

## RenWeb Gradebook and the Diocesan Report Card – 3-5 Teachers

The report card template samples are available for download in the Diocesan Intranet <https://intranet.orlandodiocese.org/>, go to Schools, Elementary and Secondary folder then Report Card Templates folder. We encourage every teacher to look at her or his grade level. This will help understand the gradebooks.

- The cut-off scores for the Skills Proficiency Scales are:
  - P 84.5 - 100
  - DP 70 – 84.4
  - IP 0 – 69.9
- Grades for assignments, assessments, classwork, etc. have to be entered with a numerical value. Please verify in your gradebook options if you are using points, percentage or mixed.
- If the school does not assign categories (highly recommended to follow Diocesan guidelines), the teacher will have to create categories before adding an assignment.
- Click on the plus sign to add an assignment, select the category, name and enter the point value. Click Save, then click on Edit Standards to attach the standards covered in this assignment or assessment and click Save & Close.
- When the teacher is ready to enter the grade, from the Gradebook, double click on the assignment/assessment, click on Grades and enter the numeric grade for each student, then click Save & Close.

\*K ELA - A > T1

Assignment Details

Title: [Red Box] 0 / 50

Description: 0 / 8000

Date Assigned: THU, Nov 01, 2018 Date Due: THU, Nov 01, 2018

Max Points: [Red Box] 100 Weight: 1

Standards: No standards added to assignment. [Edit Standards](#)

Preferences

Calc/Display  Publish to Lesson Plan

Mark as Test

Save & Close Save & Grade Save & New [Exit](#)

\*K ELA - A > T1

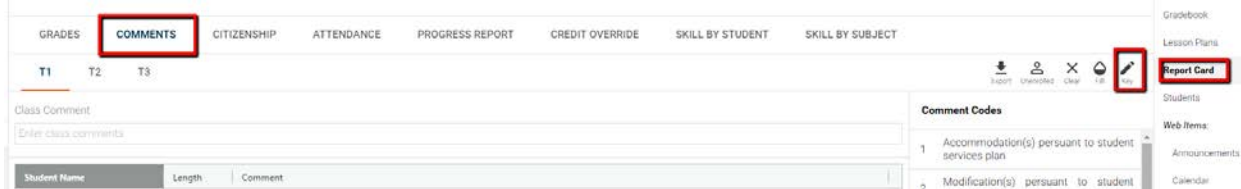
ASSIGNMENT GRADES STANDARDS

Student Name	Grade	Curve	Penalty	Bonus	Max Points	Score	Notes
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- RenWeb has added a daily maintenance job to all the elementary schools that will run at 11:00pm daily. This job will take whatever the percentage grade or point grade on the assignment, assessment, etc. and it will populate the attached standards grade with that percentage or point. If a teacher decides he/she wants or needs to change the standards grade, then they can do that after it is populated. Alternatively, if the teacher enters a standards grade prior to the job running that night the program will not over write it.

### ENTERING COMMENTS:

- **NEW** on the report card, for each course the teacher will have the ability to put a canned comment for each trimester. From the Report Card view, teachers will click on Comments to enter comments for each trimester from the list of canned comments. Click on Key (pencil icon to the right) to view the list of comments and select for each student.
- Make sure to click on the diskette icon at the bottom right corner to save your work



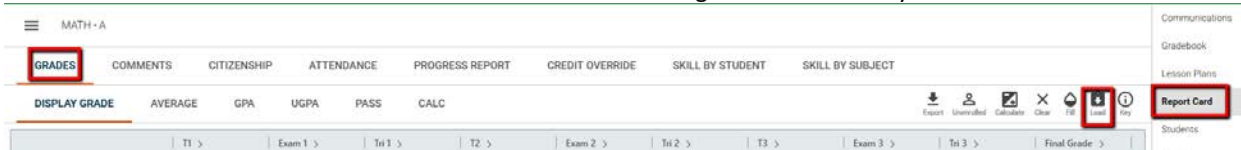
### ENTERING SKILLS IN LEARNER BEHAVIORS (homeroom teacher only):

- The homeroom teacher enters the Learner Behaviors once every trimester. The homeroom teacher needs to go to Learner Behaviors course, in the Report Card view top menu select Skill by Subject and you will see first Responsibility. Teachers can do Fill the Grade or enter 1, 2, or 3 for each student. Then click on the arrow next to Responsibility to change it to Participation, do the same for Assignment completion and Interpersonal skills. The behavior scale is as follow:
  - 1 = student consistently demonstrates this behavior
  - 2 = student sometimes demonstrates this behavior
  - 3 = student seldom demonstrates this behavior
- Make sure to click on the diskette icon at the bottom right corner to save your work



### LOADING ACADEMIC GRADES FOR REPORT CARD:

- **For each Trimester's Report Card:** Before submitting grades make sure to **Recalculate** the Assignments. From the Report Card view, teachers will click on Grades and Load Grades to bring the grades over from the gradebook either alpha or numeric (check with your administrator which one to select), this is a school wide decision.
- Make sure to click on the diskette icon at the bottom right corner to save your work



### LOADING STANDARD GRADES FOR REPORT CARD:

- **For each Trimester's Report Card:** Once teachers have done a Recalculate and verified the standards in the Gradebook under Standards Mastery, they will go to Report Card, click on Standards and click on Load to load the standards mean from the Gradebook to the Report Card. (teachers will see numbers but those will be converted to the proficiency scale for the Report Card)
- In the Report Card View, Standards, once the grades are loaded, if the teacher needs to adjust the grade to change for example from P to DP, the teacher will click on the grade for the standard and change to the number that will move it to the correct proficiency.
- Make sure to click on the diskette icon at the bottom right corner to save your work



- **NEW** Religion standard statements to reflect the new Diocesan Religion Standards.