

Report Card Time – Teacher Checklist

- ✓ In **Students Achieve**: You have shared your class with any teacher or intern who needs to co-assess with you. (*Online INSTRUCTION SHEET-Sharing Classes*)
- ✓ In **Students Achieve**: You have created assignments based on your curricular outcomes using Students Achieve on a regular basis since the beginning of the term. (*Online INSTRUCTION SHEET-Whole Big Instruction Manual*)
- ✓ In **Students Achieve**: You have included the criteria Confidence, Citizenship, Work Habits, and Responsibility in every subject area you teach through incorporating these skills into some of your assignments.
- ✓

Everything up to here has been done repeatedly from early on. Items below may be ‘new to you’.

- ✓ In **Students Achieve**: You look at the student analysis and make professional judgments on any marks where the most consistent mark and the most recent mark conflict with each other. (*Online INSTRUCTION SHEET-Student Analysis or Checking Marks*)
- ✓ In **Students Achieve**: You print off, initial, and hand in marks verification sheets to your principal. (*Online INSTRUCTION SHEET-Marks Verification*)

Above items NEED to be done before your export date.

Below, can be done before or after your export date.

- ✓ In **MAPLEWOOD** for each class, enter in the Prog Column, R for Regular, or, with Ed Support knowledge, BGL for Below Grade Level or IIP if there is an applicable IIP for that subject. (*Online INSTRUCTION SHEET -Programming codes*)
- ✓ In **MAPLEWOOD** for each class enter comments by mentioning student strengths/areas of weakness/and next steps. Do NOT worry if it says ‘exceeds comment length’, or if your comments turn red. There is no set comment length; you can type an essay if you wish. (*Online INSTRUCTION SHEET –Entering Comments*)
- ✓ In **MAPLEWOOD** print a comments preview sheet if you would like to proofread on paper rather than online. (*Online INSTRUCTION SHEET –Printing Report Cards*)

Below can only be done after your export date.

- ✓ In **MAPLEWOOD** print preview the report card – if another teacher hasn’t entered their marks yet, you can see it here, and can catch it before the paper is wasted.
- ✓ In **MAPLEWOOD** when ALL teachers of your students are ready, print the CORRECT report card from MAPLEWOOD. Kindergarten report cards are formatted for LEGAL paper, all others are LETTER paper. ‘Grade 9’ report cards have period based attendance and are built on a semester system, Grade 1-8 report cards are built on a 3 term structure with homeroom attendance. (*Online INSTRUCTION SHEET –Printing Report Cards*)