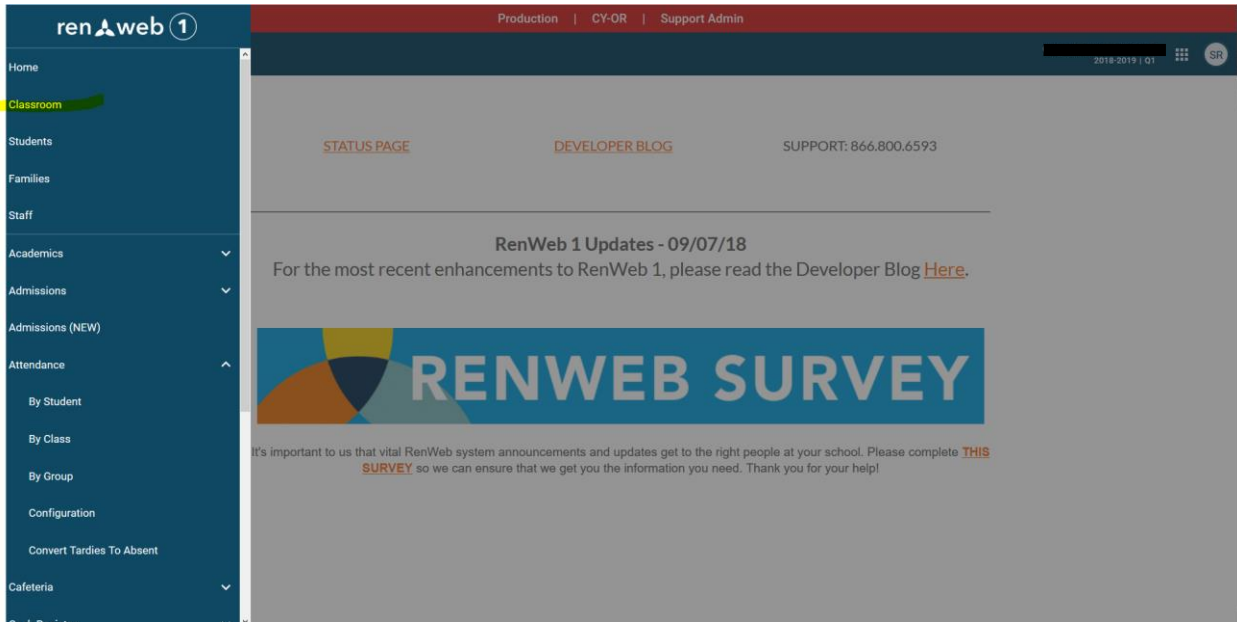
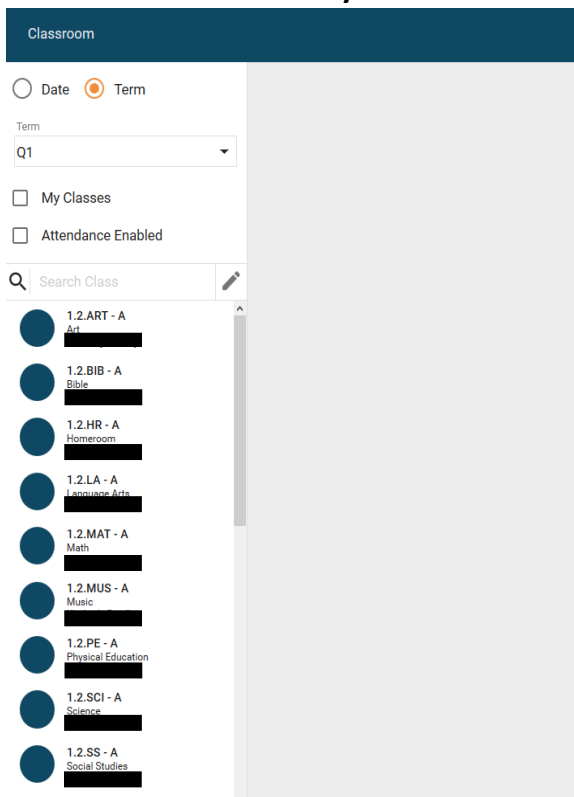


HOW TO ENTER GRADES INTO REPORT CARD FROM GRADEBOOK.

1. Make sure all your grades are entered correctly into your grade book.
2. Go to Classroom in the Main Menu.



3. Filter by term and Select a Class



4. Select Report Card in the right side menu. Then select Load.
5. Make sure you Load ALPHA Only. If you load Numeric, you will get errors.
6. Load Grade
7. Don't forget to click the BLUE SAVE BUTTON in the bottom right hand side.

The screenshot shows the RenWeb 1 interface. At the top, there is a navigation bar with tabs for GRADES, COMMENTS, CITIZENSHIP, ATTENDANCE, PROGRESS REPORT, CREDIT OVERRIDE, SKILL BY STUDENT, and SKILL BY. Below this is a sub-menu with options: DISPLAY GRADE, AVERAGE, GPA, UGPA, PASS, and CALC. A table of student grades is visible, with columns for Student Name, Q1, Q2, Exam 1, Sem 1, Q3, Q4, Exam 2, Sem 2, and Final Grade. On the right side, a vertical menu is open, highlighting 'Report Card' under the 'Students' section. Below the table, there is a 'Load Grades' dialog box with dropdown menus for Term (Q1), Type (Alpha), and Decimal Place (0), and buttons for 'Cancel' and 'Load Grades'.

TWO OPTIONS TO PRINT

1. Main Menu

a. Report Card Student

The screenshot shows the RenWeb 1 main menu. The left sidebar contains a list of navigation options: Home, My Classroom, People, Academics, Courses & Classes, Class Rank & Honor Roll, Grade Calculator, Graduation Planner, Report Card Student (highlighted in green), Admissions, Attendance, Cafeteria, Cash Register, Communications, Communications (Beta), Library, Medical, Report Manager, and Report Manager (Beta). The main content area displays a 'DEVELOPER BLOG' section with a date of October 28, 2016, and a 'DEVELOPMENT DATES' section with a list of updates and announcements.

B. Select a student

- i. Print in upper right hand corner
- ii. Export will allow you to save it to your computer.

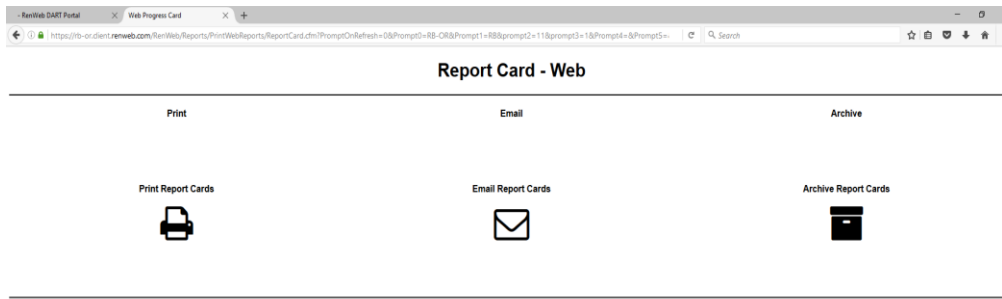
Class name	Q1 >	Q2 >	Exam 1 >	Sem 1 >	Q3 >	Q4 >	Exam 2 >	Sem 2 >	Final Grade >
1) 1.2.ART-A	Grade	Grade	Grade	Grade	Grade	Grade	Grade	Grade	Grade
2) 1.2.BIB-A									
3) 1.2.HR-A									
4) 1.2.LA-A									
5) 1.2.MAT-A									
6) 1.2.MUS-A									
7) 1.2.PE-A									
8) 1.2.SCI-A									
9) 1.2.SS-A									
10) 1.2.TEC-A									

2. Main Menu

- a. Report Manager
- b. Academics
- c. Report Card(Web)
- d. Select a grade
- e. Double arrow over all students from Selection List to Selected List
- f. Print

The screenshot shows the Report Manager interface. On the left, there's a 'Category' list with 'ACADEMICS' selected. The 'Reports' list includes 'Report Card (Web)'. Below the reports list are 'Add to Favorites' and 'Remove From Favorites' buttons. At the bottom, there are 'Selection List' and 'Selected List' panels. The 'Selection List' has a 'Print' button below it. The 'Selected List' has a 'Print' button below it. The interface also shows filters for Year (2016-2017), Term (Q1), and Status (All, Dual-Enrolled, Graduate, Inactive).

G. Select Print



H. Select NAD/K-SDA_Current Template for Kindergarten

Select NAD/1-2SDA_Current.cfm Template for 1st and 2nd Grade

Select NAD/3-8SDA_Current.cfm Template for 3rd through 8th Grade

I. CTRL P to PRINT