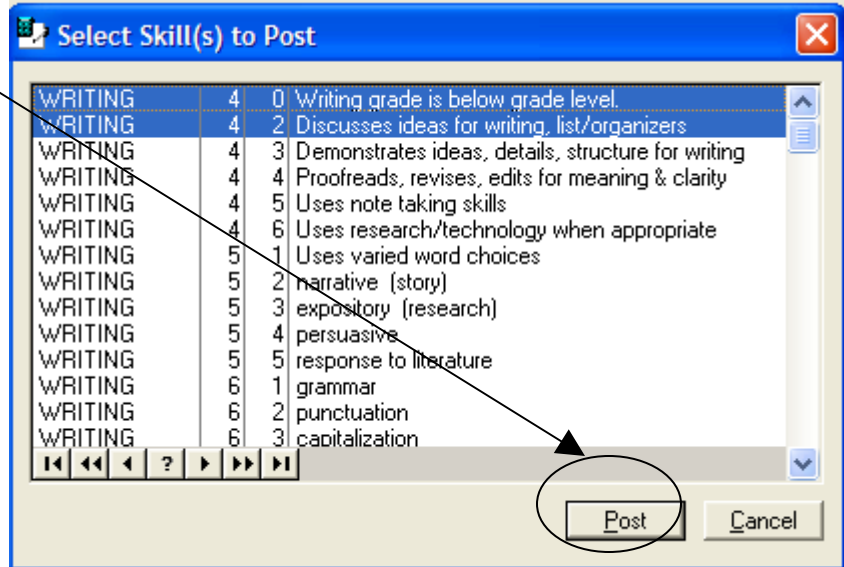
Another window will popup that warns you that you are about to post skills. Click OK.
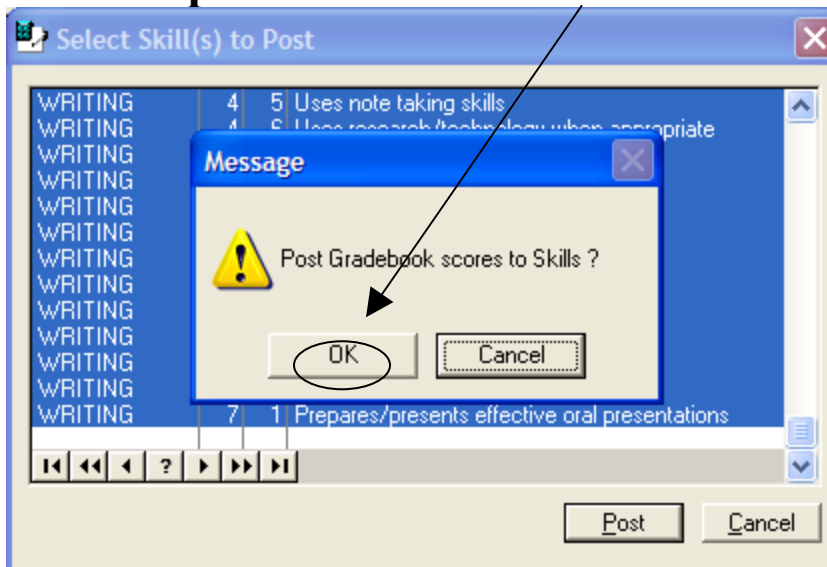
You should have posted gradebook marks and skill marks for each subject before you go any farther.

3. Comments (Lifelong Guidelines/Lifeskills or other comments) are done by clicking on a subject area and then by clicking on the manual grade entry button from the teacher's desktop.
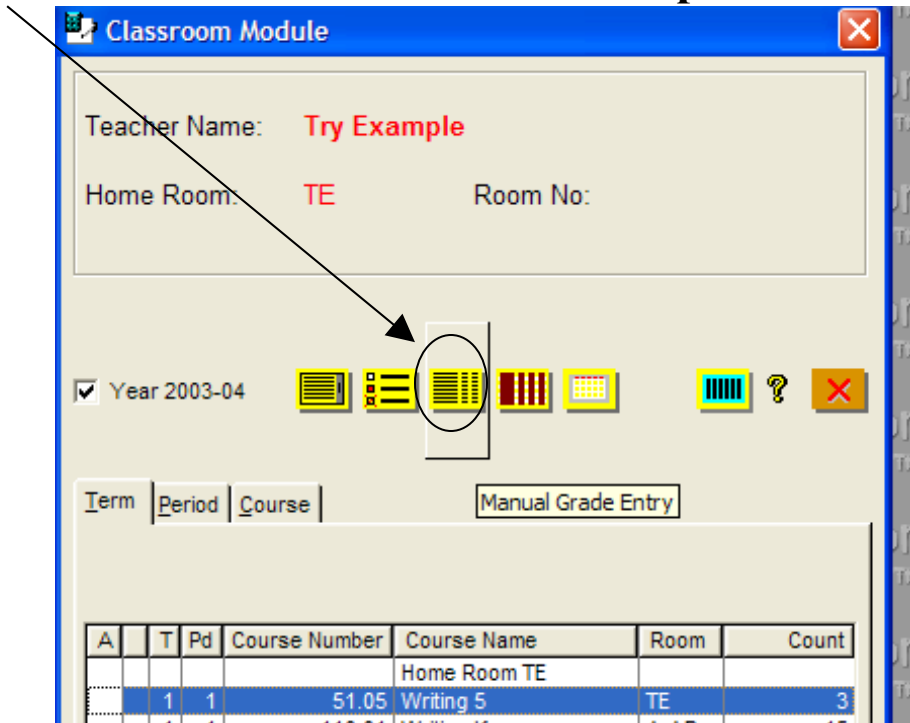
You will see a new screen. You can cycle through your entire class by clicking on the cycle button or just click a student you wish to make a comment on.
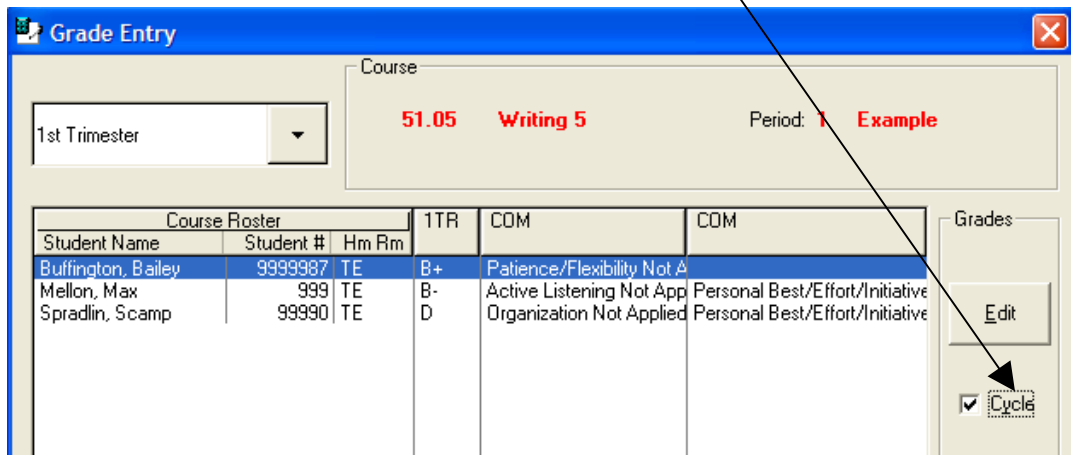
Now click on the Edit button. You will get a screen that allows you to override the grade, enter Lifelong Guidelines/Lifeskills or other comments you wish to make. Click on save. If you hit the cycle button earlier you will go to the next student.

After the last student's comments have been saved, you will go back to the edit screen. Click on the "close the door button."
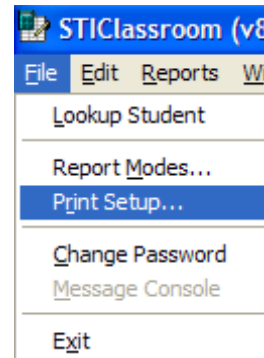
You can do comments for every subject area if you desire.

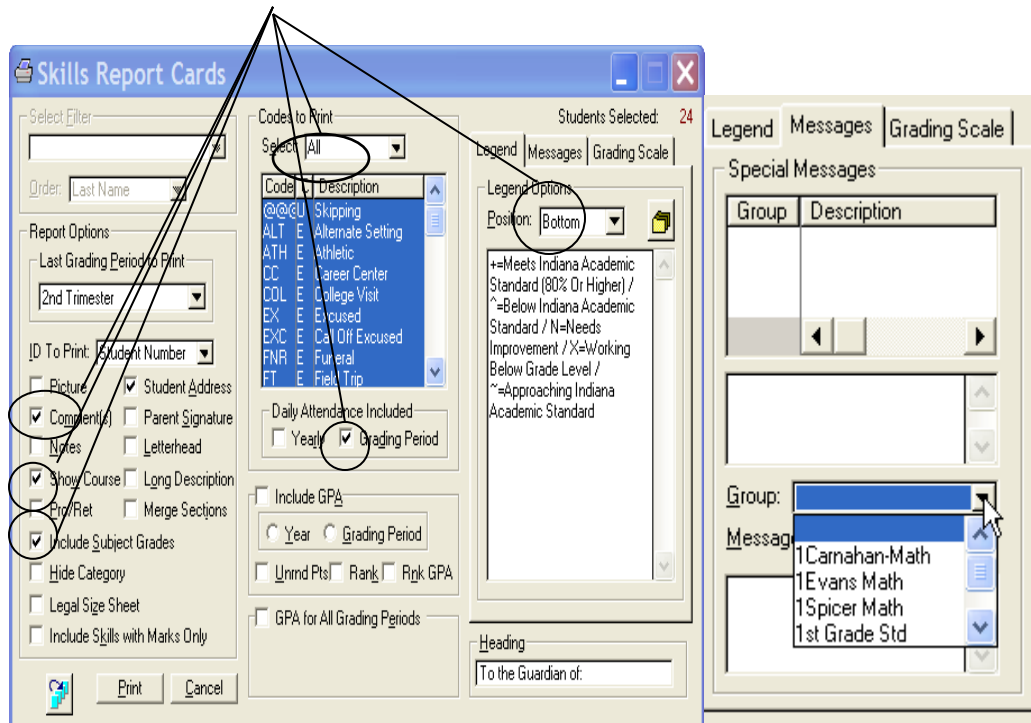**4. Printing is done by clicking on the green skills button from the teacher's desktop.**

Classroom Module

Teacher Name: Try Example

Home Room: TE   Room No:

☑ Year 2003-04

Term | Period | Course

A		T	Pd	Course Number	Course Name	Room	Count
					Home Room TE		
		1	1	51.05	Writing 5	TE	3
		1	1	110.01	Writing K	A AD	15
		1	2	50.05	Reading 5	TE	3
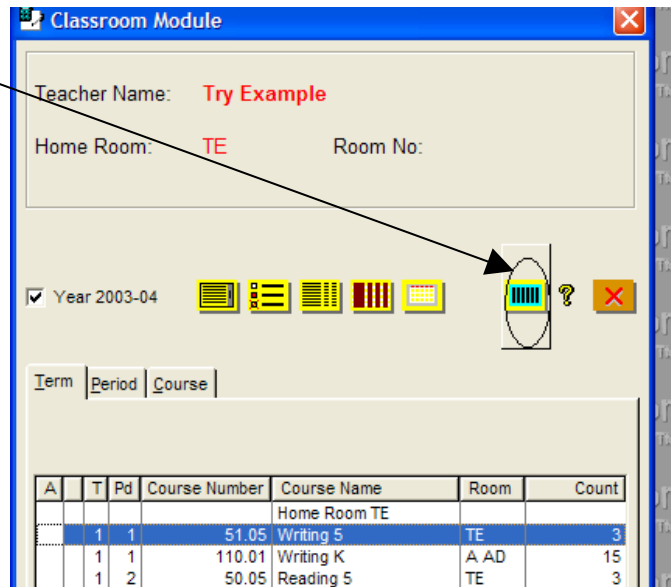
Go to the File menu and choose Print Setup. Choose the new printer.

STIClassroom (v8

File   Edit   Reports   Wi
  Lookup Student
  Report Modes...
  Print Setup...
  Change Password
  Message Console
  Exit

Once you are in a subject area you will go to the File menu, go to Reports, and choose "Report Cards for All Classes (All Students) to do the printing.

STIClassroom (v8.0) - Joan Martin Elem. Test

File   Edit   Reports   Window   Help
        Report Cards for this Class (All Students)
        Report Cards for All Classes (All Students)

Selected Course   Select

Writing 5   Example, Try

Year 2003-04   Period: 1   51.05

1st Trimester   ▼   View: Marks

	Student Name	Number	WRITING	WRITING	WRITIN
			Writing gra	Discusses i	Demons
1	Buffington, Bailey	9999987		+	+
2	Mellon, Max	999		~	~
3	Spradlin, Scamp	99990	X	^	^

(Comment, Show Course, Include Subject Grades, Grading Period Attendance, And Legend)

Click print.

You are done! Congratulations – go get your report cards from the printer.

Bonus
If your secretary has groups set up (not Homerooms), you can send a special message to your group before you hit the print button.

Choose your group from the drop down menu, type the message, and click the ellipsis button for it to work. It will show up on every report card.

Example Message: Reading Goal – Read for 20 minutes every night.
Writing Goal – Write in your Writer's Notebook regularly.
Math Goal – Practice facts.