

# How to Enter Grades Third Through Eighth Grade

This can also be used for High School

Grades 3-8 will have letter grades of:

A, B, C, D this includes minus and plus.

## To Enter Grades in Classroom

- Go to classroom
- Choose class
- Choose Gradebook
- Enter grades under Assignment.
- SEE HOW TO SET UP GRADEBOOK AND ASSIGNMENTS for help with gradebook.

If you have, your grades in your gradebook but need to get them onto your report card See HOW TO ENTER GRADES FROM GRADEBOOK ON TO REPORT CARD guide.

## To Enter Quarter Grades by student

- Main Menu
- Academics
- Report Card Student
- Select Student
- Enter Grades-Click on where it says NO GRADE and enter letter grades there.
- DON'T FORGET TO SAVE



The screenshot displays the RenWeb DART Portal interface. The browser address bar shows the URL: <https://fb-or.dient.renweb.com/renweb1/#/Home>. The page features a dark blue sidebar navigation menu on the left with the following items: Home, My Classroom, People, Academics (expanded), Courses & Classes, Class Rank & Honor Roll, Grade Calculator, Graduation Planner, Report Card Student (highlighted), Admissions, Attendance, Cafeteria, Cash Register, Communications, Communications (beta), Library, Medical, Report Manager, and Report Manager (beta). The main content area has a header with the RenWeb logo and a welcome message. Below the header, there are two sections: 'DEVELOPER BLOG' with a date of October 28, 2016, and 'DEVELOPMENT DATES' listing updates for Report Manager, Communications, and Security.

GRADES	COMMENTS	CITIZENSHIP	ATTENDANCE	CREDIT OVERRIDE	SKILL SETS				
DISPLAY GRADE	AVERAGE	GPA	UGPA	PASS	CALC				
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									

## SKILL SETS

1. This can be done under the Report Card Student, just select Skill Set on top menu.
2. You can also do this in Classroom.
  - a. Go to Classroom
  - b. Choose class
  - c. Choose Report Card on the right menu
  - d. Choose Skill by student or Skill by Subject

☰ 3.8.BIB - B

<	COMMENTS	CITIZENSHIP	ATTENDANCE	PROGRESS REPORT	CREDIT OVERRIDE	SKILL BY STUDENT	SKILL BY SUBJECT >			
Q1	Q2	Q3	Q4	ALL TERMS		Export	Unenrolled	Clear	Fill	Key
Select a student										
██████████										
Subject	Skill	Q1	Q2	Q3	Q4					
1) Bible	Demonstrates knowledge of Biblical concepts									
2) Bible	Participates in Christian service activities									
3) Bible	Memorizes Bible texts									

- Enter these for skills sets.

**SKILL GRADES**

**Option 1**

- ~ Need for improvement
- + Exemplary progress

**Option 2**

- 1 At Risk: Below grade-level standard requiring more time to develop
- 2 Partially Proficient: Requires assistance when working independently toward grade-level standards
- 3 Proficient: Independently meets the requirements for grade-level standards
- 4 Advanced: Independently exceeds the grade-level standard expectations

**REPEAT FOR 3.8 ALL CLASSES**

## TWO OPTIONS TO PRINT

### 1. Main Menu

#### a. Report Card Student



#### b. Select a student

## i. Print in upper right hand corner

The screenshot shows a web application interface for report cards. At the top, there are navigation tabs: GRADES, COMMENTS, CITIZENSHIP, ATTENDANCE, CREDIT OVERRIDE, and SKILL SETS. Below these are sub-tabs: DISPLAY GRADE, AVERAGE, GPA, UGPA, PASS, and CALC. The 'Print Report' button is highlighted in yellow. To the right of the sub-tabs are icons for Print Report, Export, Unenrolled, and Key. A sidebar menu on the right lists various options: Dashboard, Academics, Advising, Alerts, Attendance, Behavior, Demographics, EC/PU Contacts, Email History, Family, Finance, Interests, Medical, P/T Conference, Portfolio, Religion, and Report Card. The main content area is a table with columns for Class name, Grade, Q1, Q2, Exam 1, Sem 1, Q3, Q4, Exam 2, Sem 2, and Final Grade. The table lists 10 classes: 1) 3.8.ART-B, 2) 3.8.BIB-B, 3) 3.8.HR-B, 4) 3.8.LA-B, 5) 3.8.MAT-B, 6) 3.8.MUS-B, 7) 3.8.PE-B, 8) 3.8.SCI-B, 9) 3.8.SS-B, and 10) 3.8.TEC-B.

Class name	Grade	Q1 >	Q2 >	Exam 1 >	Sem 1 >	Q3 >	Q4 >	Exam 2 >	Sem 2 >	Final Grade >
1) 3.8.ART-B										
2) 3.8.BIB-B										
3) 3.8.HR-B										
4) 3.8.LA-B										
5) 3.8.MAT-B										
6) 3.8.MUS-B										
7) 3.8.PE-B										
8) 3.8.SCI-B										
9) 3.8.SS-B										
10) 3.8.TEC-B										

## 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

renweb 1

Report Card Class

https://fb-or.dient.renweb.com/renweb1/ReportCard/Data/11-08-2016/Term/40/Class/4/Grades/Term/40

RW Super User | 2016-2017 | Q1

Class Rank & Honor Roll

Grade Calculator

Graduation Planner

Report Card Student

Admissions

Attendance

Cafeteria

Cash Register

Communications

Communications (beta)

Library

Medical

Report Manager

Scheduling

School Configuration (RW staff only)

Security

Security (beta)

██████████	No Grades	0	0	No UGPA	N	N
	Display	Average	GPA	UGPA	Pass	Calc
██████████	No Grades	0	0	No UGPA	N	N
	Display	Average	GPA	UGPA	Pass	Calc
██████████	No Grades	0	0	No UGPA	N	N
	Display	Average	GPA	UGPA	Pass	Calc
██████████	No Grades	0	0	No UGPA	N	N
	Display	Average	GPA	UGPA	Pass	Calc

Report Manager (beta)

https://fb-or.dient.renweb.com/renweb1/ReportManager/Gap

RW Super User | 2016-2017 | Q1

Report Manager (beta)

Category

- 2016 Power Conference
- ACCOUNTING
- ACTIVITY LOGS
- ADMINISTRATION
- ADMISSIONS
- ATTENDANCE
- BEHAVIOR
- CHILD CARE
- CLASS
- COURSE
- CREATE A REPORT
- CUSTOM
- DIRECTORY
- DONATE ONLINE
- GRADE BOOK
- LIBRARY
- LUNCH
- MEDICAL
- PRODUCTS & SERVICES
- SCHEDULES
- STAFF
- STUDENT
- TRAINING & DOCUMENTATION
- TRANSPORTATION

Reports

- Citizenship Summary with Details
- Class Roster Report Card Grades (Detailed)
- Course Objective Analysis
- Elementary Final Grade Summary
- Elementary Term Grade Summary
- End of Year Labels (Final Grade)/Teacher(Avery 5163)
- End of Year Labels (Semester Grades)/Avery 5163
- End of Year Labels (Semester/Final) (Avery 5163)
- Grade Book - Assignment Transfer Configuration
- Grade Book Falling Grades Report - Student
- Grade Calculator
- Grade Distribution by Teacher
- Progress Report - Report Card (Web)
- Report Card Grade Distribution by Course
- Report Card Grade Distribution by Teacher
- Report Card Grade Log - By Class
- Report Card Grade Log - By Students
- Student Archive Report
- Student Performance Analysis
- Transcripts

Favorites

Year: 2016-2017 | Filter: District Wide | Term: Q1 | Status:  Homeroom | Class:  Class | Activity:  Admissions | Inquiry:  Inquiry

Selection List: ████

Selected List: ████

Records: 6

Print

## G. Select Print

### Report Card - Web

Print

Email

Archive

Print Report Cards



Email Report Cards



Archive Report Cards



## H. Select NAD/3-8SDA\_Current.cfm for Template

# Report Card - Web

Print

Email

Template:

NAD/3-8SDA\_Current.cfm

Print archived r

Print Report Cards



Grade Level Override:

Message:

Print

**DONE WITH 3-8 Grades**