

REPORT CARD CHECKLIST

This list is presented in the general order of completion – some tasks must be completed prior to other tasks. Click on any link to open an applicable video. Contact sis@4j.lane.edu with questions.

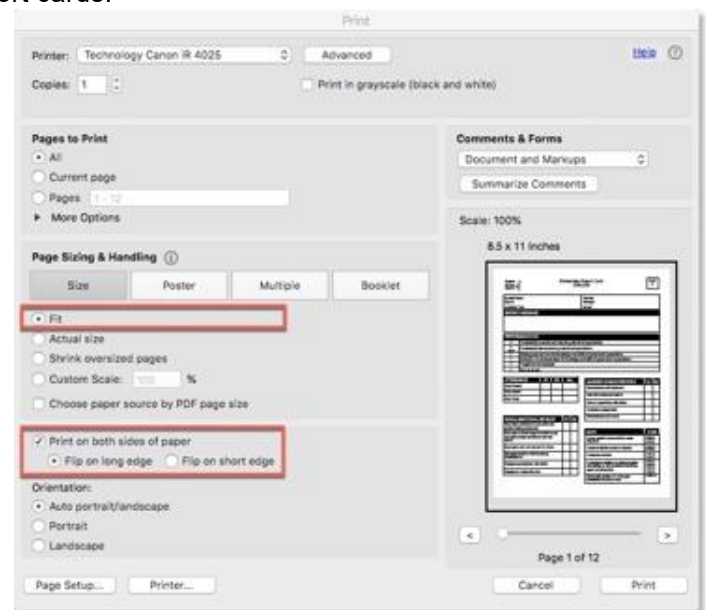
Open-bullet (○) items only apply to Synergy Grade Book users.

- Beginning of Year for Synergy Grade Book users: If you share your Grade Book with other teachers, ensure all shared [Grade Book settings](#) are the same and each teacher scores assignments with the same fidelity and Points.
- **Important!** Beginning of Year: [Ensure students are assigned to the correct report card template](#). Set the template prior to (1) creating assignments in Grade Book, (2) manually entering report card marks, or (3) entering report card comments. Watch [this video](#) if this step was not followed.
- To prevent completion of a report card for a student no longer in your class, hide “inactive students” at Report Card > Students > Options (button) and uncheck “Show Inactive Students.”
- [Add a co-teacher’s name](#) to the report card if the grade-level class has two part-time teachers.
- [Set language to Spanish for Spanish-speaking families](#) using **U-ELLANG** report from secretary.
- [Rearrange student name order to your liking](#) prior to entering report card marks.
- Verify with your grade-level team, and possibly the Instruction department, which Report Card Rows will be marked “taught but not assessed” and “not yet taught” in Semester 1. No rows should be left blank. At the end of Semester 2, all Report Card Rows should be marked with 1, 2, 3, or 4.
- If you share your Grade Book or any Report Card rows with other teachers, ensure they have completed entering marks for your students.
- Synergy Grade Book users [transfer marks to Report Card](#).
- [Manually enter marks for empty report card rows](#) or make necessary changes to marks transferred from Grade Book. In order to earn the report card marks in the “Score” column below, a student’s grade-level performance must match the corresponding percentages:

Score	– Grade Level –		– Grade Level –		Legend Text
	Low %	High %	Low Score	High Score	
4	98.88	100.00	3.96	4.00	Consistently exceeds and extends grade-level expectations (and 98.88-100% on grade-level assignments)
3	74.88	98.87	3.00	3.95	Consistently demonstrates grade-level expectations
2	59.88	74.87	2.40	2.99	Making progress towards knowledge and skills of grade-level expectations
1	0.00	59.87	0.00	2.39	Minimal or no demonstration of knowledge and skills of grade-level expectations
T					Taught but not assessed
Y					Not yet taught

- Enter comments – mix and match options A-E.
 - A. **Important!** Synergy “Teacher Comments” may be truncated if all 1600 “character count” characters are used. [This video](#) explains why.
 - B. **Important!** If using *Mass Assign Comments*, enter them before using other comment options. [Video](#) go to min. 1:30.
 - C. [Entering comments](#) via Students screen, Matrix screen, and Comment Bank screen.

- D. The three suggested comment entry options, listed in order of preference, may help prevent comments from being truncated due to the “inaccurate” Comment box character count.
1. Enter all comments into a Google Slides template to determine what will fit in Synergy’s Comment box. Then copy-and-paste the text from the template into the Synergy’s Semester Comment field.
 - Google Slides template – open link then go to File > Make a Copy > Entire Presentation <https://docs.google.com/presentation/d/1QRCV-LOtEQh0VsnrmrBR7iYqxsMvDhPz3by3YIbeAo/edit?usp=sharing>
 2. Enter all comments, including translated comments, in any word processing document. Periodically save this document. Next, copy-and-paste comments from the document into each student’s Semester Comment field. Create a *PDF of the Synergy report cards to view comments. If any are truncated, modify comments in the word processing document and repeat these steps.
 3. Enter all comments, including translated comments, for 2-3 students for whom you think may exceed the comment box’s limitation of 1600 characters (13 lines of 123 characters each). Spaces between words and unused space between paragraphs count as multiple characters even though they are *not* deducted from Synergy’s character count. Initially print a report card *PDF after each comment entry, and then print periodically after you get a feel for the quantity of text that will fit. **Never** add comments for five or more students without pausing to view the report card PDF.
- E. [Comment Bank “Placeholders” and “Userswap”](#) to personalize Comment Bank comments.
- F. [Using the Comment Bank](#) includes how to add comments in Spanish and open-ended comments.
- Verify the ELL teacher has completed the ELD portion of the report card.
 - Verify the school secretary has completed the “Update Attendance” procedure.
 - Create a report card *PDF to each report card row has a mark and to proofread comments, ensuring none truncated.
 - If there are inactive/dropped students for whom you need to complete a (partial) report card, go to Report Card > Students > Options (button) and place a check beside “Show Inactive Students.” Be sure to uncheck this box once you have printed the inactive students’ report cards.
 - Print: In the print settings select print to **Fit** (not “Actual Size”) and **Print on both sides of paper** (double-sided). See image at right.
 - Ask your school secretary or principal for the most up-to-date information regarding how to distribute report cards to families.
 - Report Card envelope only contains (1) report card and (2) SPED progress reports (4 or fewer pages).
 - At Year-End: [“Mark all Complete” from the Report Card > Studentsscreen.](#)
 - At Year-End: Print the report card *PDFs on paper to place in the [cumulative folder](#). To ensure future teachers can read the report card, [print them all in English](#) by going to Report Card > Students > View Report Cards > *Options* tab, uncheck “Print in Home Language.”



* PDF Steps: Report Card > Students > View Report Cards > Generate Class Report Cards (or “View” to create a PDF of an individual report card).