

Report Card Process

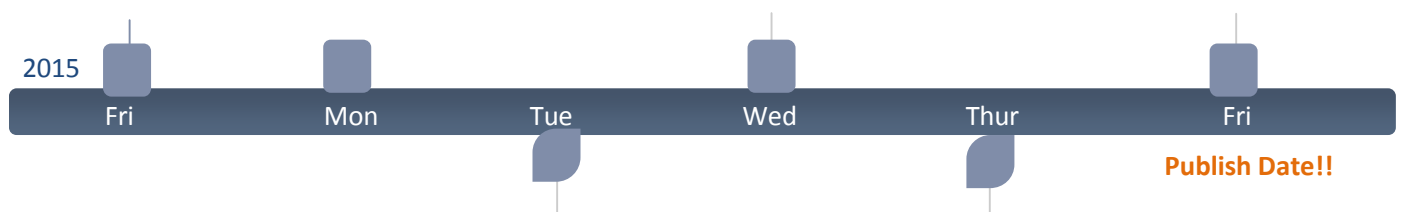
Locking Gradebooks and Report Cards

A well-planned report card process is the key to a successful report card season. Creating a schedule of tasks allows you to coordinate the process with all of the teachers in your school. It helps to reduce the potential conflicts that can arise during the report card process when you have many teachers trying to make edits to the report cards.

To create your school's process' timeline, note the date that you would like to send out your report cards and work backwards to the end of the term. We have put a sample timeline together to illustrate some of the basic tasks.

Here is an example. This school would like to send out report cards on a Friday, one week after the end of the term.

- Teachers begin to finalize all grades
- Teachers review the data in the report card and finalize manual entries into the report card
- Final Preview
- Prepare for printing or Publish to portal



- All Grades are due in gradebooks
- Teachers Close gradebooks (*optional*)
- Admin Locks gradebooks (***recommended***)
- Teachers may begin any manual entries into the report card *
- Teacher Closes report card (*optional*)
- Admin Locks report card (***recommended***)
- Admin Previews the report card
- School Administration Review
- Any changes may be updated
- (Admin can unlock Report cards to accommodate any changes needed)

Locking the Gradebook and report cards

Locking the Gradebooks and report cards may seem like a small step, but it can help prevent some very big problems. One of the most common issues occurs when the report card data does not match the Gradebooks. Leaving a Gradebook unlocked means that a teacher may continue to edit the grades within the Gradebook. The result is a report card that is potentially out of sync with Gradebook data. Using the locking functionality helps the administrator move the process forward. And if it becomes necessary to unlock a Gradebook, you can unlock at any time – but now you know you need to make sure that you update the data in the report card.

Once your report cards are ready, lock them as well. This will prevent any further changes to the report cards that you published.

Extra Notes:

- Locking gradebooks/report cards may be done in the specific Gradebook or report card or the administrator may lock them via the Manage Gradebook and Manage Report Card admin utilities
- Administrators may always unlock a specific or all gradebooks/report cards to accommodate any required changes.
 - SchoolSpeak recommends that the teachers do most of the data entry within the Gradebook to avoid any conflicts with other teachers editing the report card. This most often happens in middle school grades.
 - Also some dioceses may have disabled the teacher's ability to edit certain areas of the report card.