

Standards Based Report Cards

Setup

- A) Terms
- B) Standard Subjects
- C) Standards
- D) Valid Alphabetic Grades
- E) Grading Comments
- F) Grading Scales
 - 1) Student Schedule
 - 2) Student
 - 3) Master Schedule
 - 4) School
- G) Valid Courses: Attach standards to courses
- H) Create Sections of Courses once standards are attached.
- I) Default Standard Options: School/District | School | Setup Tab
 - 1) Standards Scale
 - 2) Standards Calculate Rule
 - 3) Standards Calculate Method
 - 4) Standard Calculate Weight Maximum Value
- J) Teacher Standard Options:
 - 1) *InformationNOW* Gradebook: Classroom | Grade Book | Select Class | Options | Standards section or
 - 2) Chalkable Classroom: Settings | Setup | Options | Select Class

Standard Mark Entry/Posting

- A) *InformationNOW* Grade Book:
 - 1) Create Activity and Attach Standard: Classroom | Grade Book | Select Class | Plan tab | Add New Item | Save | Standards Tab | Add Standard.
 - 2) Add Standard Mark: Classroom | Grade Book | Select Class | Standards Tab
 - 3) Enter Activity Scores That "Carry Over" to Standard Mark: Classroom | Grade Book | Scores tab. Enter a score for an item that has standards attached to it.
 - 4) Post Standards so they are viewable from the student screen. Go to Classroom | Grade Book | Select Class | Post Standards.
 - 5) Post Grades if using Scores AND Standards tab, go to Classroom | Grade Book | Select Class | Post Grades.
- B) Chalkable Classroom
 - 1) Create Item and Attach Standard: New Item tab | Select Class | Attach | Add Standard.
 - 2) Add Standard Mark: Grades | Select Class | Standards tab.
 - 3) Enter Item Scores that "Carry Over" to Standard Mark: Grades | Select Class | Items tab.
 - 4) Post standards so they are viewable from the student screen. Grades | Select Class | Standards tab.
 - 5) Post Grades if using Items AND Standards tab: Grades | Select Class | Final Grades tab.
- C) To view posted standards for the individual student, go to Students | Student Maintenance. Search for and View student. Select Grades under the Manage menu on the left. Click the course and then the Standards tab.

Printing

A) *InformationNOW* Teacher Grade Book:

- 1) Standards Report Card
- 2) Portrait Style Report Card
- 3) Two-Column Report Card

B) *InformationNOW*

- 1) Standards Report Card
- 2) Portrait Style Report Card
- 3) Two-Column Report Card
- 4) Standards Bank
- 5) Missing Standards