Synergy Report Card

sis@4j.lane.edu
# Table of Contents

- **Introduction** .............................................................................................................. 1
- **Report Card Checklist** .......................................................................................... 2
- **Student Template Setup** ......................................................................................... 3
- **Language Settings** .................................................................................................. 4
- **Report Card Marks** ................................................................................................ 5
  - **Transfer from Grade Book** .................................................................................. 5
  - Report Card Preview from Standards ...................................................................... 5
- **Manual Entry** ........................................................................................................... 6
  - Students .................................................................................................................... 6
  - Report Card Matrix .................................................................................................. 6
- **Editing the Comment Bank** .................................................................................... 7
- **Placeholder Codes** .................................................................................................. 8
- **Entering Comments** ................................................................................................ 9
  - Students .................................................................................................................... 9
  - Math Comments ....................................................................................................... 9
  - Teacher Comments .................................................................................................. 9
- **Report Card Matrix** ................................................................................................ 9
- **Mass Assign Comments** .......................................................................................... 10
- **Comment Space Limitations!** .................................................................................. 11
- **Print Report Card** ................................................................................................... 12
- **Sharing the Report Card** ....................................................................................... 13
  - Delegate Report Card .............................................................................................. 13
  - Class Delegation ...................................................................................................... 13
  - Student .................................................................................................................... 14
- **Additional Staff - Teacher** .................................................................................... 15
  - Homeroom Teacher Tasks ....................................................................................... 15
  - Non-Homeroom Teacher Access .............................................................................. 16
- **Additional Staff - Secretary** .................................................................................. 17
  - School Secretary Tasks ............................................................................................ 17
  - Non-Homeroom Teacher Access .............................................................................. 17
- **Missing Marks** ...................................................................................................... 17
- **Progress Report** .................................................................................................... 18
  - **Summary Method** ............................................................................................... 22
  - Report Card Rows ................................................................................................... 22
  - Report Card Standards ............................................................................................. 22
  - By Section ................................................................................................................ 22
  - By Standard .............................................................................................................. 23
  - Class Summary ........................................................................................................ 23
Introduction

The elementary report card informs parents, guardians, and the student of his or her behavioral and academic progress towards grade level standards.

Synergy Report Card is completed for the 1st semester (usually late January) and 2nd semester (year end). Eugene School District 4J has two report cards – the standard version and the ELD+standard version. Either version may be printed in English or Spanish depending on the student’s language settings in Report Card > Students > View.

There are three main methods for entering report card marks.

1. Grade Book – by entering assignments throughout the semester that have attached Report Card Standards, and then using the transfer marks function.

This manual steps you through the report card process. In order to use Step 1 above, assignment marks must have Report Card Standards assigned to them in Grade Book.

Addition options within the TeacherVUE Report Card menu are also covered.

If you are not reading this document cover-to-cover, be sure to read the Student Template Setup and Language Settings before jumping to a single topic.
Report Card Checklist

1. **IMPORTANT FIRST STEP** – The report card template must be set prior to entering any comments or marks in the report card.
   Ensure all ELL students have their report card templates set to *Grade Level_ELD_Year*.
   The ELL student notification is a purple square with the letter L beneath the name in the seating chart. In the Seating Chart select *Edit* and check the *Show Notifications* box on the right-hand side to view student ELL status.

2. Set language to *Spanish* for Spanish-speaking families.

3. *Verify with your grade-level team which Report Card Rows will be marked “Not Yet Taught.”

4. *If you share your Grade Book or Report Card with other teachers, ensure they have completed entering marks for your students.

5. Transfer marks from Grade Book to Report Card if Grade Book is used.

6. *Optional: Create a PDF of report cards to review transferred marks.

7. Manually enter marks for empty report card rows or to make changes to marks transferred from Grade Book.

8. Enter math comments and teacher semester comments for 2 students for whom you have a lot to say – this may include combining English and translated comments. Use the Comment Bank to assist, if desired. It is highly recommended you read the below documentation regarding comments.

9. Create a PDF of the report cards to verify the above student comments are saving and comments fit within the comment boxes. Modify comments if they are too long. Ask for help if comments are not saving.

10. Enter remaining comments. Some teachers prefer to type in a word-processing document and copy-paste the comments into the report card to ensure no loss of data. Use the Comment Bank to assist, if desired. It is highly recommended you read the below documentation regarding comments.

11. *Proofread comments and double-check report card marks.


13. *Verify the ELD teacher has completed his/her portion of the report card.

14. “Mark all Complete” from the *Report Card > Students* screen.

15. *Verify the school secretary has run the “Update Attendance” procedure.

16. Print student report cards back-to-back on paper to send home to families. Double-check with your administrator if additional copies need to be printed. Typically, the final report card is printed twice – one for the family and another for the student’s cumulative (cume) folder.

*Topic is not covered in this document.*
Student Template Setup
Report Card > Student Template

The Student Report Card Template determines which report card, standard version or standard version+E LD, will print for the student. Prior to entering report card marks manually or transferring marks from Grade Book, the correct template must be set.

<<Use Default Template>> means report card marks will print on the standard version of the child’s grade level report card. If you teach a blended class with students from multiple grade levels, the correct report card version will print for each child. There is no need to select the specific grade level template, even though this option is available.

Students who receive English Language Development (ELD) services must have their template set to Eugene XX ELD Year prior to entering report card marks. Check Notifications on the Synergy Home screen to determine who needs the Eugene XX ELD Year report card. Notifications appear below the student’s picture. ELD students have a purple box with the letter L in it. If Notifications do not appear below the students’ pictures on the Synergy Home screen:

- Click the orange “Edit” button.
- On the right-hand side below “Seating Chart Configuration,” place a check beside Show Notifications.
- Either note the students’ names with the purple box or “Save” to continue to display the notifications in the seating chart.

IMPORTANT
If Student Template Setup is not performed prior to entering marks on the report card, the marks may need to be reentered on the correct report card.

Also, classroom teachers need to coordinate with their students’ ELD teachers to ensure the ELD portion of the report card is complete prior to printing.
A student’s *home language* is the preferred language spoken at home. Standard and Standard+ELD report cards may be printed in English or Spanish to match the student’s home language.

Before report cards are printed, set the fields in the *Report Card View* screen to match the family’s preferred language.

To find a student’s home language:

1. Run report STU401 (Home > Seating Chart > Reports tab). Click the “Open Report Interface” icon and change the *Output File Type* to Excel.
2. Or, check each student individually by clicking the student’s picture in the seating chart and selecting *Student > Demographics* tab.

Rarely, but sometimes, a family may speak Spanish at home but prefer to read in English. When in doubt, ask the family or school secretary. Currently the report card is only available in English or Spanish.
Report Card Marks

There are two main methods to enter marks on the report: Transfer Grade Book marks to Report Card or manually enter marks directly in Report Card.

Transfer from Grade Book

One of the many benefits of using Synergy Grade Book is the ability to auto-fill report card marks that are calculated from individual assignments in entered in Grade Book. For this to happen, Grade Book marks must be entered in a particular manner. See Getting Started: Synergy Grade Book for the necessary steps.

Report Card Preview from Standards

Report Card > RC Preview from Standards

Use this screen to preview marks, overwrite them if desired, and transfer them from Grade Book to Report Card.

1. Numeric Mark: This is the final numeric value calculated using the proficiency method selected in Grade Book > Grade Book Setup > Standards. By default, the proficiency standard is Power Law and rounding is set to 1 decimal place.

2. Performance Key Mark: This is the mark that appears on the report card. The above Numeric Mark is compared to the current year’s Report Card Score Type values found at Grade Book > Grade Book Setup > Report Card Score Types.

Note: You are allowed to overwrite this field by clicking on the drop-down arrow to select a new Report Card mark.

3. Mark Overwrite: This column displays the mark that will transfer to Report Card. If a mark is changed in the “Calculated Mark” column, check the box(es) in this column prior transferring marks Once transferred, this column will update to the overwrite mark.

4. Class name(s). Most teachers have one class.
Manual Entry

Manual entry of Report Card marks is used when Grade Book marks are not transferred to Report Card or when a teacher wants to overwrite marks transferred from Grade Book.

Students

Report Card  > Students > StudentName

Use this mode to enter all report card marks and comments for a single student. Be sure to select one of the Save buttons at the top of the screen before moving on to the next student.

Report Card Matrix

Report Card  > Report Card Matrix

Use this mode to enter all report card marks and comments for a single report card row for all students. Be sure to select one of the Save buttons at the top of the screen before moving on to the next student.

Select the report card Template you currently need: the general template or the ELD template. Any students receiving ELD services should appear under the ELD template, not the general template. If this is not the case, correct the error prior to entering report card marks or the work will be lost.

If your class is shared or delegated with another teacher, or you have already entered marks, be very careful when using the green fill-down arrows to enter additional marks. The fill-down arrow overwrites any existing marks below it. Scroll to the bottom of the page beforehand to scan for currently existing report card marks.
Editing the Comment Bank

Report Card > Students > Edit Comment Bank

The Comment Bank allows you to enter frequently used comments and assign them to a student, a group of students, or to all students depending upon the comment screen you are in.

To add a comment to the Comment Bank, click the + New button on the right-hand side. In the Filter by Subject drop-down menu, select which area you want the new comment to be associated with. The Filter by Subject list is partially generated from district-created and teacher-created subjects in Grade Book. Generic Comments are available in all subject areas at all times. If you select Math, you will have the ability to filter for only math-related comments when using the Comment Bank.

The <return> key does not create a new paragraph. To generate a new paragraph, you must type the comment in a different document, copy it, and paste it into the Comment Bank.

There is a separate box in which to enter the comment in Spanish or have the system translate it for you. Although the translation feature is adequate, it is not always accurate. Asking a qualified interpreter is a preferred choice. Again, when using the Comment Bank, you may filter for only Spanish comments. Spanish comments do not display the corresponding English comment. A teacher must be able to read Spanish in order to select the correct Spanish comment.

Report Card > Students > StudentName

The comment field at the bottom of this screen may also be used to add comments to the Comment Bank. However, Filter by Subject and Spanish boxes are unavailable. New comments are filed under “Generic Comments.” The comment may be modified at Report Card > Students > Edit Comment Bank.

Deleting a comment from the Comment Bank does not delete it from a student’s report card.
Placeholder Codes

Placeholder Codes are used when creating Comment Bank comments at Report Card > Students > Edit Comment Bank. The codes automatically incorporate the correct English pronoun and/or the student’s name when the comment is pulled from the Comment Bank and inserted into a comment field via Report Card > Mass Assign Comments or Report Card > Students > (studentName) screens.

Placeholder codes do not work when directly entered into Report Card > Students > (studentName) or Report Card > Mass Assign Comments.

If you capitalize the placeholder code, the output will be capitalized on the report card. If you do not capitalize the code, it will not be capitalized on the report card – including the student’s name. Also, the correct male or female English pronoun will print on the report card regardless of which gender placeholder code is used. There is no Spanish pronoun or userswap functionality. Don’t forget to include the angle brackets (greater/less than signs) around the code when editing the Comment Bank.

<table>
<thead>
<tr>
<th>Placeholder Code</th>
<th>Output</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;&lt;Name&gt;&gt; or &lt;&lt;name&gt;&gt;</td>
<td>The student’s name. <em>Always</em> capitalize the student name placeholder code.</td>
</tr>
<tr>
<td>&lt;&lt;Name&gt;&gt; is kind.</td>
<td>Soriah is kind. <em>James</em> is kind.</td>
</tr>
<tr>
<td>&lt;&lt;He&gt;&gt; &lt;&lt;She&gt;&gt;</td>
<td>The appropriate-gender personal pronoun is capitalized.</td>
</tr>
<tr>
<td>&lt;&lt;He&gt;&gt; stays focused.</td>
<td><em>She</em> stays focused. <em>He</em> stays focused.</td>
</tr>
<tr>
<td>&lt;&lt;his&gt;&gt; &lt;&lt;her&gt;&gt;</td>
<td>The appropriate possessive pronoun is displayed.</td>
</tr>
<tr>
<td>&lt;&lt;Her&gt;&gt; hard work is helping to improve &lt;&lt;her&gt;&gt; math skills.</td>
<td><em>His</em> hard work is helping to improve <em>his</em> math skills. <em>Her</em> hard work is helping to improve <em>her</em> math skills.</td>
</tr>
<tr>
<td>&lt;&lt;him&gt;&gt; &lt;&lt;her&gt;&gt; ...work with &lt;&lt;him&gt;&gt;.</td>
<td>The appropriate-gender pronoun is displayed.</td>
</tr>
<tr>
<td>Peers easily work with <em>her</em>. Peers easily work with <em>him</em>.</td>
<td></td>
</tr>
<tr>
<td>&lt;&lt;userswap&gt;&gt;</td>
<td><em>When</em> &lt;&lt;userswap&gt;&gt; is used in the middle of a sentence, always keep it lower-case. When it is used at the beginning of a sentence, always capitalize it: &lt;&lt;Userswap&gt;&gt;. Synergy will always capitalize the student’s userswap Name but not the Pronoun.</td>
</tr>
<tr>
<td>&lt;&lt;Userswap&gt;&gt; is a pleasure to have in class, and &lt;&lt;userswap&gt;&gt; is a focused student.</td>
<td><em>At Report Card &gt; Mass Assign Comments</em>, toggle between using a personal pronoun (she/he) and the student’s name when this code is used.</td>
</tr>
<tr>
<td><em>Student Name:</em> Logan is a pleasure to have in class, and Logan is a focused student.</td>
<td></td>
</tr>
<tr>
<td><em>Pronoun:</em> He is a pleasure to have in class, and <em>he</em> is a focused student.</td>
<td></td>
</tr>
</tbody>
</table>
Entering Comments

Students

Report Card > Students > StudentName

Two comment boxes are available on this screen. Options for Semester X Math Comments and Semester X Teacher’s Comments boxes differ.

Math Comments

Report Card > Students > StudentName is the only screen in which Semester X Math Comments may be entered. The comment area is found above the “Attendance” row. Click on the black pencil to add your freeform comment or select comments from the Comment Bank.

When done, click any “Save” button. The comment is saved for the student and the -no comment- phrase changes to -comment-.

Teacher Comments

Comments entered in the 1st Semester (or 2nd Semester) comment field at the bottom of the Report Card > Students > StudentName screen appear in Semester X Teacher’s Comments on page 4 of the report card. Click the blue pencil to enter comments either freeform or from the Comment Bank.

When done, click any “Save” button. The comment is saved for the student and the -no comment- phrase changes to -comment-.

Report Card Matrix

Report Card > Report Card Matrix

Select the report card Template, and under Report Card Rows select Semester Teachers Comments from the list. (“Semester Math Comments” is unavailable.) Only freeform comments may be entered. There is no access to the Comment Bank, but you may easily copy and paste comments from one student to another student.

If your class is shared with another teacher or you have already entered comments, be very careful when using the green down-arrows. They overwrite any existing comments below the arrow. Scroll to the bottom of the page beforehand to scan for currently existing comments.
Mass Assign Comments

Report Card > Mass Assign Comments

Only Comment Bank comments may be added here, although you may see comments entered from other comment screens. Comment Bank comments are placed below any existing comments. They cannot be reordered in this screen.

Add a comment from the Comment Bank on the left side to a single student by dragging it to his/her picture. To add a comment to multiple students, click on multiple pictures and drag the comment to a picture. You may also click the “select all” button to add a comment to all students.

Delete all comments for a student by hovering over the comment box and clicking the red X that appears in the upper-right corner.

If freeform comments (entered via a different screen) and Comment Bank comments have been added, you can select to delete one type or the other. Hover over the comment type in the box, it turns red, and click on it. Only the red words are deleted. Also, selecting the Clear All Comments button removes all comments from all students regardless of the number of student pictures selected.

Use the bar below to filter the comments you see and to change the Swap Type.

- **Keyword**: search for a comment by a word within the comment.
- **Language**: displays comments written only English, Spanish, or both (All).
- **Subject**: displays comments assigned to a specific subject area such as math.
- **Swap Type**: toggles <<userswap>> placeholder code between the pronoun and student’s first name.
- **Author**: displays All comments, District comments, or My Comments.
Comment Space Limitations!

The comment box space limitations cause frustration for many teachers. Please read and understand the following information before entering student comments. The Technology Department cannot change this functionality. If further clarification is needed, contact sis@4j.lane.edu.

Although the Semester X Math Comments box indicates it can hold 4000 characters, it will only display 7 lines or approximately 600 densely written characters. According to the character count a blank line (using the Return key) is one character, but in actuality it uses up approximately 140 characters that are not deducted from the characters remaining to be used.

Semester X Teacher’s Comments box indicates it can also hold 4000 characters. It displays 32 lines or approximately 3200 densely written characters. According to the character count a blank line (using the Return key) is one character, but in actuality it uses up approximately 140 characters that are not deducted from the characters remaining to be used.

Consider the following when calculating how much can be written in the Semester X Teacher’s Comments field. When using solid rows of uppercase W's (WWWWWWWWWW) in the comment box, only 2080 characters (65 per row X 32 rows) fit. When using solid rows of lowercase w's (wwwwwwww), 3010 characters (85 per row X 32 rows) fit in the comment box. Since all letter widths vary and the Return key can waste up to 140 characters while only deducting one character from the count, there is no way to provide an accurate character limit for the comment boxes.

If the comment is too long, the excess will be truncated and deleted.

Please consider printing a report card after entering comments for the first student to view how the comments fit on the page and later checking any student whose comments are longer than the first student’s by printing his or her report card. To print, go to Report Card > Students > View Report Cards and click on “View” for a single report card or “Generate Class Report Cards” to view all report cards.

You are not required to fill the Teacher Semester Comments box, page 4, of the report card. It is fine to leave a significant amount of blank space. Empty space does not indicate the report card is incomplete. If the marks and comments reflect each student’s skills and abilities, you have communicated clearly to the family. However, if it is likely you will run out of comment space, consider including a separate insert that lists units and topics covered or other generic information, instead of including it in the comment section.

Until you get the “feel” for how long comments can be, consider typing them in a word processing document to copy-paste them into the report card to avoid truncation.
Print Report Card

Report Card > Students > View Report Cards

To create a PDF of student report cards, go to Report Card > Students > View Report Cards button. To create a PDF of a single student’s report card, click “View” beside the student’s name. To create a PDF of all report cards, select the “Generate Class Report Cards” button.

Generally, only one copy of the semester 1 report cards is printed. This is the copy sent home to families. Two copies of the semester 2 (final) report card are printed. One goes home to the families and the other is placed in each student’s cume (cumulative) folder.

Be sure to ask about your school’s report card expectations.
Sharing the Report Card

Delegate Report Card

Homeroom teachers are able to assign specific report card rows to other teachers. This allows the non-homeroom teacher to only add or modify report card marks for which he or she is responsible for teaching. Besides delegating specific report card rows, specific students may be selected as well.

Class Delegation


**Report Card Template:** In the *Class Delegation* tab select the appropriate Report Card Template. Be sure to repeat the process for all report card templates if applicable.

**Select Student:** You may select all students, the default setting, or select one student at a time to delegate.

**Select Grading Period:** Choose the grading period the non-homeroom teacher will enter marks for.

At the far right is a column of text boxes under *Teacher Assigned.* Begin typing the name of the teacher and select the name from the list that appears. Type the name in the “blue” main heading to automatically fill the corresponding report card rows beneath it. For example, Reading/Literature is a main heading. Foundational Skills and Literature and Informational Text are subheadings. Beneath the subheadings are the specific skills to be graded. Typing a name in the main heading fills in all corresponding subheadings and skill rows. Typing a name in a specific skill row only fills in that row. Typing names in subheading rows has no impact.

Repeat these steps for each student and/or report card row that needs to be delegated.

Note, it is not possible to delegate a partial list of students at one time. Single students are delegated or the entire class is delegated. If you delegate comment boxes, be sure neither you nor the non-homeroom teacher accidentally overwrite each other’s comments.
The non-homeroom teacher will be able to select the homeroom teacher’s class via the Class Focus drop-down screen. Once selected, delegated report card rows are available for grade entry. In this screenshot, Mr. Matter sees that Mrs. Wingit has shared some report card rows with him.

**Student**

After students’ report card rows have been delegated to another teacher, clicking on the *Student* tab displays a summary of the delegations.
Homeroom Teacher Tasks

Homeroom teachers can allow Report Card and Grade Book access to non-homeroom teachers. When the teacher adds a colleague as additional staff, the non-homeroom teacher can enter and score assignments in the homeroom teacher’s grade book and enter final marks on any report card row.

The homeroom teacher uses the Manage Classes screen to give access to other teachers.

**Class:** Focus to the class to be shared.

**Staff tab:** Click the blue + circle beside the teacher. This moves the teacher from the Available Staff area to the Additional Staff area.

Under Additional Staff, the homeroom teacher sets the desired permissions.

Be sure to Save the changes.
Non-Homeroom Teacher Access

When the non-homeroom teacher, in this case Mr. Grayson Matter, signs in to his TeacherVUE account and goes to Grade Book > Grade Book Main, he sees both his regular Section (23004-02) and Mrs. Wingit’s Section (23004-03), now that Mrs. Wingit has added him as additional staff.

After selecting Mrs. Wingit’s section, Mr. Matter can see all the assignments and student scores Mrs. Wingit has entered. Depending on the permissions given by Mrs. Wingit, Mr. Grayson may now be able to add assignments and scores for Mrs. Wingit’s students.

Again, depending on the permissions given, Mr. Grayson may also be able to enter final marks directly to students’ report cards. To do this, Mr. Grayson goes to the desired Report Card menu option and focuses to Mrs. Wingit’s section.

Mr. Grayson does not have access to Mrs. Wingit’s seating chart nor the Home and Admin menu options for her section. This level of access is only permitted by the school secretary.

If a non-homeroom teacher does not have a class of his or her own, the school secretary may need to create a TeacherVUE account for the non-homeroom teacher before he or she can access the homeroom teacher’s account.
Additional Staff - Secretary

The school secretary also has the ability to add a non-homeroom teacher to a section. The secretary’s screen for doing this has more options than the homeroom teacher’s screen. Typically, when the school secretary adds a teacher as additional staff, the non-homeroom teacher has full access to the section as if it were the non-homeroom teacher’s section. All TeacherVUE menu options are available as well as access to the homeroom teacher’s seating chart and attendance features.

School Secretary Tasks

The school secretary should always ask permission prior to giving a teacher access to another teacher’s section. This is because the non-homeroom teacher will have the ability to delete and edit student marks.

Non-Homeroom Teacher Access

Once access is given by the school secretary, the non-homeroom teacher will have access to the homeroom teacher’s section. If students from both sections are lumped together in the seating chart, they can be split into separate charts by going to Charts > Split by Section, and then returning to Charts to select the desired section.

If access to the homeroom teacher’s account seems limited, ask the school secretary to provide more access.

To access the homeroom teacher’s class, the non-homeroom teacher must focus to that section.

Missing Marks

Report Card > Missing Marks

After transferring marks from Grade Book to the report card and/or manually entering marks within Report Card, teachers can run the Missing Marks. This report lists all report card rows, by student, that have no final mark. Instead of scanning through a report card PDF or the Report Card screens, run this report.
Progress Report

Report Card > Progress Report

Progress Report is a way to share assignment marks or totals with students and families via email or hard copy. If you have created Break Out Classes or Grade Book Groups, it does not matter which class you are in when running this report. All Break Out classes and Grade Book Groups are included in this report.

Upon entering the Progress Report screen, several options are presented on the left-hand side.

For a Progress Report to reflect changes when a different Summary Method (#2) is selected or new data is entered in Grade Book, you must select “Generate All” to update all information, or “Refresh This Report” to update the current student.

1. **Student**: Provides the ability to view a specific student’s progress report.

2. **Summary Method**: Each of the five options is discussed in more detail below.

3. **Options**: Only certain checkboxes are available depending on the Summary Method selected. A null icon appears when hovering over unavailable options.
   a. **Show Overall Grade** calculates an overall mark that includes all subject areas. This does not apply at the elementary level and should not be selected.
   b. **Show Grading Legend** if “Show Overall Grade” and this option are selected, a legend prints indicating \( E \) is for *Exceeds*, \( M \) is for *Meets*, etc. The legend does not appear on the Progress Report screen, only the emailed/printed report.

   If you choose not to Show Overall Grade, please include the following in the report’s header or footer so families can better gauge their child’s progress:
   
   _All assignments are scored using a rubric:_
   
   4-exceed, 3-meet, 2-approaching, 1-not meet, 0.1-missing or no evidence

   c. **Show Points** displays the value the student received over the points possible. It is probably best not to use this option.

   d. **Show Bar** provides a progress bar on the report and, depending on the Summary Method, a percentage that indicates the earned score relative to the possible total score. It is probably best not to use this option.

   e. **Show Report Card Rows with No Results** lists all report card rows even if no Grade Book mark has been entered for the report card standard.
# Oregon Valley Elementary School

## Student Progress Report

### 1st Semester

(YR) Wingit, J/ McPhail Elem 1st Gr(1) SEC: 23004-03

**1/3/2018**

### Curran, Rhea

**Grade 01**

<table>
<thead>
<tr>
<th>Area</th>
<th>Mark</th>
<th>Comment</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall Class Grade</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reading/Literature Recognize features of a sentence (first word, capitalization, ending punctuation)</td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Grade assignment (Reading)</td>
<td>10/16/2017</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reading/Literature Read grade level high frequency words</td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Grade assignment (Reading)</td>
<td>10/16/2017</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Writing Effectively write opinion, informational, and narrative text</td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Grade assignment (Writing)</td>
<td>12/09/2017</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Language Demonstrate command of capitalization, punctuation, and spelling when writing</td>
<td></td>
<td></td>
<td>2.5</td>
</tr>
<tr>
<td>Spelling Work, ie Quiz</td>
<td>12/09/2017</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spelling test (Test)</td>
<td>10/19/2017</td>
<td>2.5</td>
<td>Missing</td>
</tr>
<tr>
<td>Science Effort</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test form (Classroom Discussion)</td>
<td>9/29/2017</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Science Demonstrates content knowledge</td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Test form (Classroom Discussion)</td>
<td>9/29/2017</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Work Habits Completes homework</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reading homework (Homework)</td>
<td>9/13/2017</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Math Effort Score</td>
<td></td>
<td>0.1</td>
<td>Missing</td>
</tr>
<tr>
<td>Spelling test (Test)</td>
<td>10/19/2017</td>
<td>0.1</td>
<td></td>
</tr>
</tbody>
</table>

---

### EUG Performance Key 15-18

<table>
<thead>
<tr>
<th>Mark</th>
<th>Legend</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>Exceeds</td>
</tr>
<tr>
<td>M</td>
<td>Meets</td>
</tr>
<tr>
<td>N+</td>
<td>Nearly Meets</td>
</tr>
<tr>
<td>N</td>
<td>Not Meet</td>
</tr>
<tr>
<td>Y</td>
<td>Yet To Be Taught</td>
</tr>
</tbody>
</table>
| *    | See Comment

<table>
<thead>
<tr>
<th>Mark</th>
<th>Legend</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>3.5</td>
<td>3.5</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>2.5</td>
<td>2.5</td>
</tr>
<tr>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>1.5</td>
<td>1.5</td>
</tr>
<tr>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>0.5</td>
<td>0.5</td>
</tr>
<tr>
<td>0.1</td>
<td>0.1</td>
</tr>
</tbody>
</table>
f. **Show Assignment Detail** lists marks entered in Assignment View.

g. **Show Standards Detail** lists marks entered in Standards View.

h. **Request Signature** includes a “Parent Signature” line at the bottom of the report. This can be used in conjunction with the report’s Footer to request the report be signed and returned by a specific date.

i. **Show Assignment Type Breakdown** lists summary scores for all the Assignment Types selected when creating assignments, such as *homework, quiz, and test*.

j. **Show Class Average** adds a column to the report to compare student’s mark to the class average.

k. **Show Assignment % of Overall Score** is useful if you weight assignments. For example, tests have more impact on the final mark than homework. Elementary teachers cannot weight assignments.

4. **Filter Assignments** button allows you to select a date range or specific assignments to print. After clicking “Back to Progress Report” button at the upper-right, you must select the Generate or Refresh button at the bottom of the screen to see the report changes.

5. **Delivery** provides print and/or email options and opens a new window with various options.

   a. Selected Delivery Options:
      - *Print* produces a PDF to send home with the student.
      - *Email* sends progress reports to students and/or family members of students (depending on the *Email* options selected on the left-hand side of the screen) who have the box checked in the list of students. If no valid email exists, a message appears in the *Status* column after the emails are sent.
      - *Print Non Email* option creates a PDF for students or families who had an invalid or no email address.

   b. Report Header Text: Prints your message at the top of the report. This option is available on the Progress Report print screen.

   c. Report Footer Text: Prints your message above the Parent Signature line. You may want to include the following so make the Progress Report easier for families to read:
      - *All assignments are scored using a rubric:*
      - 4-exceed, 3-meet, 2-approaching, 1-not meet, 0.1-missing, 0-no evidence

   d. Email lets you select whom the Progress Report will be sent to. If this is left blank, no emails are sent.

   e. Filters allows, if selected, to only print progress reports for students whose Class Grade on the progress report meets a certain criterion: E, M, N, N+, Y, and/or *. For example, this gives you the ability to only send progress reports to families whose child has an overall class grade of N+ and N.
6. **Data** includes “Generate All” which impacts all students and “Refresh This Report” which impacts only the current student. A **Data** button must be clicked to include new assignments added to Grade Book since the last time it was selected or when the *Summary Method* has been changed.
Summary Method

The sample progress reports below display all options available to the specific report. Some options may be deselected if you prefer they not appear on the report.

Report Card Rows

This progress report is non-functioning for elementary teachers.

Report Card Standards

Information on this progress report is organized with assignment details listed beneath each report card row line item, or Report Card Standard. Showing the bar, assignment details, etc. are optional. Selecting Option: Show Standards Detail just duplicates the Report Card Standard.

By Section

In this progress report, nothing is listed under Assignments because the teacher is using Standards View to enter student scores. Note the bar graph has a percentage listed beside it. You may or may not want this to show since rubrics and percentages are two different grading scales. Also, % of Grade only applies if you are weighting certain types of assignments such as tests.
By Standard

This progress report provides an overall mark for each Report Card Standard used to date. You may find it the clearest and most useful progress report to send to families.

Class Summary

Overall Assignment scores (if used) separated by assignment and Standards marks separated by standards are included in the Class Summary progress report. Notice class average only applies to the Assignment scores.