

Archdiocese of Kansas City in Kansas Report Card and Gradebook Setup

Following are instructions for setting up the gradebooks and report cards for this school year in the EduConnect system.

Kindergarten, 1st & 2nd Grade

The following subject names must be used when creating the teacher gradebooks.

1. Religion
2. Reading Literature & Informational Text
3. Foundation Skills
4. Language Arts
5. Mathematics
6. Science
7. Social Studies
8. Learning Behaviors

These gradebooks should be set up as Outcomes/Skills gradebooks. **If you had gradebooks last year, you can import the gradebooks from last year.** When creating a new gradebook, choose the subject desired from the Subject drop down in the Add New Class entry. The standards for each of these subjects will automatically be imported when setting up the gradebooks. The subcategories on the report card for Math and Learning Behaviors do not need to be included in the gradebook. The individual standards will be placed in the subcategories when exporting the grades to the report cards.

A subject named Instructional Level needs to be included with outcomes of ELA and Math. If this subject is not listed in the drop down for the Outcomes subject, it should be added to the subjects in School Administrator for these grade levels. Go to Enter Grade Level Outcomes in the Grading module of School Administrator. Choose 1st, 2nd, & K and submit. Enter INSTRUCTIONAL LEVEL as the subject name and submit. Enter ELA as the first outcome and Math as the second outcome. Go to the bottom of the page and click Submit Outcomes.

The default code that will be entered on the report card will be a 2 - At Grade Level for both the ELA and Math outcomes. To make changes for any students either above or below grade level, teachers should do the following. Click on School Administrator Login after they log in. Then click on Enter/Change Class Grades. Choose their homeroom class, then select INSTRUCTIONAL LEVEL for the subject and the Term. Enter 3 for Above Grade Level or 1 for Below Grade Level for the appropriate students. The rest of the students can be left blank. Submit.

You can include other subjects, such as Computer or Spanish, for these grade levels. To do that you must first enter them in the grading module of School Administrator. Go to Enter Grade Level Outcomes, select the desired grade, enter the subject name and Submit. Then enter any skills for the subject. If there are no skills, enter one space in the first line and then Submit Outcomes. Use the same subject name when setting up the gradebooks.

A grade should not be entered for subjects that have skills associated with them. Only enter grades for each skill item. The grade should be entered for the subject for specials you set up in the system that do not have skills associated with them.

3rd – 8th Grades

Religion, Reading, Language Arts, Science, and Social Studies should be set up in the gradebook using those names. For Mathematics, the gradebook can be named Mathematics, PreAlgebra, Algebra or Geometry.

These gradebooks should be set up as Letter/Percentage gradebooks. Choose Letter Grades as the grade type. This will show both the Letter Grade and Percentage in the gradebook. However, only the Percentage will show up on the report card.

Religion, Mathematics, Reading, Language, Science and Social Studies have subcategories on the report card. Grade codes entered for those subcategories are +, S, and /. To enter those codes, click on Enter Skill Grades in the gradebook.

The default Instructional Level for Reading, Language, Mathematics, Social Studies, and Science is 2. If a different Instructional Level is desired, go to Enter Student Custom Codes in the Enter Student menu of the gradebook to enter the desired level.

Only percentages will show for the grade on the report card for grades 3 -8.

Any other subjects for which you create gradebooks will show up on the report card once you export the grades from the gradebook.

Report Card Setup

Use 800 pixels for the letter/percentage report card size and for the outcomes report card size. The margins should be .5 or less and the header and footer information must be blank. Go to Print Preview and make sure Shrink to Fit is enabled. If the report cards do not fit on a single page, reduce the size to a smaller percentage until they fit on one page.