

ReportWriter

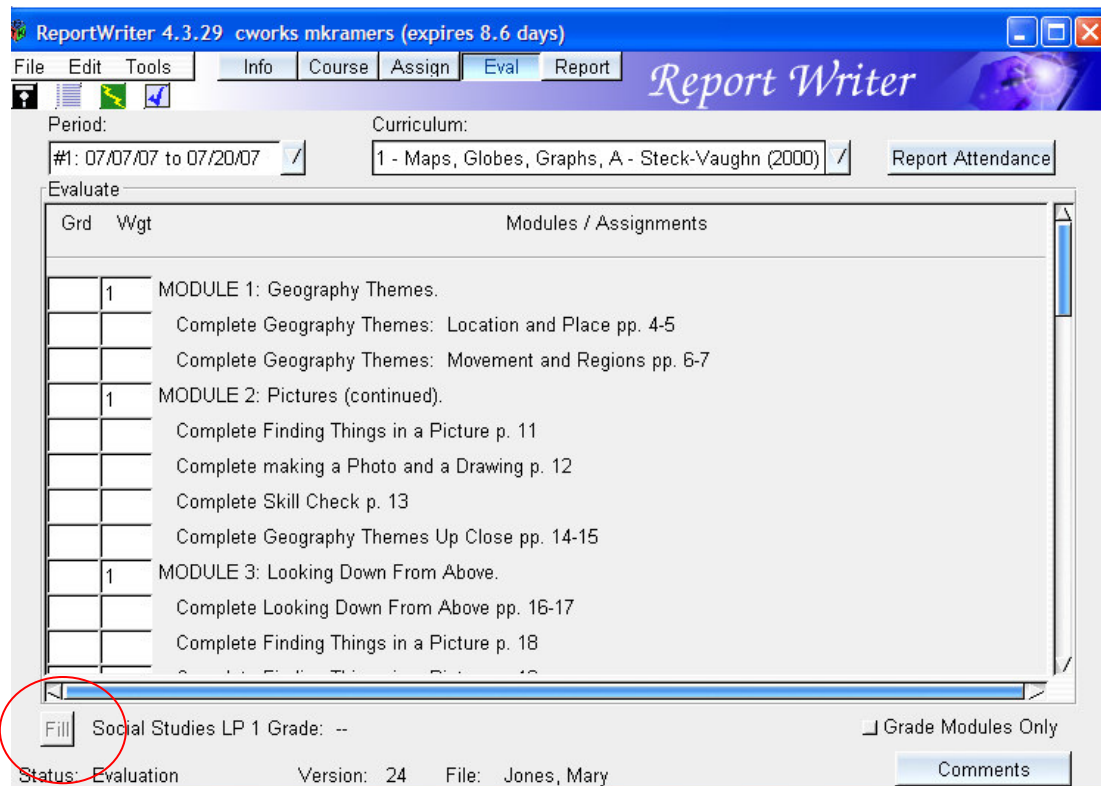
Entering Grades and Report Cards

ReportWriter has two places to work on grades. The first section is the EVAL tab. This is the area you use on a monthly (learning period) basis. At the end of the semester (or when a student exits the school), you create a report card.

1. EVAL

To grade the assignments you gave your students:

- Click on the **Eval** tab
- Click on the **Learning Period** you want to work in.
- Click on the **Curriculum** you wish to evaluate
- When the **Evaluation** page pops up you can choose to evaluate the Module – or – each assignment within the Module.



- If you just want to grade the modules and not each assignment within a module, click on the

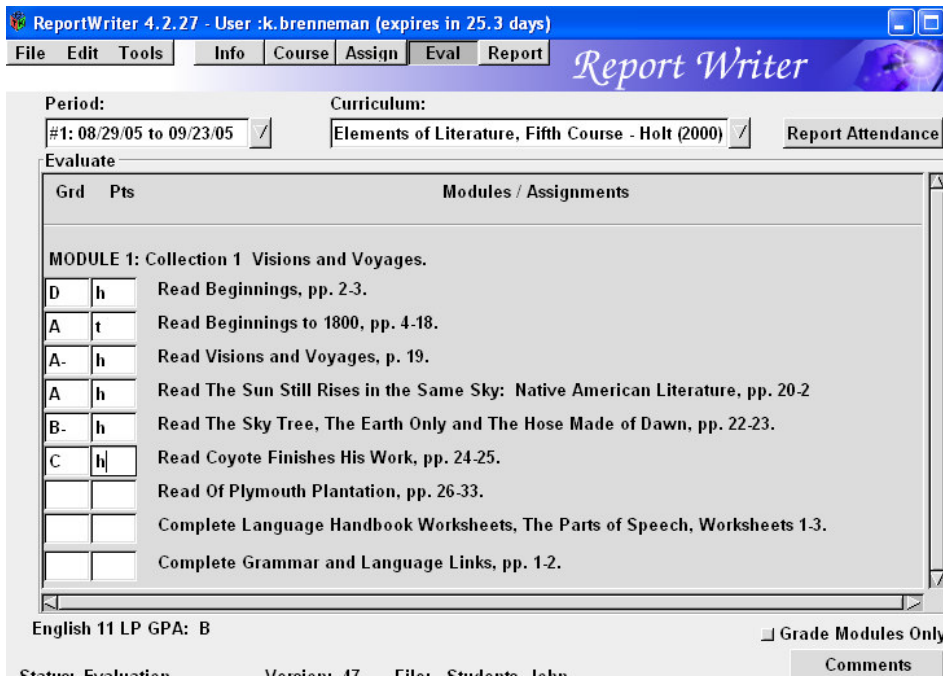
Grade Modules Only

on the bottom right corner. Then you can enter a grade in the first module and click on the **Fill** button(see above circle) so all modules have the same grade instantly.

- You can grade by Letter Grade, Percentage Grade, 1, 2, 3, 4, or Descriptive Grade (O, S, N for Outstanding, Satisfactory, Needs Improvement or P/F for Pass/Fail)
- Grades go in the first column
- Weights go in the second column
 - All assignments have an automatic one. If this is left as is, each assignment will be weighted equally.
 - Weighted Points go in the second column. You need to tell the program what you are weighting each assignment so the GPA comes out correctly. A test might be weighted twice as much as a daily assignment.
 - If you want each module or assignment to be weighted the same, just make sure you put the same number in the second column for each module. It can be 1 or 100. The program defaults to 1 so all assignments are weighted the same.
- You can add comments to your reports by clicking on the Comments button. This allows you to add your own personalized comments or pick from our “canned” comments.

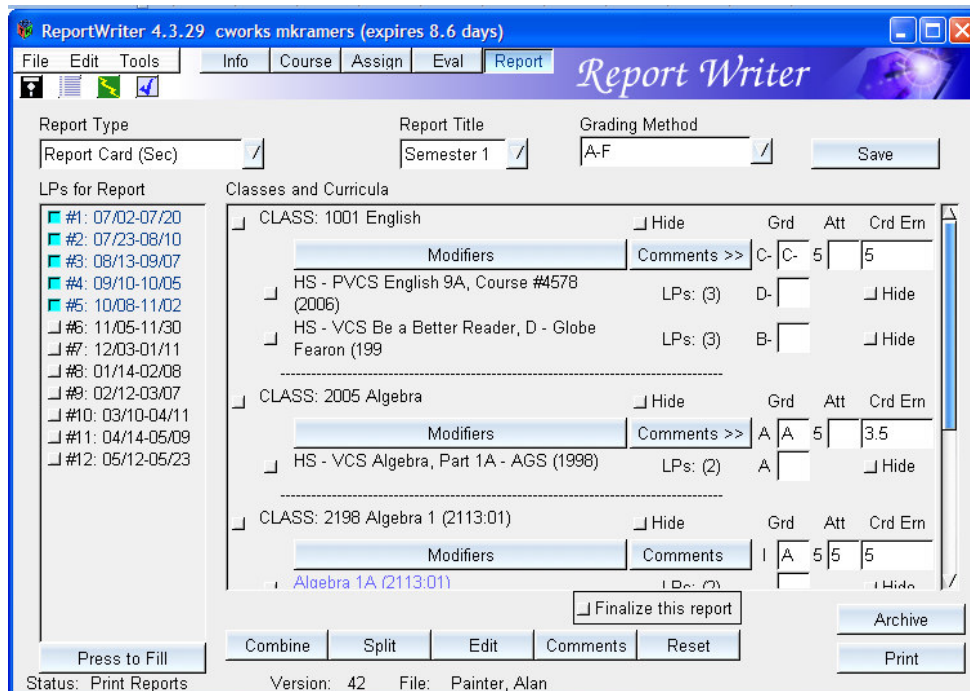
If using the GROUP TYPED ASSIGNMENTS:

If you are grading by GROUPING, when you use EVAL you will enter the grade as you always have with the exception of entering the code. See the view below to see how the codes are used. This will tell the program how much weight to give each assignment. The grades will automatically be averaged according to the codes you entered when you designated the texts on the COURSE tab.



The basics of Report Cards are the same for Primary (usually grades K-8) or Secondary (usually grades 9-12). The Secondary Report Cards just include credits.

- Click on the time frame, called **Report Title**, you want to report on. For example: **Semester 1**
- Choose the **Grading Method** if you want all grades to print out in a uniform method (Ex: all A's, B's, and C's). If you want high school report cards to be imported into SP SIS, choose A-F.
- Choose the learning periods you want this Report Card to reflect.
- You'll see all your CLASSES with the texts you used for assignments under the CLASS title.



- **Grades:** Grades are automatically calculated if you have been keeping up with them in the **Eval** tab. At this time you have the option to **override** these grades.
 - Change any grades in the open field box to the right of the grade shown.
 - If High School, credits will show from what you set up in the COURSE tab. Change any *credits attempted* in the open field box to the right of the CA box.
 - Add the *credits earned* in the open Crd Ern box.
- **Comments:** You can add comments per CLASS or general comments to the bottom of the report. An example might be “[I enjoy working with Sarah. She is a conscientious student.](#)”
- **Print:** Click on **Print** to preview and/or print this report.
- **Save:** Save the file to retain a copy in ReportWriter. To **Save** any report to your hard drive begin by clicking on the **Print** button. When the PDF file of your report comes up, click on the save icon that looks like a little Floppy A-Drive Disk. Choose what file you want to save this report in and name it.
- **Finalize:** When you click on the finalize button, the Report Card is ready to be sent to transcripts in SP SIS. When you have finished working with the Report Card, click finalize and complete a synch (you can skip the courses) and the classes, grades, and credits will be ready for Admin to import into transcripts. Once a report card has been finalized, it greys out. To change a report card, you must click on the finalize button to un-finalize it. Don't forget to re-finalize the report card and complete a synch.

Other Report Card Features:

- **EDIT** - To change the name of a CLASS: Click on the box to the left of the CLASS name. Click on the EDIT button (bottom of page). Rename the CLASS and click **SET**.
- **HIDE** - To Hide a textbook: If you have created several Master Agreements for this student throughout the semester, or if you designated some textbooks you don't want to use, click the **Hide** button to the left of the text you don't want to be included in the grade calculation. It will go light gray.
- **HIDE** - To Hide a CLASS: If the program shows a CLASS you no longer want visible on the Report Card, click the **Hide** button to the far right of the CLASS.
- How many LP's did I assign this textbook?: To the right of the name of a textbook, you can see how many Learning Periods this curriculum was assigned - **LPs: (5)**.
- **COMBINE** - You have two or more curricula (textbooks) you want to combine for one CLASS: If you assigned two curricula with *different* CLASS TITLES but now want to combine them for one grade, do the following:
 - Click on the CLASS button you want the two curricula to be under.
 - Find the other textbook you want to combine with the CLASS title.
 - Click on the button to the left of this text title.
 - Click **Combine**. This will combine the two texts under the CLASS name and make the grades average from the two curricula.
- **SPLIT** - If you want to split out two pieces of curricula: Let's use the following example - you have two textbooks, text A and text B, under the CLASS title Basket Weaving.
 - Click on the box to the left of the CLASS named *Basket Weaving*.
 - Click on the EDIT button (bottom of page).
 - Rename the CLASS *Underwater Basket Weaving* and click **SET**.
 - Click on the box next to the curricula you want to slit off (say, Text B)
 - Click **SPLIT**. Text A will stay with *Basket Weaving* and Text B will go under *Underwater Basket Weaving*.
- **RESET** - This will take the report card back to it's original settings before you did any changes or overrides.