



Target Audience(s): Elementary Teachers

## Synergy: Report Cards Checklist

In this tip-sheet, you will learn what necessary steps you need to take in order to complete report cards.

- 1 Tie assignments to a report card correlation.

(Grade Book > New Assignment)

Report Card Correlations		Standards Correlations	Grading Periods	Resources
Report Card Items			<input type="checkbox"/>	2014- 2015 Kearsley 04 28 Students
<b>Skills for Successful Learners in Mathematics</b>				
Perseverance - Does not give up on difficult tasks	<input type="checkbox"/> All ->	<input checked="" type="checkbox"/>		
Communicates about math	<input type="checkbox"/> All ->	<input type="checkbox"/>		
Demonstrates basic facts fluency	<input type="checkbox"/> All ->	<input type="checkbox"/>		

- 2 Transfer grades to the report card.  
(Grade Book > Report Card Preview)

Select Class: (YR) COLLINS, T Fourth Grade Homeroom(0) SEC:E4-HR-01  
 Select Grading Period: MP 2  
 Select Student: COLLINS, BILL

Transfer Marks for COLLINS, BILL: **Transfer All Student Marks**

Valid Report Card Entry: MP 2 (1/11/2015 - 1/31/2015)

Report card preview for students in COLLINS, T Fourth Grade Homeroom(0)  
 The below grades represent weighted scores based on the current period. Click to exclude classes you do not wish to affect the final grade.

Report Card Item	Calculated Mark	Overwrite All Report Card Mark	Total Points	TIM COLLINS (YR) COLLINS, T ...	KAREN TEMPLETON (YR) TEMPLETON, K...	NANCY INNES (YR) INNES, N Fo...
<b>MATHEMATICS</b>						
<u>Uses the four operations (addition, subtraction, multiplication, division) with whole numbers to solve problems, interpreting remainders. (4.OA.1-3)</u>	2		2.88 / 4.00 (72.0%)*			2.88 / 4.00 (72.0%)*
<u>Finds all factor pairs for numbers 0-100. (4.OA.4)</u>	1		2.56 / 4.00 (64.0%)*			2.56 / 4.00 (64.0%)*
<u>Determines if a number is prime or composite, and finds multiples of numbers. (4.OA.4)</u>	1		2.56 / 4.00 (64.0%)*			2.56 / 4.00 (64.0%)*
<u>Generates and analyzes patterns. (4.OA.5)</u>	3		3.48 / 4.00 (87.0%)*			3.48 / 4.00 (87.0%)*

- 3 Edit and/or finalize grades and comments.  
(Report Card > Students, Select student name)

Score	MP 1
3	3

MP 1	MP 2
<p>JOHN had another strong marking period. He is excellent at following directions and classroom expectations, and can always be counted on to make good decisions. I am NOT recommending a parent-teacher conference for this marking period, however if you have any concerns, please don't hesitate to contact me, and I will be happy to set one up with you.</p>	<p>NO COMMENTS ENTERED.</p>

4 Mark Report Cards Complete

Include Audit Detail Cancel/Back to List Save/Back to List Save/Continue Save/Mark Complete View Report Card

Report Card Area	Score	MP 1
<b>Skills for Successful Learners in Mathematics</b>		
Perseverance - Does not give up on difficult tasks	3	3
Communicates about math	2	2
Demonstrates basic facts fluency	2	2

5 Print (if applicable).

(Report Card > Students, View Report Cards)

(Generate or View)

View Report Cards Edit Comment Bank

Report Card View

Back to Student List Generate Class Report Cards Generate Blank Report Cards Save Language Settings

Print Report Cards For: COLLINS, T Fourth Grade Homeroom(0)

Student Name	Language
<span>View</span> COLLINS, BILL	English