

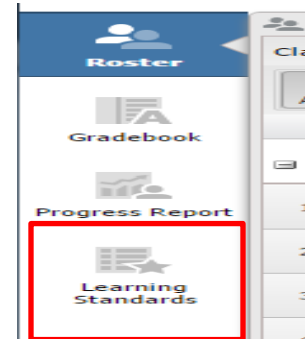
Report Cards


1.) Log on to eSchool

| Course # | Course Name |
|----------|--------------------------|
| 4 | Fourth Grade |
| ELT-4 | ELT 4 |
| Science4 | 4th Grade Science |
| ELA4 | 4th Grade Literacy-100 |
| Math4 | 4th Grade Math |
| SS4 | 4th Grade Social Studies |



2.) Go to **Staff>> Staff Schedule View >>**
Teacher Connect Icon

3.) Once Teacher Connect is open, click **Learning Standards** on left.



4.) Each Grade Cell is locked  until the applicable Grade Entry date range opens. The Connect Learning Standards screen defaults to the current Marking Period. Once the Grade Entry Window opens, the **Post** button will be displayed at the right end of the Toolbar. Click **Post** to post the empty Grades and unlock the cells.



5.) To the right of each Grading Standard, you will find an Information Icon  and an Erase Icon . The Information Icon displays the Grading Rules and Grade Lists applicable to that standard and the erase icon will erase all posted grades for that standard.

6.) For each Grading Standard, click in the cell to manually enter **Grades** and **Comments**. Manually-entered Grades and Comments automatically save as Posted Grades. Cells with manually-entered Grades will display a green triangle in the upper left corner of the cell, until the teacher exits the class and returns. Users can enter/edit the Grades as needed until the Grade Entry window closes. Once the Grade Entry window closes, the cells will be locked again.