

CMS- Instructors Report Cards Please remember these important facts when working in the SIS. The SIS currently enables two menu styles, Classic and Modern. These Manuals are constructed with the Modern Menu in mind. If using Classic, the locations of certain procedures may vary.

### Go to the CMS to find your list of classes

You will arrive at your list of current and past classes. You may have to scroll down to find all the past classes Step 1. Click on the Report Card icon to enter report card grades

Step 2. Entering marks • If grades are not coming over from the grade book, you will see a red warning at the top of the page. Manually enter the final report grade in the "Override" column. If the grade is coming over from the gradebook, you can also override to change the report card grade • Use the color legend to navigate the page

- Credits Attempted can also be overridden if student didn't attempt all credits posted • Enter Credits Earned for all students using the button at the bottom of the page manually per student

- Hide the Report Card if the student will not receive a grade in this subject. Uncheck to unhide a student that is grayed out if you want a grade to be reported for him/her • Enter a comment by hand or use the canned comments in the system by clicking in the hide comment square (optional) Step 3. SAVE

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