

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



The Road to the Report Card – use the Report Card Map (Outline)

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

2. Enter your assignments

- a. Link assignments to standards
 - i. Use Standards Collection
 1. Standards that are connected to Report Card

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. i.e. ELA BM1 RI.4, ELA BM 1 L.2.a, etc.

4. Report Card Entry – What’s automatic?

- a. Fountas & Pinnell – 2nd Administration
- 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