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# **Customization of Report Cards, Progress Reports, and Rubrics**

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This manual will show users how to customize report cards / progress reports to meet the needs of various school models. Within this area users can create Classic Reports Cards, Rubric Style Report Cards, Progress Reports, and combined Classic/Rubric report cards.

To begin the customization process go to **Admin > Transcripts > Transcript/Report Cards**. Working in this area requires permissions to be set for user.



The area you will be working in is "Report Card Settings" which you can access through the links or tabs.

# A. ARE THE "SCHOOL TYPES" SET-UP FOR YOUR SCHOOL?

It is important to make sure that there are "School Types" set-up in your school as this area affects graduation requirements, grade weights, course modifiers, and how grades can are posted in report cards. Make sure School Type(s) are set-up as the templates will be attached to School type once it is created.

To verify that School Types are set up for your school:

Click on "Set Transcript Credit Requirements"

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ementary Tk-5 Hole 2 d a new graduation type			
per l'oreal requirements la Diemenfary TI-3 per l'oreal requirements la Diemenfary TI-3	Hide	Report Sequence 🖾	General Education
Hide 🖬			8
Language Arts	0	1	8
Mathematics		2	0
Social Studies		3	8
Science	8	4	0
Art	0	5	0
Musie		8	8
Technology	0	7	8
P8	8	8	8
Eastern	0	9	0

- 3. Click on the name of the School Type (Example: "Elementary TK-8")
- 4. If needed, you have the ability to create separate and distinct templates for:
  - Report Card
  - Progress Report (based on a "Progress Report Sub Period")
  - **Withdrawal Progress Report** (based on a "Progress Report Sub Period") This allows you to have different information on each report.
- 5. Choose ONE of the following:

**Option 1**: Once you create templates, attach under the **Default** location using the appropriate drop down box and click SAVE. Templates already in use will be populated in the Default location.



**Option 2: \*NEW\* Ability to create a TEMPLATE per grade level for a single school** 

**Type** – For example, students enrolled in the TK-8 Grad Type, you can create a unique report card template for each individual grade and attach it to the appropriate grade level.

# B. HOW DO I CREATE A REPORT CARD, PROGRESS REPORT, WITHDRAWAL TEMPLATE (RC Type)?

- 1. Click on the "RC Types" tab
- 2. Choose "Create new report card template" to create new RC Type OR to edit an existing template, by selecting the name of template from the drop down box.
- 3. If you are creating separate templates for Report Card, Progress Report, and Withdrawal Report, make sure clearly label the templates. Example: High School Progress Report template should be clearly labeled with HSPR so the RC Type name will be "sis\_reprcHSPR"



- 4. Scroll down and select the settings to customize the look of the template
- 5. "Save Template" or "Save Template and Print Preview"
- 6. Once the rubric, rubric key, and comments have been created you will return to the template and attach appropriate items to the template.
- 7. \*NEW\* Ability to create rubric sets per grade level within one report card template (rctype).

Settings for report card templat	e: <i>sis_reprck8</i>	3	
School types using this template School types are defined at Set Transcript Options and Credit Requirements	TK-5 TK (Default) KN (Default) 01 (Default) 02 (Default) 03 (Default) 04 (Default) 05 (Default)		
2. Comment set	- None •		
3. Rubrics set	Crede	a Laurat	Publica fat
	Grade	Default	Rubnos Set
		TK	
		KN	
		01	
		01	•
		02	· ·
		03	•
		04	· ·
		05	•
4. Homeroom rubrics set	None		*
5. Rubrics keys set	Meets/Exceeds		۲

For example, if you have students enrolled in the K-5 School Type, you would create one K-5 Report Card Template, and within that template you can attach a rubric set that is unique to each grade level. You no longer have to create multiple school types per grade level to use grade specific rubrics.

8. **IMPORTANT** - When you set up a new template make sure to set the acceptable grading marks per template under the **GPA Scales & Marks** 

Start	Credits	Mods Mod	is & Marks	GPA Types	GPA Scales &	Marks	rans Codes	Mods to Classes	Class Rank	RC Types RC	Lockouts R	lubrics Key	s Comments
Trans	Transcript Class Mark Values												
		GPA Scale:	GPA Scale:			sis_reprc912	sis_reprcHSPR	sis_reprcHSWithdrawal	sis_reprck8	sis_reprcK8withdrawal	sis_reprcmiddle	sis_reprcMSPR	sis_repromswithdrawal
Select	Class Mark	Unweighted	Weighted	SKIP GPA	skip creats								
•	а	4	5										
•	a-	4	5										
0	a+	4	5										
0	b	3	4					2		2		2	2

## C. WHAT IS THE PURPOSE OF "RC LOCKOUTS"?

You can lock teachers out of the report card area for a specific reporting period as of a certain date so grades cannot be changed once RC's are submitted.



1. Choose the Reporting Period and click SHOW. Set the date for each report card type then SAVE CHANGES. Once set, only administration has the ability (set permissions) to change a report card/rubric grade.

Edit the lockout-dates for which school period?									
2016 - 2017: Track A: Quarte	r 1 (08/29/2016 - 11/01	1/2016)							
2016 - 2017: Track A: Quarter 1 (08/29/2016 - 11/01/2016)									
RC Type Lockout Date									
sis_reprcmiddle									
sis_reprcHSWithdrawal									
sis_reprcK8withdrawal									
sis_reprcmswithdrawal									
sis_reprc912									
sis_reprck8									
sis_reprcHSPR									
sis_reprcMSPR	sis_reprcMSPR								
	Save Changes								

#### **D. CREATING RUBRICS**

5/9

1. Select "Add New Rubric Set"

	Start	Credits	Mods	Mods & Marks	GPA Types	GPA Scales & Marks	Trans Codes	Mods to Classes	Class Rank	RC Types	RC Lockouts	Rubrics	Keys	Comments
	Defe	Dub	rie Ce	**										
	реш	ie Rub	DIC SE	:15										
	🌖 Add	New Rubr	ric Set 🤇											
	🕨 4th	grade rub	ric Comm	on Core										
	6-8	Rubric Se	t											
	🕨 8th	Grade Tes	sts											
	🕨 св	izenship Re	equiremen	t										
2.	Title	your	Rubr	ic										
	Start	Credits	Mods	Mods & Marks	GPA Types	GPA Scales & Marks	Trans Codes	Mods to Classes	Class Rank	RC Types	RC Lockouts	Rubrics	Keys	Comments
	New	Rubrio	c Set											
	Title:							Disabled						
	Type							Disabled						Order
	ilba							Disabled						older
3.	Add a	a Cat	egory	/										
					_									
	•	Add	Cate	gory	Sa	ve Rubric Set								
						·								
4.		an ite	m by	CIICKING	the gr	een Icon 🕤			_	_				
	Start Crea	an Mode	Muds & Marks	OPX types OPX 80	ales & Marks Thans	Codes Mods In Classes Clas	s Rank HC Types	HCLockauls Habros	Reys Comments					
	Editing	Rubric Se	et											
	Title: Miesto	ne 8th Grade CC	Rublic			U Disabled							-	*

Title: Milestone Bh	Stade CC Rubilc	Disabled		-
Туре	Disabled	Order	Title	Options
Category		*	CCSS English Language Arts	0
	en 🖂	**	Overall ELA Mark	
	en 🖂	· \	Intervention's or curriculum modifications are currently being implemented for ELA	
Category	0	AT	Reading - Literature	0
	en 🛛		RL 8.1 Cite strongest evidence to analyze what text says explicitly and what it infers	
	en 🗉	You may reorder items or	RL 8.2 Determine a themes or central idea: provide and objective summary	
	categories using the arrows			

5. Keep adding Categories and Items for all your rubric areas. SAVE DATA.

#### **E. CREATING KEYS**

Your report card can have multiple keys to explain your grading marks and citizenship marks.

1. Click on "Add New Keyset" OR "Edit Existing Key Set"



2. Add title to your key set

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- 3. Click on "Add New Category" to start creating a key set.

   Start
   Credits
   Mods & Marks
   GPA Types
   GPA Scales & Marks
   Trans Codes
   Mods to Classes
   Class Rank
   RC Types
   RC Lockouts
   Rubrics
   Keys
   Comments

   Editing Keys
   Keyset:
   Add New Category
   Category
   Comments
   Comments
- 4. Click "Add New Items" to a Category. Keep clicking the "Add New Items" to get more blanks.

Start	Credits	Mods	Mods & Marks	GPA Types	GPA Scales & Marks	Trans Codes	Mods to Classes	Class Rank	RC Types	RC Lockouts	Rubrics Keys	Comments
Editin	g Keys											
Add New Category												
C C	ategory:	Item										

5. SAVE the completed Keyset

Start	Credits	Mods Mods	& Marks	GPA Types	GPA Scales & Marks	Trans Codes					
Editin	g Keys										
Keyset:	Keyset: Milestone CCSS Proficiency     Add New Category										
C	Category: Learner Objective Descriptor										
	Add New I Code	short			Description						
	4	Exceeds	Student a	applies standard	d in ways that are in dep	th and beyond					
	3	Proficient	Student	consistently der	monstrates mastery of th	ne standard					
	2 Basic Student shows some understanding of the standard										
	1 Below Basic Students needs more practice in understanding the standard										
	/	Not assessed	Not asse	essed this period	d						

#### **F. CREATING COMMENTS**

1. Click the ++Create a New Set ++ and then DEFINE COMMENTS button OR select from the drop down box a list of existing comments to Edit

Start Credit	s Mods	Mods & Marks	GPA Types	GPA	Scales & Marks	Tr
Report Card	Commen	its				
Default Con	ments					
Select a Comm	ent Set to ed	it: Choose - Choose 4-6 Social Skills 6-8 Social Skills K-3 10/11 K-8 Comments 2 KN Report Cards SPED Test Report Cards ++ Create a New	/Work Habits 1( /Work Habits 11 2013/2013 ds v Set ++	V)/11 1/12	Define Comment	s

2. Title your Comments. Make the title VERY descriptive so that if you want to change the

comments next school year, you don't lose the current ones. This is important if you need to come back and print a past report card. <u>You can disable comments but they are never</u> <u>deleted because they may have been used in the past.</u>

Start	Credits	Mods	Mods & Marks	GPA Types	GPA Scales & Marks	Trans						
Report	Report Card Comments											
Default	Default Comments											
Edit Co	Edit Comments											
	Title	4-6 Social	Skills/Work Habits									
	Active?	•										
Disable	Number	Comment										
	1	Good Clas	sroom Effort									
	2	Effort Need	ds Improved									
	3	Works Inde	ependently									
	4	Fulfills Hor	nework Requireme	nts								

3. SAVE CHANGES: To save your list of comments. After this save, you can define another comment set for another report card type

### G. ATTACHING RUBRIC, KEY SET, COMMENTS to TEMPLATE

Once you have created your Rubrics and Key Sets you have to attach them to the appropriate template, and then attach template to School Type.

- 1. Click on the "RC Types" tab
- 2. Choose the template that needs to have the Rubric and Key Set attached



- 3. Choose the settings regarding rubrics, key set, and comments:
  - $\,\circ\,$  2. No Comment Set has been created
  - 3. Rubric Set
    - If the same rubric is being used for all grade levels in the template, attach rubric in the **Default** location
    - If you have a rubric specific to each grade level within template (sis\_reprck8), use dropdown to attach rubric per grade level
      - Example below:
        - School Type: **TK-5** (includes grades TK-5)

- Using report card template **sis\_reprck8**
- $\circ\,$  Each grade level is populated that is included in School Type to attach grade specific rubrics to one template
- 4. No Homeroom Rubric Set has been created (for marks specific to a homeroom only)
- $\circ\,$  5. Rubric Keys Set Choose the Key to be used with rubrics
- 6. RC Comments Style none created but if you create customized comments for report cards, you can choose to have teachers use them by a code or by full text.

Settings for report card template	:: sis_reprck8	
School types using this template School types are defined at Set Transcopt Options and Credit Requirements	TK-5 TK (Default) 104 (Default) 101 (Default) 102 (Default) 103 (Default) 104 (Default) 104 (Default) 105 (Default) 105 (Default) 105 (Default)	
2. Comment set	-Name - *	
o. Pluonica ser	Grade Level Rubrics Set	used across grade levels in template, attach rubric
If you have a rubric spec each grade level with template use dropdow attach rubric per grade	ific to inin 02 • • • • • • • • • • • • • • • • • •	in the Default location
A Norsemon phylos sat		
6. Rubrics keys set	Neets/Exceeds	

- 4. SAVE Report Card Data
- 5. Once rubric(s) are attached to the template (sis\_reprck8), the report card template **must be attached** to specific School Type
  - Admin > Transcripts > Transcript/Report Cards

Start	Credits	Mods	Mods & Marks	GPA Types							
Trans	Transcripts and Course Categories										
Transcripts and course categories											
S	et Transcrip	ot Credit R	Requirements								
S	et Printed T	ranscript	Options								
D	efine Trans	cript Mod	ifiers								
D	efine Trans	cript GPA	Scales								
S	et CSIS Tra	inscript Co	odes								
Set Requirements for Automated Academic Plan (AAP)											
Corrective Actions											

- Click on "Set Transcript Credit Requirements"
- $\circ\,$  Click on "TK-5" School Type
- Attach report card template: sis\_reprck8
- If you have templates for Progress Report or Withdrawal Report you will also attach
- $\circ$  SAVE

TK-5						
Add a new course category Add a new graduation type	Edit Schoo	ol Type				
Export credit requirements from TK-5 Import credit requirements to TK-5		Name:	<u>TK</u> -5			
		Applicable Gradelevels:	UU AD	US UE IN 0 ₽02 ₽03 ₽04 ₽	05 06 07 08	09 010 011 012
		Select A1 Select K4 Select F4 Select 542 Develoct A4				
			Grade Level	Report Card	Progress Report	Withdrawal Report
	Detsut Us_appcR3 Us_appcR3/Utilidaval U					
			Att	ach report ca	urd template s	is_reprck8

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