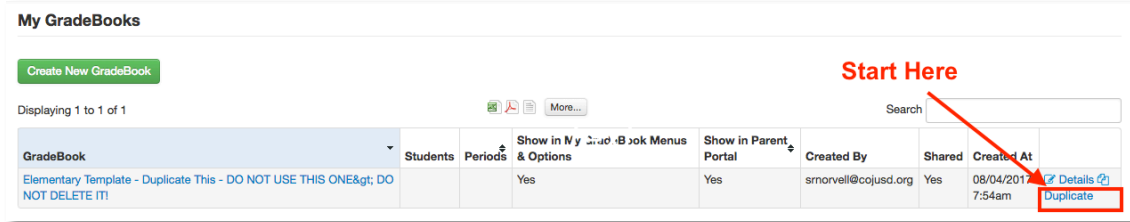
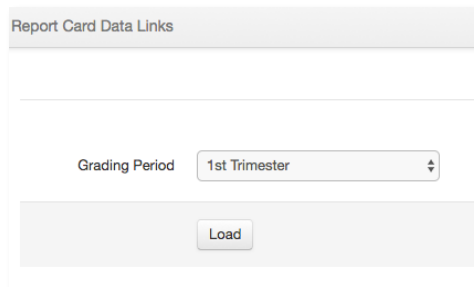
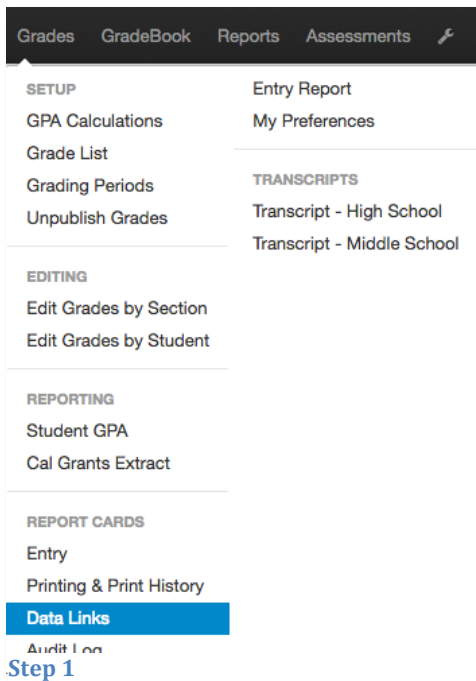


## The Road to the Report Card – use the Report Card Map

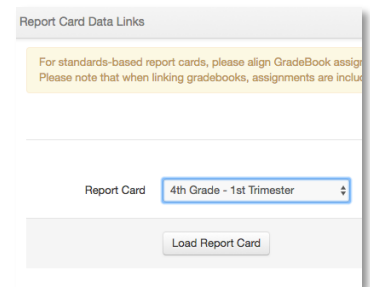
### 1. Create Gradebooks



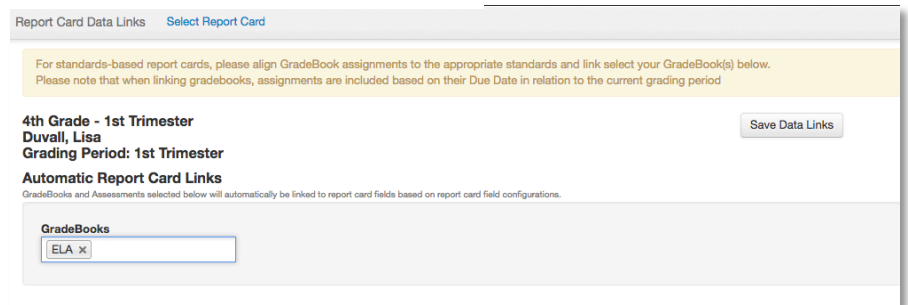
- a. Copy the template and create 3 Gradebooks
  - i. ELA
  - ii. Math
  - iii. Science
- b. Link your gradebooks to the report card



Step 2



Step 3



Step 4

### 2. Enter your assignments

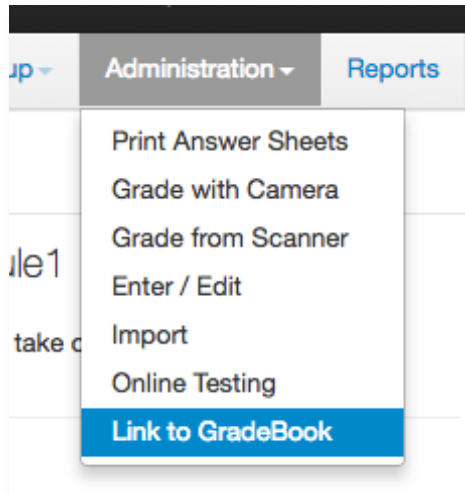
- a. Link assignments to standards
  - i. Use Standards Collection

### 1. Standards that are connected to Report Card

The screenshot shows the 'Add Standard' form. At the top, it says 'Add Standard' and '1. Choose standard category from collection'. Below this, there are two dropdown menus: 'Choose a Standard Collection' and 'Select Subject Area'. A red arrow points to the first dropdown. Below these is a 'Select Standard' dropdown menu with a red asterisk and a red arrow pointing to it, with the text '2. Choose standard (one standard per assignment)'. Below that is a 'Selected Standard' field showing 'none'. At the bottom, there is an 'Also Save This To' field and a note: 'Some GradeBooks are not shown, saving this to regular GradeBooks is not allowed'.

### 3. Link Assessments to Gradebooks

- a. Make sure that the date is sometime within the trimester being reported.
- b. One assessment will create an assignment for each standard. Name each assignment accordingly.  
i.e. *Math.EndofMod* NBT.1, 2, 3, 4, etc.



From Assessment Menu

The screenshot shows the 'Assessment Detail > Link to Gradebook' form. It asks 'What GradeBook are you linking to?' with a dropdown menu showing 'Math'. Below that, it asks 'Link Performance Band Level?' with radio buttons for 'Yes' and 'No', where 'No' is selected. Then it asks 'What do you want to link?' and shows a list of standards with checkboxes: 'Overall' (OVERALL), 'CCSS.MA.4.4.NBT.1' (STANDARD), 'CCSS.MA.4.4.NBT.2' (STANDARD), 'CCSS.MA.4.4.NBT.3' (STANDARD), and 'CCSS.MA.4.4.NBT.4' (STANDARD). Red arrows point to each of these four standard checkboxes. At the bottom, there is a 'Submit' button and the text '4. Click "Submit"'. The 'Submit' button is highlighted in blue.

Assessment Linking Details

### 4. Report Card Entry - What's automatic?

- a. Fountas & Pinnell - 2<sup>nd</sup> Administration

*<http://www.cojusd.org/Curriculum-Instruction-and-Professional-Learning/Elementary-Report-Cards/index.html>*

- b. Math Fluency Scores
- c. Attendance

**5. Report Card Entry – What’s not automatic?**

- a. Your gradebook assignments (unless you assigned standards and linked your gradebooks to your report card.)
- b. PE, social studies, fine arts, and technology grades
- c. Characteristics & Behaviors of Successful Learners
- d. Teacher Comments