

# eSchoolBook

*This training guide explains how to post report cards.*

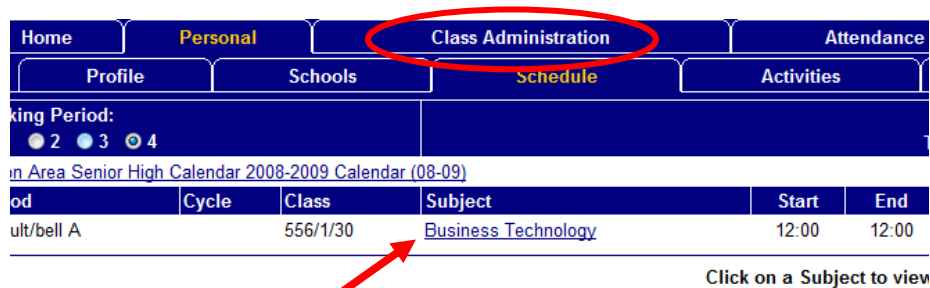
Every Friday before noon, teachers are required to post report cards in eSchoolBook.

This serves several purposes:

- Provides the data needed for generating the eligibility report
- Creates a summary of current grades for parent and student view
- Gives the teacher an opportunity to provide comments on an ongoing basis throughout the marking period.
- Eliminates the need for the mid-marking period “progress report”

To post report cards in eSchoolBook:

1. Upon logging into eSchoolBook, click on the Class Administration tab.



2. Click on one of your classes.

3. Click on the Grades tab and then the Post Report Cards link.

Student	Points	Score	Test 50	Welcome to Digo Group Forum	My Research Topic Forum	Digo Bookmarks	Review Bookmarks	Summing it all Up Forum
Bingaman, Sarah R (26188)	89 / 100	89 - B	(tools)	5	5	20	9	5
Reich, Jehoshaphat C (25468)	99 / 100	99 - A	50	5	5	25	9	5
Sheets, Ashley E (25488)	86 / 100	86 - B	40	5	5	23	9	4

*This training document was prepared by Donna Spear.  
If you have any further questions, please direct them to her.*

- Use the drop downs to select the marking periods for "Post Grades for Period" and "using grades for."


Assignments | Gradedwork | Grades | Cumulative | Post Report Card  
**Post Grades for Period:** 1st Marking Period    **using grades for:** 1st Marking Period    **Go**

- Click the Go button

Your screen will look like this:

Copy Scores & Grades    Update    Delete						
Score	Grade	Exclude	Posted Score	Posted Grade	Actual Grade	Comments
54%	F	<input type="checkbox"/>	0			
78%	C	<input type="checkbox"/>	0			
99%	A	<input type="checkbox"/>	0			
100%	A	<input type="checkbox"/>	0			
100%	A	<input type="checkbox"/>	0			
Score	Grade	Exclude	Posted Score	Posted Grade	Actual Grade	Comments
Copy Scores & Grades    Update    Delete						

- Click the Copy Scores & Grades button. This will bring the current grades into the report, and your screen will look like this:



Copy Scores & Grades    Update    Delete						
Score	Grade	Exclude	Posted Score	Posted Grade	Actual Grade	Comments
54%	F	<input type="checkbox"/>	54	F	54	
78%	C	<input type="checkbox"/>	78	C	78	
99%	A	<input type="checkbox"/>	99	A	99	
100%	A	<input type="checkbox"/>	100	A	100	
100%	A	<input type="checkbox"/>	100	A	100	
Score	Grade	Exclude	Posted Score	Posted Grade	Actual Grade	Comments
Copy Scores & Grades    Update    Delete						

7. You can make any adjustments to the report card and add comments before making it viewable. Please note: the Actual Grade (number in yellow above) is what will be reported in the Score (see below).
8. To actually post the report card, click the Update button. The Report Card will then be viewable to parents and students. (You can also delete report cards if needed using the Delete button)
9. Repeat this process for each of your classes.

Here's an example of what the student and parent will see after you post your report card each week:

(It is a summary of the grade along with comments. You can choose two preset comments as well as add your own.)

Report Card for: Rachael M Spear				
Course	Subject	Instructor	1st Marking Period	
			Score	Grade
2007/1/30	Teaching assistant	<a href="#">Mrs. Spear</a>	100	A
(Comments)			Positive Attitude Good Participation In Class Rachael is a great help in the Technology Department!	