Students Achieve One Page Overview With Print

**Step 1:** **Initialize your class.**

* Manage tab>Classes>Class Sectionsclick the word initialize.
* Check box ALL the strands for your grade(s) for the YEAR.

**Step 2:** **Create or Import Assignments**

* Touch Marks Entry – via the main shortcut or Assess>Classroom>Touch Marks Entry
* Click the New Assignment button
* Name the assignment, give it a date, check off outcomes, hit save.

**Step 3: Mark the assignment**

* Click the column to highlight all, touch an individual white box or cell
* Click the mark you desire to go into the highlighted cells. (no need to save)

**Step 4:** **View the Student Analysis**

* Click Student Analysis in Shortcuts, or from the Analyze tab at the top.
* Look at marks, make professional judgments if needed
* Click the tiny word reports and choose marks verification for outcomes – print or save that.
* Click the tiny word reports and choose CSL’s for the current term – print or save that.

**Step 5:** Show (via email or paper) your administrator your marks verification sheets.

Export will be requested by your admin and will occur when he/she has verified the building is ready.

**Step 6:** **Enter Programming codes for grades 1-8, and comments for the report card in Maplewood.**

* Enter marks/review report cards will get you to Maplewood
* Click Marks/Comments by class or by student
* Fill in the comment and column titled programming if you have it

**Step 7:** **Generate, save and print a copy of your report cards** (Some schools have secretaries print)

* In Maplewood, Click print report cards.
* Check of the box for the report you want. Choose your name so you see your students.
* Click View…and wait….but it shouldn’t be too long. If it has been more than 5 minutes, close the pop up box with the red X. Click cancel to go back to the achievement screen, click print report cards again, and this time….voila!
* A PDF document will pop up and you can save it to view it or print it.

*Details on all steps with pictures and videos found in the full manual.*