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- I. It is essential that you double check your work before loading your grades onto report cards. This task can be accomplished in one of two ways:
- A. To print a hard copy of each report card for review:
1. Open the desired Classroom
 2. Select **Gradebook** from the right column
 3. Click on the three vertical dots (**Actions**) in the toolbar
 4. Select **Reports**
 5. Select **Gradebook Hardcopy**
 6. Select **Open**
 7. Once the report generates, hold *Control* and press *P*
 8. Select **Print**
 9. **IMPORTANT – Review the report looking for any blanks or codes I, M, A, P, E**
- B. To view each class in Renweb1:
1. Open the desired Classroom
 2. Select **Gradebook** from the right column
 3. In the second drop-down list from the left, select **All Assignments**
 4. **IMPORTANT – Review the list looking for any blanks or codes I, M, A, P, E**
- II. Teachers are individually responsible for this important step in the report card process. Each assignment may only have one of the following codes:
1. Numerical Grade
 2. A = Absent (Elementary Only)
 3. E = Excused
 4. M = Missing
 5. I = Incomplete
 6. **Please note that any grades left as Missing or Incomplete will calculate as a zero on the student's report card.**
- PLEASE NOTE: GRADEBOOK ASSIGNMENT GRADES CANNOT BE LEFT BLANK!!**
- III. **If you have completed the check using one of the above methods and corrected any errors or omissions, you are ready to move on to step 4.**
- IV. Load Report Card
1. Open the desired Classroom
 2. Select **Report Card** from the right column
 3. Click **Load Grades**

4. Select the appropriate **Term** (Quarter)
5. Select **Numeric** for number grades (MS/HS) OR select **Alpha** for letter grades (ELEMENTARY) or pass/fail classes (MS/HS)
6. Click **Save**

IMPORTANT: If you notice that you have missing grades after you load the grades to the report card, you must correct the error or omission, click on recalculate, and then reload all of your grades for that class.

V. Elementary (K-5) Teachers ONLY – Entering Codes for Skills:

1. Open the desired Classroom
2. Select **Report Card** from the right column
3. Click **Skill by Subject** (from top toolbar)
4. Select the appropriate skill from the drop down list
5. Enter the correct code **IN CAPITALS** for each student
6. Click **Save**
7. Repeat steps 4-6 entering the appropriate codes until a skill grades have been entered

Code	Definition
OM = Outstanding Mastery	the student has exceeded the grade level standard(s) and class expectations
SM = Satisfactory Mastery	the student has met the grade level standard(s) and class expectations
PM = Partial Mastery	the student has partially met the grade level standard(s) and class expectations
NM = No Mastery	the student did not meet the grade level standard(s) and class expectations

VI. K-12 Teachers – Adding Comments

1. The Administration encourages all teachers to enter comments on Report Cards
2. Comments can be entered after grades are loaded
3. See part IV for additional help

All grades must be loaded onto Report Cards no later than NOON the Wednesday following the end of the Quarter/Semester. Administration will review all grades before making Report Cards available to parents on the published date.

If you have questions or are experiencing difficulties, please contact Jayme Diener or Crystal Goehring.