

RenWeb Gradebook and the Diocesan Report Card – 6-8 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.

- This template has not changed. They have an Academic Grading Scale and Behavior Grading Scale.
- 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 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.

08 REL - A > T1

Assignments + assignment

ASSIGNMENT GRADES STANDARDS

Details

Categories * [dropdown] Title [text field]

Description [text area]

Assn Assignm [dropdown] Date Due [dropdown]

Points [text field]

Preferences

Calc/Display Publish to Lesson Plan

Mark as Test

Save & Close Save & Grade Save & New Save

ENTERING SKILLS BY SUBJECT:

- Behavior Grading Scale of 1, 2, or 3 is enter once for each trimester under Skills Set. On the gradebook go to Report Card, on the 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

GRADES COMMENTS CITIZENSHIP ATTENDANCE PROGRESS REPORT CREDIT OVERRIDE SKILL BY STUDENT SKILL BY SUBJECT

T1 T2 T3 ALL TERMS

Mathematics: Responsibility

Mathematics: Participation

Mathematics: Assignment completion

Mathematics: Interpersonal skills

T1 | T2 | T3

Report Card

LOADING ACADEMIC GRADES FOR REPORT CARD:

- Before submitting grades make sure teachers **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



ENTERING COMMENTS:

- 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

