

Step by Step Tutorial: Creating a Report Card

Step 1.
Fill in all eight requested "Report Card Data" fields for an initial student (record).

Step 2.
After entering data for an initial student click "New Record" before entering data for other students. This will create a record for each additional student.

Step 3.
Click "Report Card Page 2 - Grades"

The screenshot shows a web interface for entering report card data. At the top, there is a header "Report Card Data" with an "EXIT" button. Below this is a form titled "Please Enter:" with fields for Student First Name, Last Name, Teacher, Class, School/Site, and School Year. There is also a field for NYC ID #. A note below the NYC ID # field states: "IMPORTANT: Please be sure to enter a valid 9 digit NYCID# below." Another note at the bottom of the form says: "Note: To delete data of any type from any field throughout this E-Report Card program, simply double-click in that field and hit the 'Delete' key on the keyboard." Below the form is a "Main Menu" section with a "Click to Go To:" label. The menu items are: Report Card Pages (with sub-items: Report Card Page 1 - Letter to Family, Report Card Page 2 - Grades, Report Card Page 3 - Grades (if needed), Report Card Page 4 - Grades (if needed), Report Card Back Page -Attendance/Comments), Additional Information (with sub-items: Report Card Program Purpose and Use, E-Report Card Tutorial/Helpful Hints for Printing, Student List), and Database Functions (with buttons: New Record, Delete Record, Find, Show All). A note below the Database Functions section says: "Note: To execute 'Find': 1. Click 'Find' button. 2. Click a field and enter search criteria. 3. Hit the 'Return/Enter' key on keyboard. (After using 'Find' info. for your purposes, click 'Show All' to make all records accessible again.)" At the bottom of the Database Functions section, there is a table showing statistics: Total # Student Records: 1, Record number: 1, Total # "Found" Student Records (showing): 1. There are also "Back Record" and "Forward Record" buttons.

Note:

The process of reviewing, selecting and inserting appropriate Standards/Alternate Performance Indicators (APIs) for individual students (**Steps 4-9** below) should occur at the beginning of the school year. It is important that these Standards and Indicators are documented at this time so that they are targeted for ongoing instruction and assessment.

During each marking period, the instructional team should present the student with many meaningful instructional tasks and age-appropriate opportunities to learn. The team should also collect evidence of students performing to these Standards/Indicators. This evidence may take the form of checklists, photographs, video/audio tapes, observational reports and student work samples.

At the end of each marking period, evidence of student performance should be evaluated and a grade of 1, 2 or 3 assigned (**Step 10**) to all those skills/behaviors (as identified in the context of Alternate Performance Indicators) for which students have had multiple opportunities to learn. Attendance information should also be entered (**Step 12**).

At the time of parent/teacher conferences, these grades and supporting evidence should be shared with the families of students. In addition, teachers and family members should offer comments (**Step 13**) about students and their learning.

Click a subject area box to view Alternate Performance Indicators (APIs) for that subject.

Click in box below and select appropriate subject.

Click arrow to insert selected indicator.

Click in grading box to select grade for current marking period.

Page 2

Subject Standards/Alternate Performance Indicators Fall Winter Spring

Read me

Step 4.
 Click in "Subject" box to bring up pop-up list
Note: Click "Read me" button for guidelines on how to properly separate subject areas and add new APIs after the original entry of APIs.

Step 5.
 Click on a subject area for which APIs will be inserted. The selected subject will appear in the box

English Language Arts

Health

Physical Education

Family & Consumer Sciences

Math

Science

Technology

Social Studies

Career Development & Occupational Studies

The Arts

Additional Indicators Listed Below:

English Language Arts

Step 6.
 Click the corresponding content area to begin reviewing/selecting APIs

Click a subject area box to view Alternate Performance Indicators (APIs) for that subject.

Click in box below and select appropriate subject.

Click arrow to insert selected indicator.

Click in grading box to select grade for current marking period.

Page 2

Subject Standards/Alternate Performance Indicators Fall Winter Spring

Read me

Step 7.
Decide on an appropriate API. Click the blue arrow to select and copy it for insertion into the report card.

Standard 3. Forms basic opinions about a variety of books, newspapers, magazines, presentations and/or multimedia **Back to Pg. 2**

Standard 3. Applies a lesson learned from a book, newspapers, magazines, presenter and/or media presentation to a real-life situation **Back to Pg. 3**

Step 8.
Click one of the “Back to” buttons to return to the report card page (being worked on) for insertion of the API.

Choose:

Back to Pg. 2 For Page 2

Back to Pg. 3 For Page 3 (if needed)

Back to Pg. 4 For Page 4 (if needed)

Note: Only one Indicator at a time may be selected and returned for insertion into a report card page.

Step 9.
 Click blue arrow to the left of the next available box in order to insert the selected API.
Note: Click the “Read me” button to learn how to edit APIs and/or provide more specific descriptions of student performances following the APIs.

Subject	Standards & APIs (or a selected portion of an API)	Fall	Winter	Spring
Click in box below and select appropriate subject English Language Arts Read me	Click arrow to insert selected indicator <input type="button" value="Read me"/>	Standards & APIs (or a selected portion of an API) Page 2		Click in appropriate marking period box to select grade <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	<input type="button" value="Read me"/>			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Step 10.
 After evaluating collected evidence of student performances to each API during a marking period, click in a grading period box to select a grade for the current marking period.

Standard 1 - makes simple nutritious food choices and/or assists with basic food preparation.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Standard 2 - understands some basic requirements of nurturing people of various ages, and/or demonstrates appropriate ways to interact with them.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 1 - Needs many more opportunities to learn this skill/behavior 2 - Shows progress in demonstrating this skill/behavior 3 - Demonstrates this skill/behavior on a regular basis

Step 11.
 Repeat steps 4-10 until all desired APIs are inserted/graded.

Step 12.
 Enter days absent/late for each marking period.
 Year to date totals will be calculated automatically .
 Enter Report Card dates.

Attendance

	Fall	Winter	Spring	Year Total
Days Absent	1	3	2	6
Days Late	0	0	1	1

Report Card Dates: Fall Winter Spring

Step 13.
Note: Click "Read me" button for guidelines on writing comments to families.
 Click and type in Teacher's name and School
 Click in box and type in comments.

Comments 

Fall Teacher _____ School _____

Teacher's Comments	Family Comments
Signature: _____	

Optional Step: (Digital Signature)
 Before printing, a principal may choose to use a scanned signature. This may be done by following the directions at the botom of page 1 of the E-Report Card.

Optional
 If desired, a pricipal may insert a scan of her/his signature:
 1. Click in signature field
 (between "Sincerely" & "Principal")
 2. Click "Insert Signature" button
 3. Select signature scan file

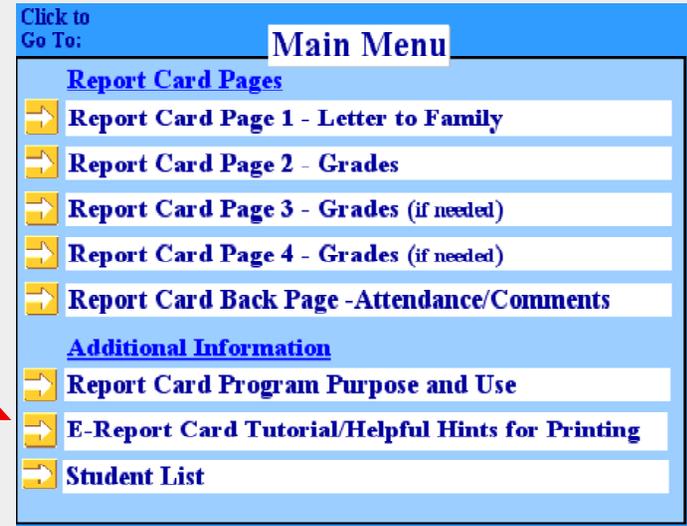
Sincerely,

Principal

Step 14.
Print Report Card

Note:

1. Each page of the Report Card must be printed separately with "Setup" selected for "letter" size and "portrait" (vertical) orientation
2. At a minimum, pages 1, 2 and the back page must be printed. If additional grade pages (3 and/or 4) are used, these must also be printed.
3. The final printed report card (for families) will have a clear simple appearance as it will exclude many of the features (e.g. buttons, directions) that are visible on the screen.
4. See tutorial for other helpful hints on printing.



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