

PLS Report Cards Part 1: For Single Report Card Access: Teacher Pages>Student Roster As you use your grade books in the PLS, the Report Cards are constantly updating. 1. Choose the reporting period you want to work with. Click UPDATE. 2. Find the student you want to work with and click on the REPORTS button. 3. Choose either the Report Card or the Rubric Report Card. You can use both. 1. Report Card *If class information was not set to show on the report card when you created the class/course, it will not show here on the RC. Check your PLS/LC Class settings by editing the class See views of High School and Elementary Report Cards below. 1. Credits and grades - if your student is in high school they will probably be earning credit for their courses. Presets will show in the credits attempted column. If you are using the grade book, the computed grades will show in the Calc Grade column. You can override credits attempted or grades calculated. 2. Alt Info column is set by the school. It's used for things like citizenship marks or effort. The column can be retitled to match the school's use. If the school does not use an effort or citizenship mark, the column is hidden. 3. Hide Class: if the class was originally given to the student but then dropped, it can be hidden from the printout. 4. Comments: add comments if desired for each individual class and/or in the general comments at the bottom of the page. 5. Finalize the report card. This allows the report card to be imported into transcripts by the office. It also allows data to be imported to CALPADS reporting. If a change needs to be made to a finalized report card, the finalization must be unchecked, data changed, and resaved. You must SAVE ALL after you click the finalize button! You can only print finalized report cards. High School View Elementary View 2. Rubric Report Cards Some schools use rubric report cards and standard report cards. You can change the tab at the top to move over to the rubric report card or go directly to rubrics from the student roster page. 1. Rubric marks can be entered one-by-one or "filled in" by entering the most used mark at the top and then completed for all areas by clicking the Fill All Empty button. 2. Tabbing moves you down the column to enter a mark for the next item. 3. SAVE You can PRINT from the rubric page or the report card page. Add mark here, then click Fill All Empty above. Part 2: For Multiple Student Report Card Access: Teacher Pages>RW/PLS Oversight>PLS Review Report Cards. Choose your settings by the blue arrows then click Update Student List Choose the students you want to work with (can Select All) by clicking to the left of their name then click to Review Report Cards. You will now be able to work on all checked student's report cards. Save Often!! Finalize and save each report card or once at the bottom of the page. Report cards must be finalized to report data to CALPADS!!

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