

Gradebooks or Report Cards

One of the most common questions asked about the report card process is whether teachers should work primarily in the Gradebooks or the Report Card.

In reality, the decision is up to the school. Teachers may work in either the report card or the Gradebook – it will be based on the preferences of the school administration. Here are some options and the SchoolSpeak's recommendations.

Grade Overrides

At report card time, a teacher may feel that a student's calculated grade does not accurately represent the ability of the student and would like to change the grade/score/mark that is displayed in the report card. Should the change occur in the report card or Gradebook?

SchoolSpeak recommends that teachers work primarily within the Gradebook.

Using the Gradebook feature **Grade Override** allows the teacher to assign a new 'grade' to the student and still keep the original calculated grade in the Gradebook.

Can they override in the report card? Yes; if allowed, a teacher may override the score in the report card. Use caution though - if the teacher makes a change in the Gradebook after overriding the grades in the report card and then brings the new data into the report card – all overrides will be erased and the grades from the Gradebook will be displayed. The best approach is to use the **Grade Override** feature in the Gradebook.

Specials/PreK/K teachers

Specials and the early primary teachers often evaluate the student once a semester. Can they enter the mark in the report card or do they need to use the Gradebook?

Specials teachers may enter the grade manually into the report card. They must have edit permission for each grade or section's report card resource.

Note: This means that the specials teachers have the ability to edit any section of the report card. The specials teacher should be careful to make changes only the sections for their subjects or to not manually pull data into the report card.

SchoolSpeak recommends using the Gradebook.

The specials teachers just need to create a single assignment for the term. The report card will automatically pull the data into the report card.

For the K and PreK teachers, using the Gradebook allows the teacher to track the students' progress throughout the semester. This is especially helpful when evaluating a child's progress against a standard or skillset so that the progress is documented.

The ultimate decision should be based on the school administration's preferences.

Comments/Conduct/Effort

Many schools also provide supplemental information for students using comments, conduct and effort grades. School administrators may allow teachers to edit those comments and marks in the Gradebooks within the Term Summary section or via the report card module.

To learn more about SchoolSpeak recommendations or to discuss which options are best for your school, please contact SchoolSpeak Support.

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