cms, classroom based, cb teacher essential, report cards

CMS - Report Cards

To access your classes and their report cards, go to **Teachers > CMS - Classroom Management**, and then click on the **CMS - Classroom Management** link

You will arrive at your list of current and past classes. You may have to scroll down to find all the past classes

Classic Report Cards

1. Click on the yellow Report Card icon to enter report card grades.
2. Enter 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)
3. SAVE

Alternative Report Cards

For teachers who would like to enter ALL class grades for their students of record, you can now use the Alternate Report Card

1. Go to your class list as instructed at the beginning of this article.\
2. Choose the turquoise face icon
3. Choose the correct Reporting Period (E.G. Semester 1 or 2) and click View Alt RC
4. You will get a roster of students on record for your attendance class. There is a color key that specifies the status of the student and his/her grades
5. Enter your grades and comments.
6. Optionally, you can choose to hide classes with no weeks/ credits. Click the box Hidden by class, teacher, or Hide All
7. SAVE the page when you have entered all grades/comments

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