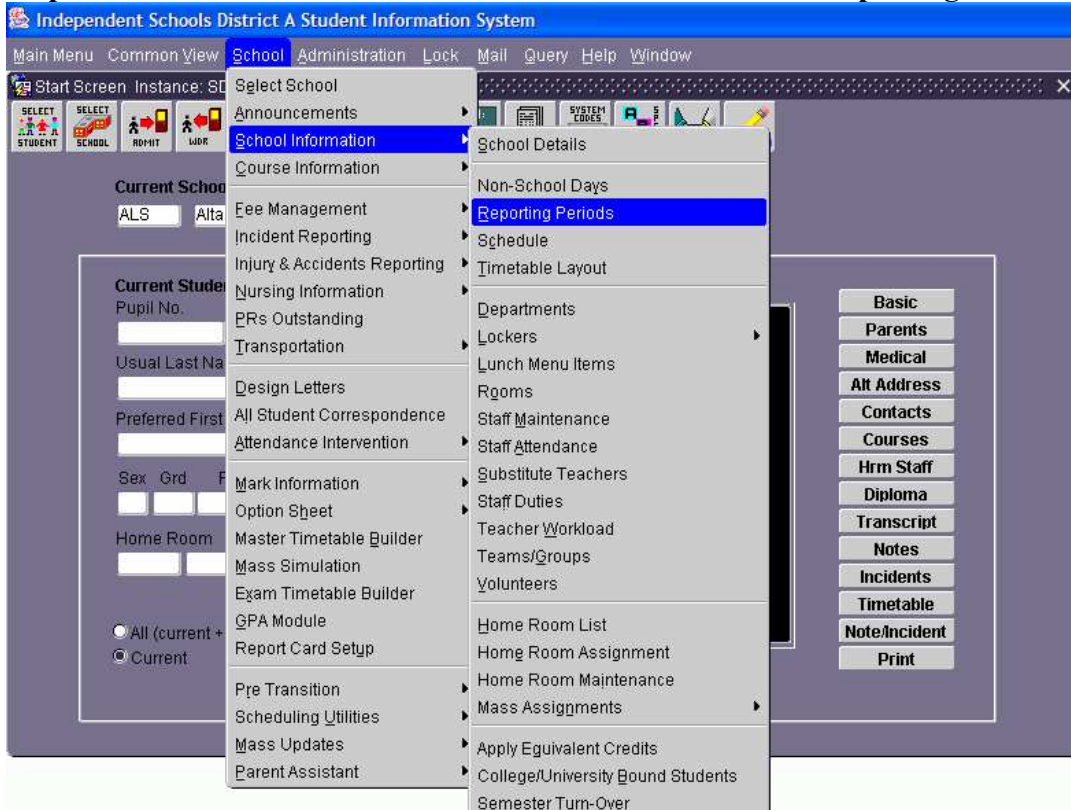


# Instructions K – 12 Report Cards

## Step 1: Login to Main BCeSIS Page.



## Step 2: Click on “School” then “School Information” then “Reporting Periods”



**Step 3: Check that reporting periods are setup for both Elementary and High School. Note that the Elementary and High must share a Final Reporting period, as such set it to the latest date between the High School and Elementary.**

Reporting Periods

School:  Alta Lake  Current  Next

Course Length:  Start Date:

	Long Name	Short Na...	End Date	Mark Calculation	Final Mark? Exam	Marking Start D...
1	HS Report Card #1	RC1	30-OCT-2008	Mark Entry	No	
2	HS Report Card #2	RC2	30-JAN-2009	Mark Entry	No	
3	Final	F	01-JUN-2009	Mark Entry	Yes	
4	ES Report Card #1	ER1	30-DEC-2008	Mark Entry	No	
5	ES Report Card #2	ER2	30-MAR-2009	Mark Entry	No	

**Step 4: Check that no two dates are the same. If they are the same, change one of them to be one day off.**

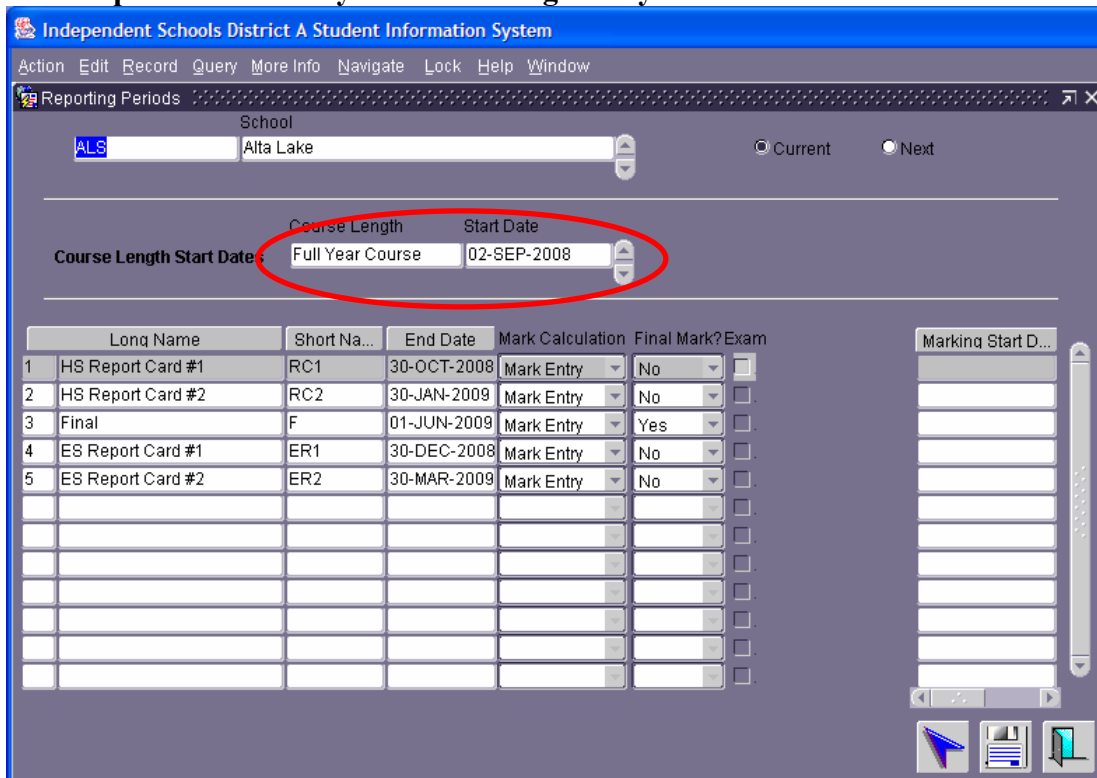
Reporting Periods

School:  Alta Lake  Current  Next

Course Length:  Start Date:

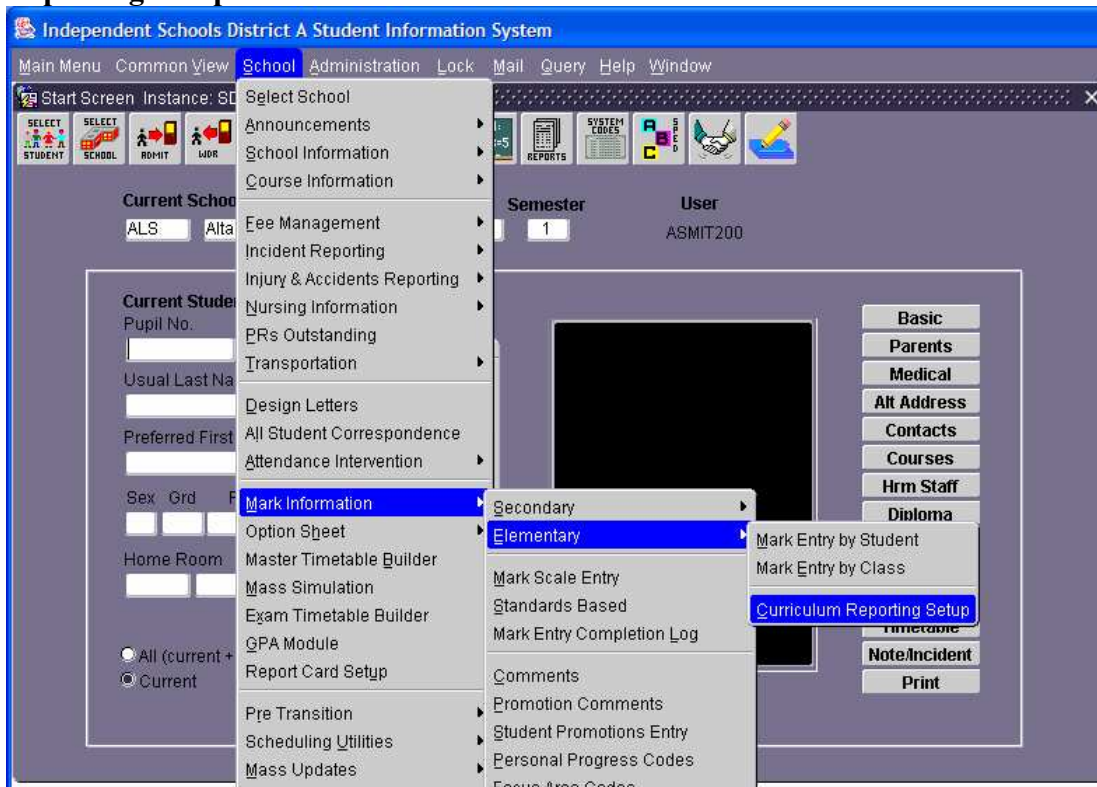
	Long Name	Short Na...	End Date	Mark Calculation	Final Mark? Exam	Marking Start D...
1	HS Report Card #1	RC1	30-OCT-2008	Mark Entry	No	
2	HS Report Card #2	RC2	30-JAN-2009	Mark Entry	No	
3	Final	F	01-JUN-2009	Mark Entry	Yes	
4	ES Report Card #1	ER1	30-DEC-2008	Mark Entry	No	
5	ES Report Card #2	ER2	30-MAR-2009	Mark Entry	No	

**Step 4: Setup the reporting periods for the other course lengths in your school by clicking on the little scroll bar. (i.e. Semester or Term). Note that the elementary reporting periods are setup under the full-year course length only.**

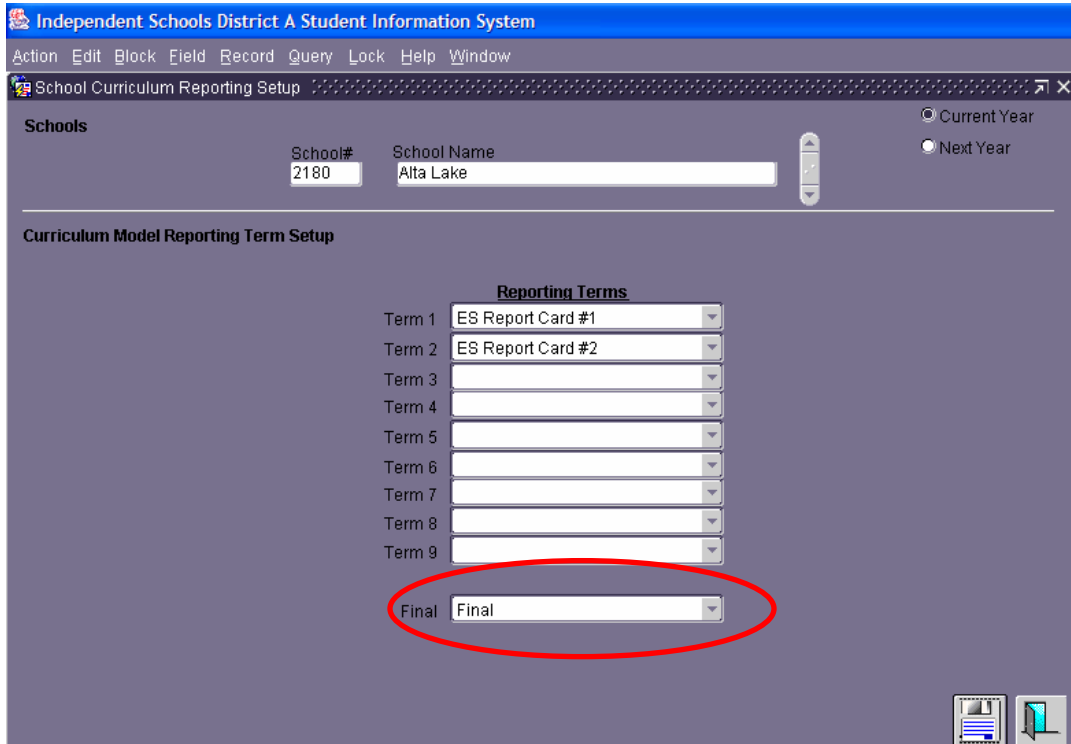


Once you are done setting up the reporting periods, save, and exit.

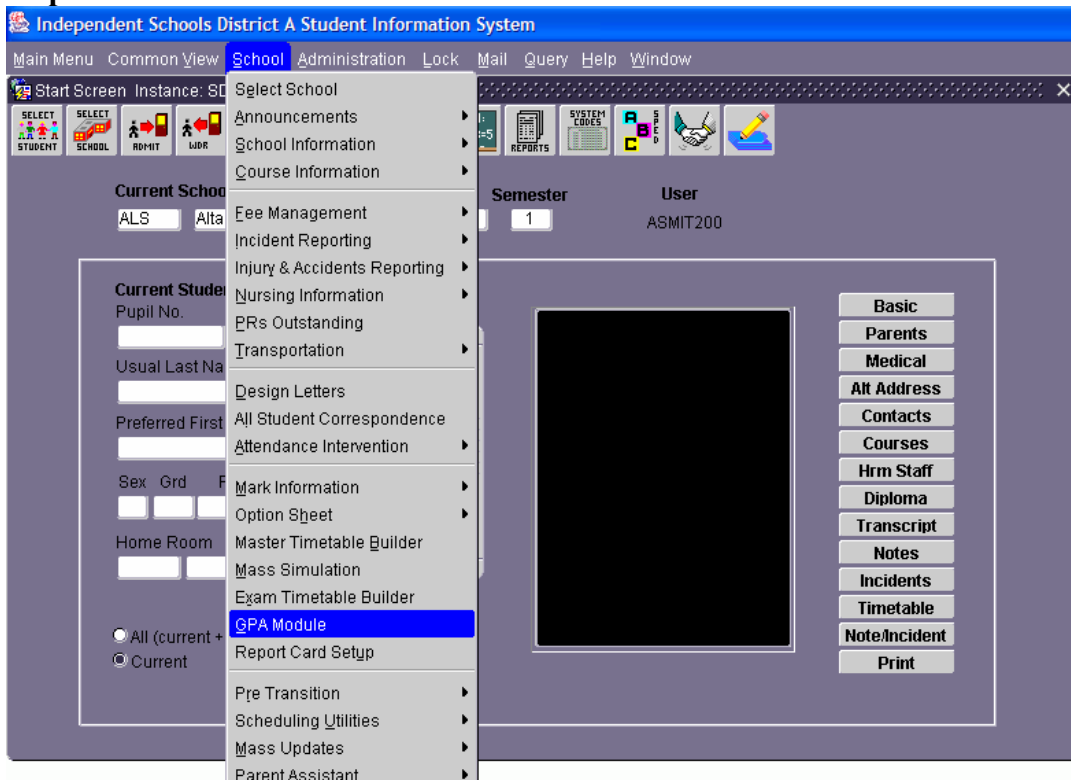
**Step 5: Go to “School” then “Mark information” then “Elementary” then “Curriculum Reporting Setup”**



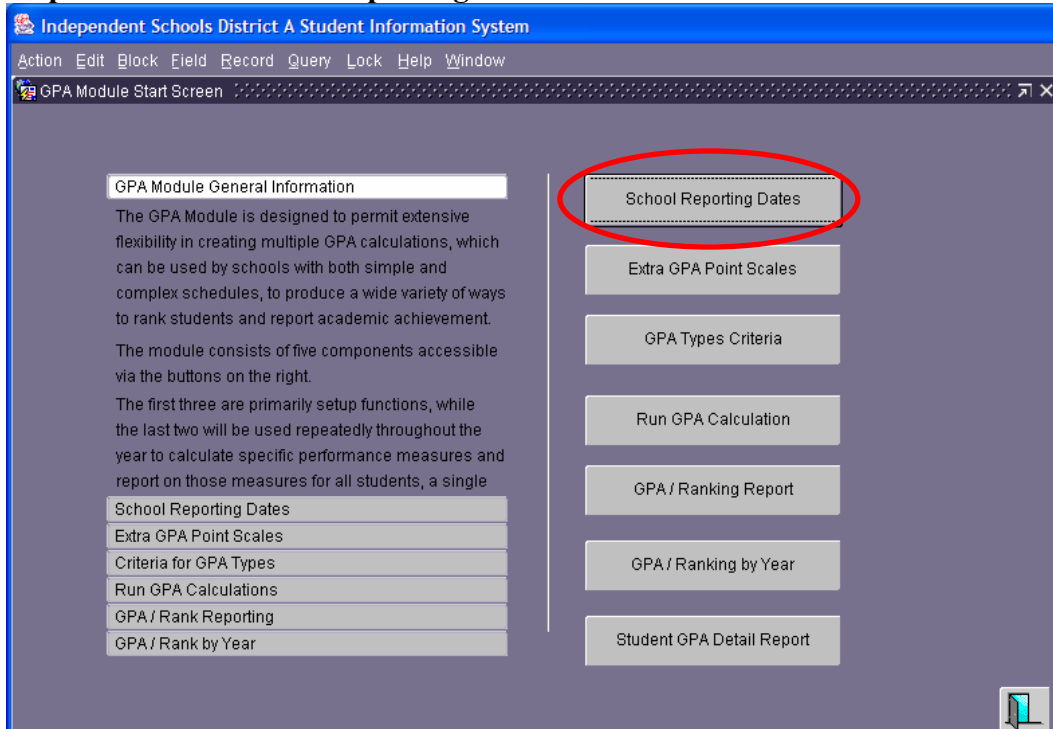
**Step 6: Enter in all of the Elementary Reporting Periods, making sure to assign the Final reporting period. Then save and exit.**



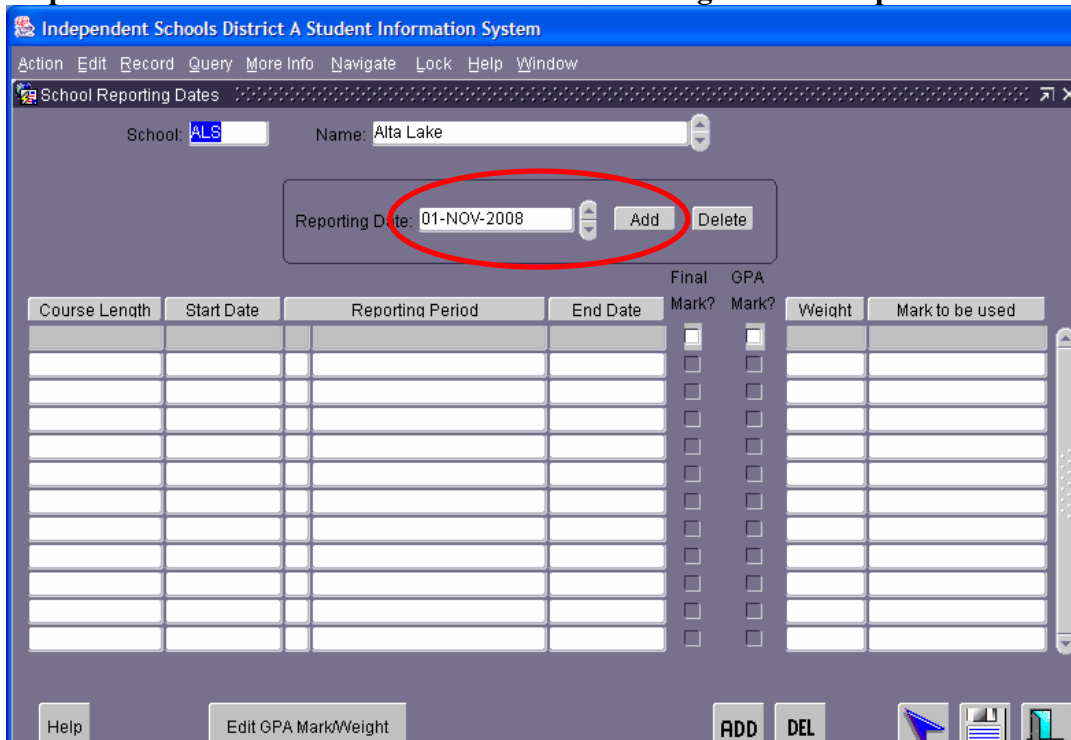
**Step 7: Go to “School” then “GPA Module”**



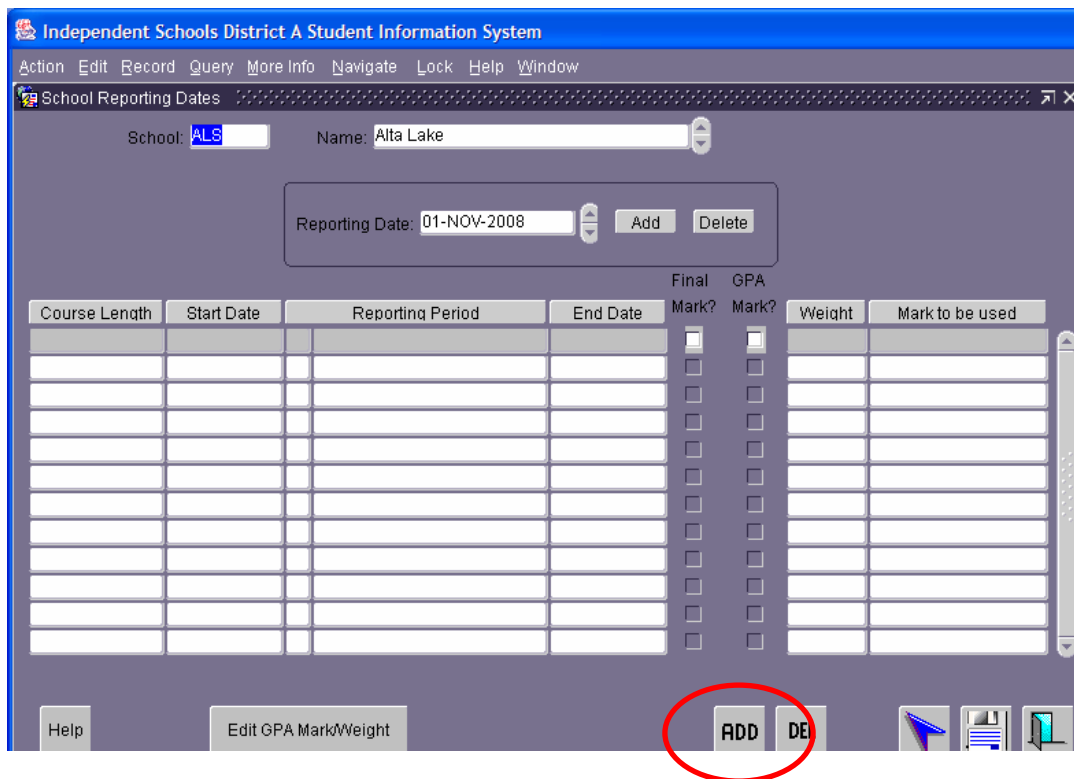
## Step 8: Click on School Reporting Dates



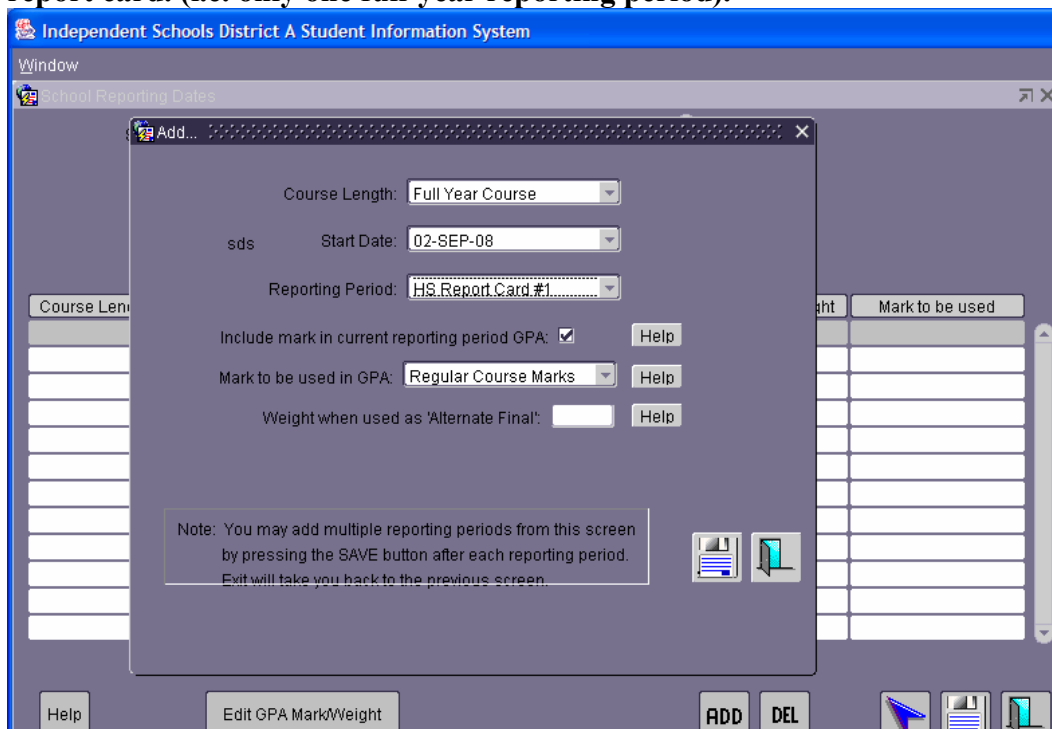
## Step 9: Click Add and enter the date of the first High School Report Card.



## Step 10: Click ADD



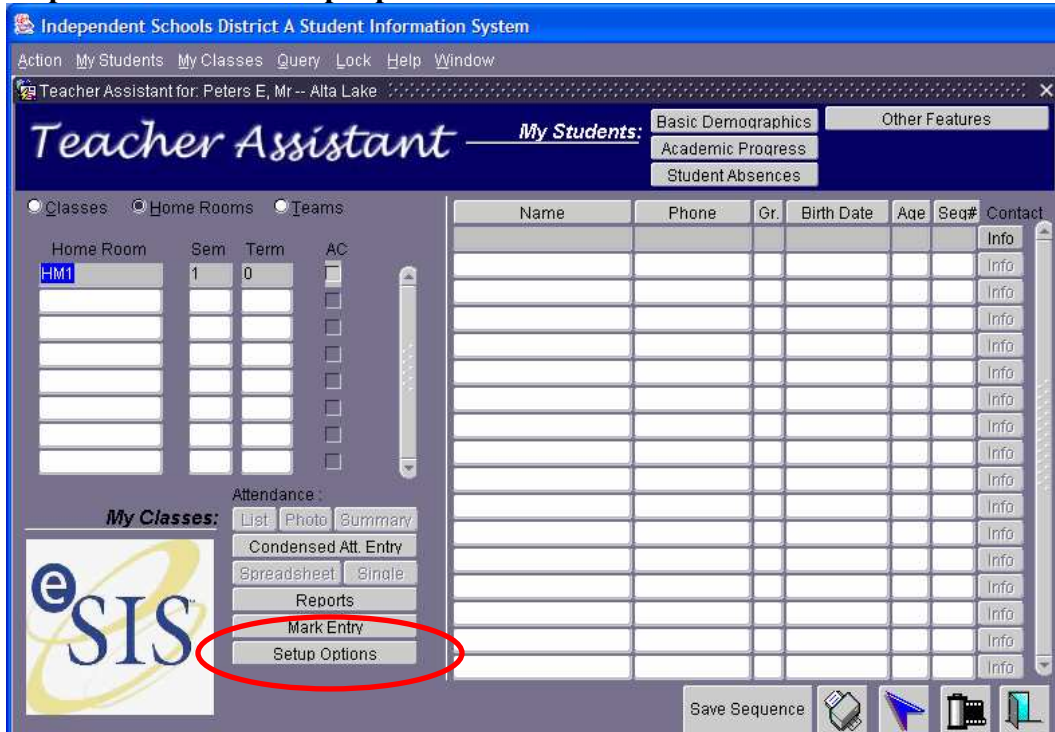
**Step 11: Choose the Course length, start date, and reporting period that you want to show on this report card. Click Save and then you can add others course lengths (i.e. Semester reporting periods). Please note that you can only have one of each course length on each report card. (i.e. only one full-year reporting period).**



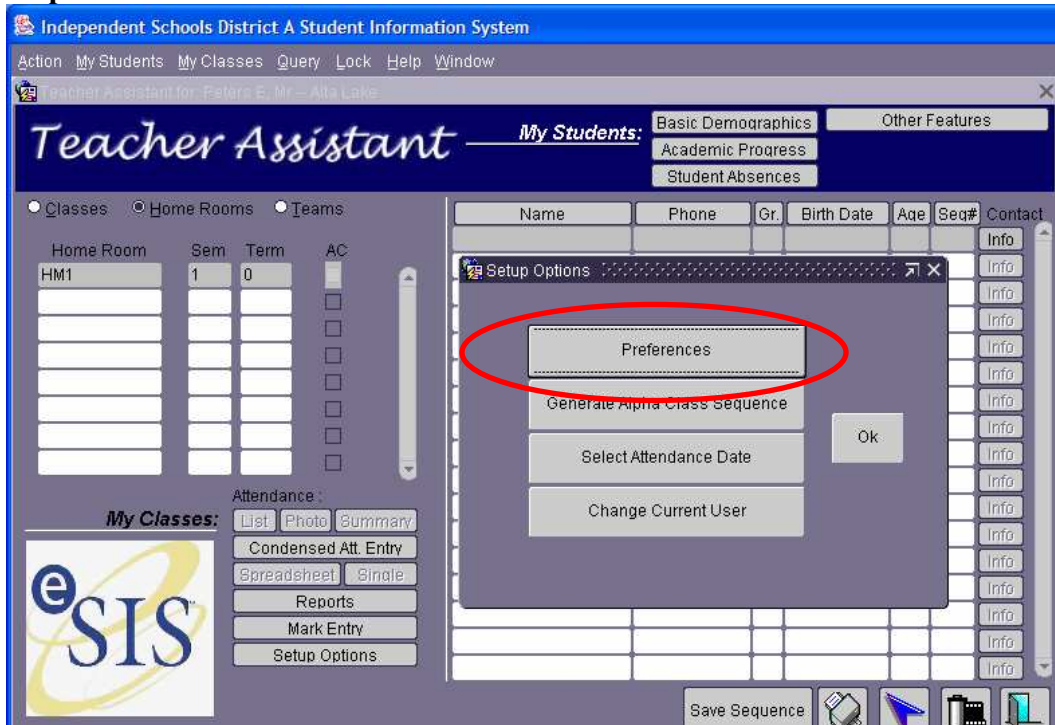
**Step 12: Repeat Steps 9 though 11 for each of the High School Report Cards.**



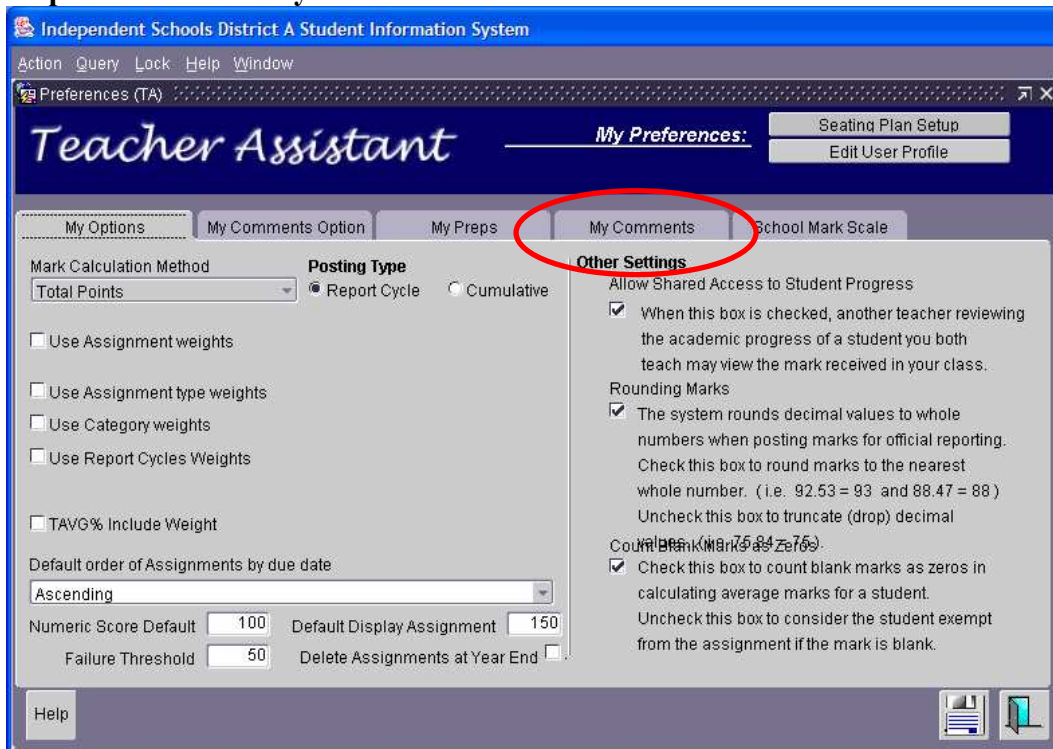
### Step 15: Click on "Setup Options"



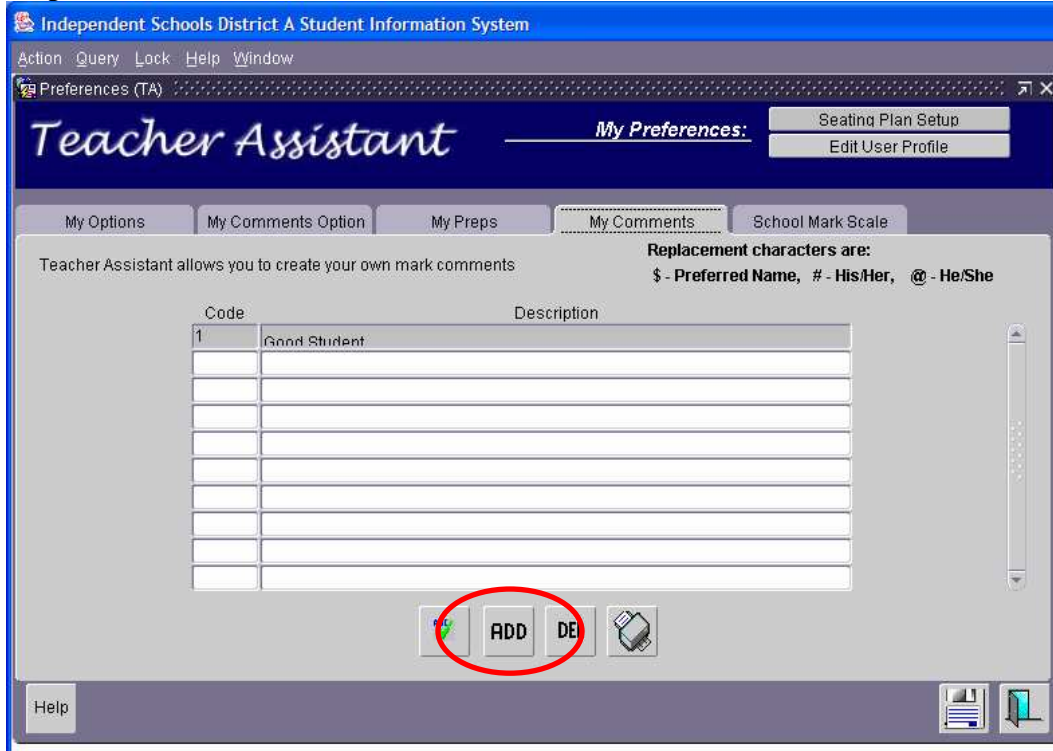
### Step 16: Click on "Preferences"



### Step 17: Click on “My Comments”



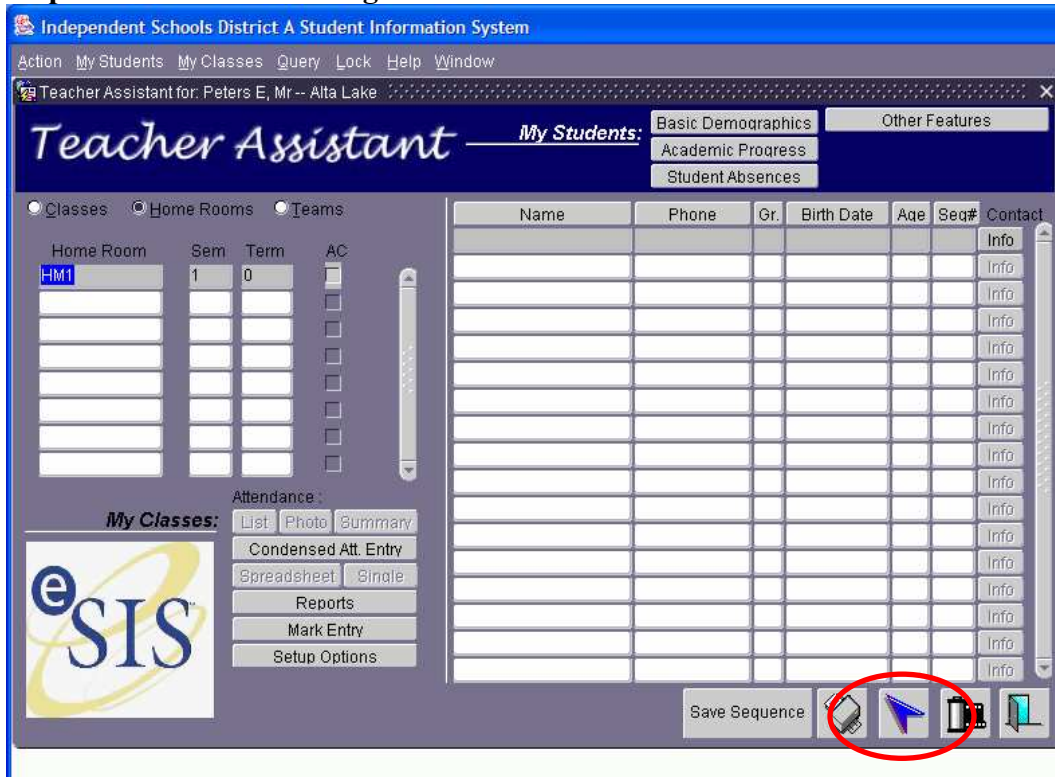
### Step 18: Click on “Add” to add comments to the teacher-based comment bank.



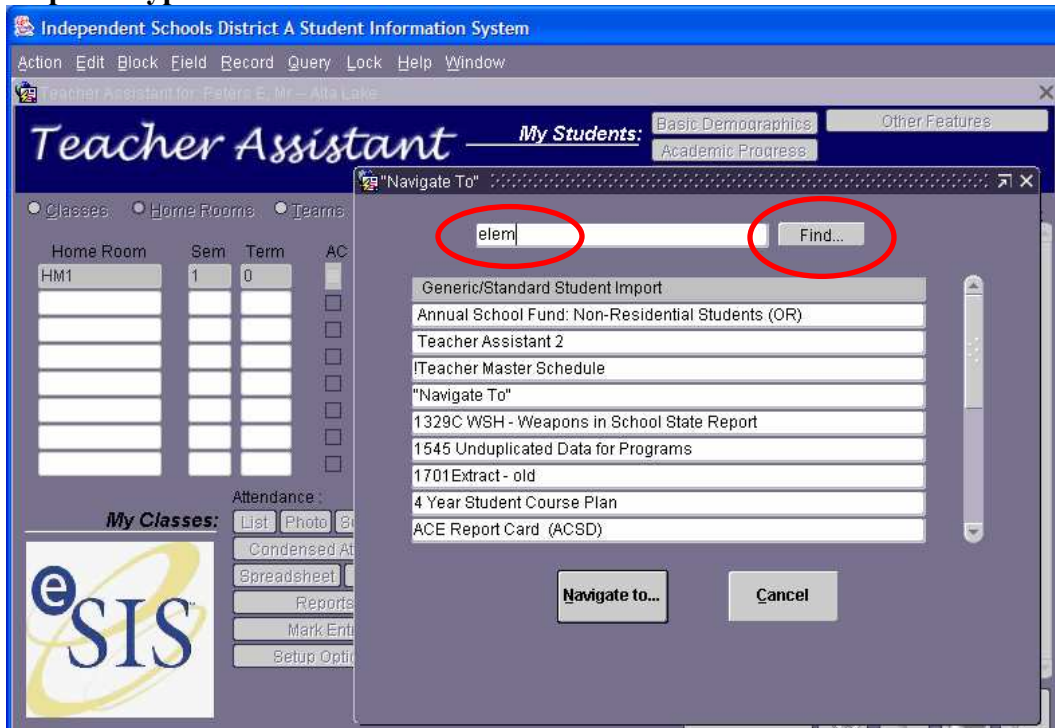
Now you are ready to enter Marks and Comments for Elementary and High School Report Cards. Steps 19 through 31 are for entering marks and comments for elementary teachers and Steps 32 through 39 are for entering marks and comments for high school teachers

## Elementary Teacher Mark and Comment Entry.

### Step 19: Click on the Navigate button

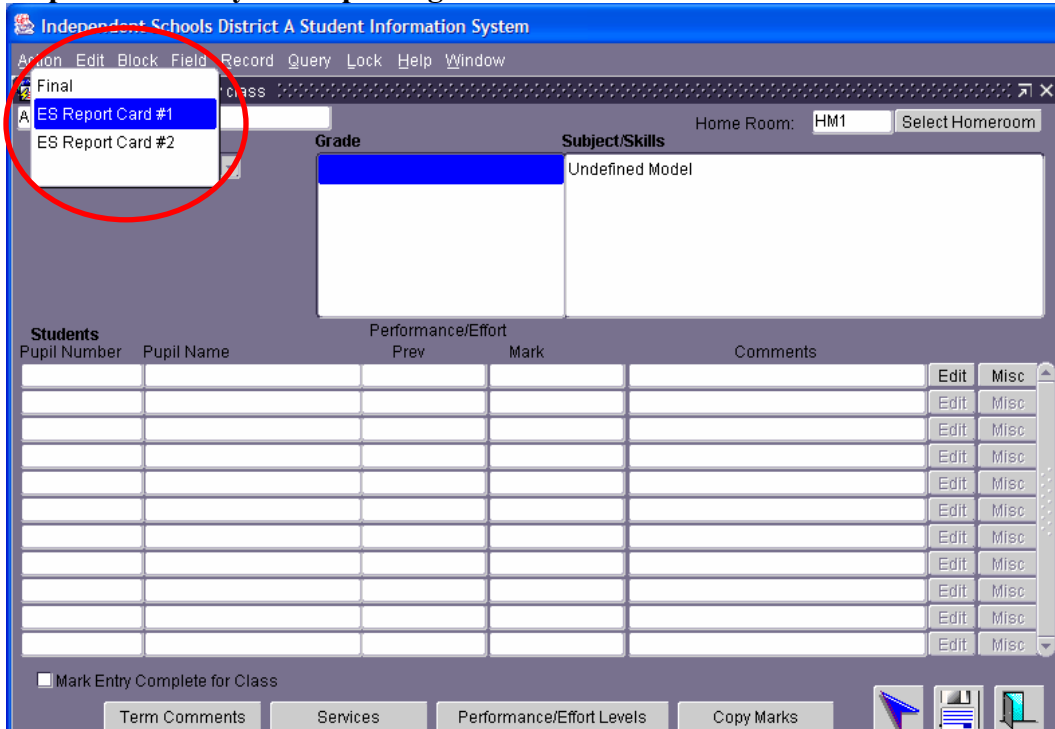


### Step 20: Type "elem" and click "Find"

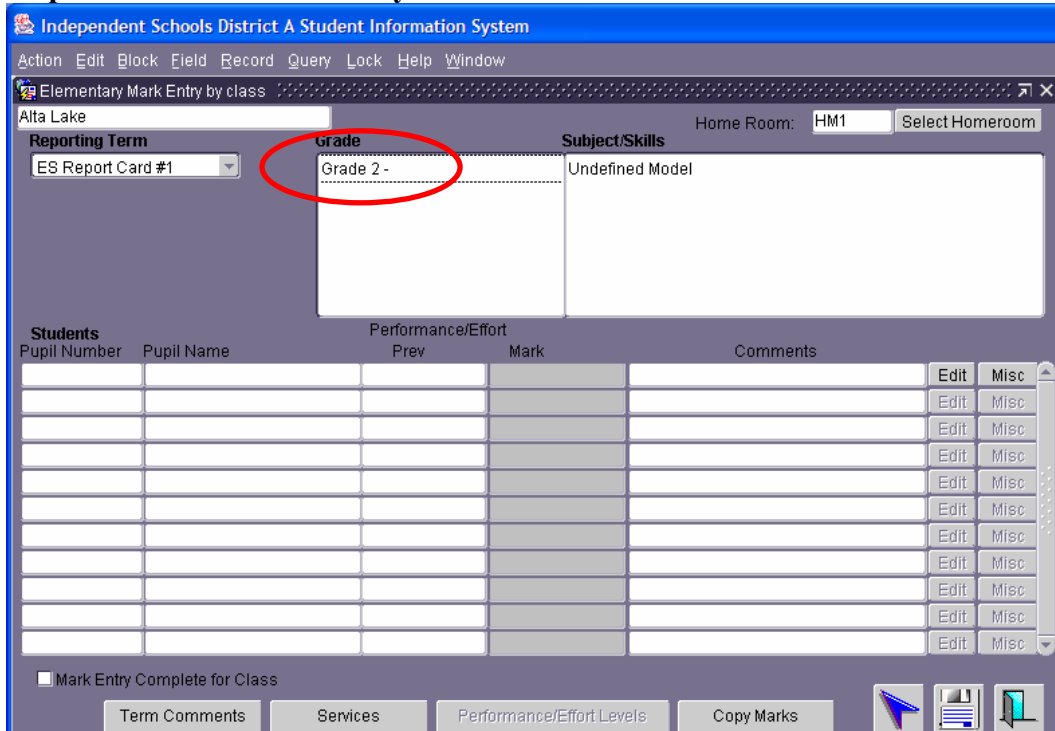




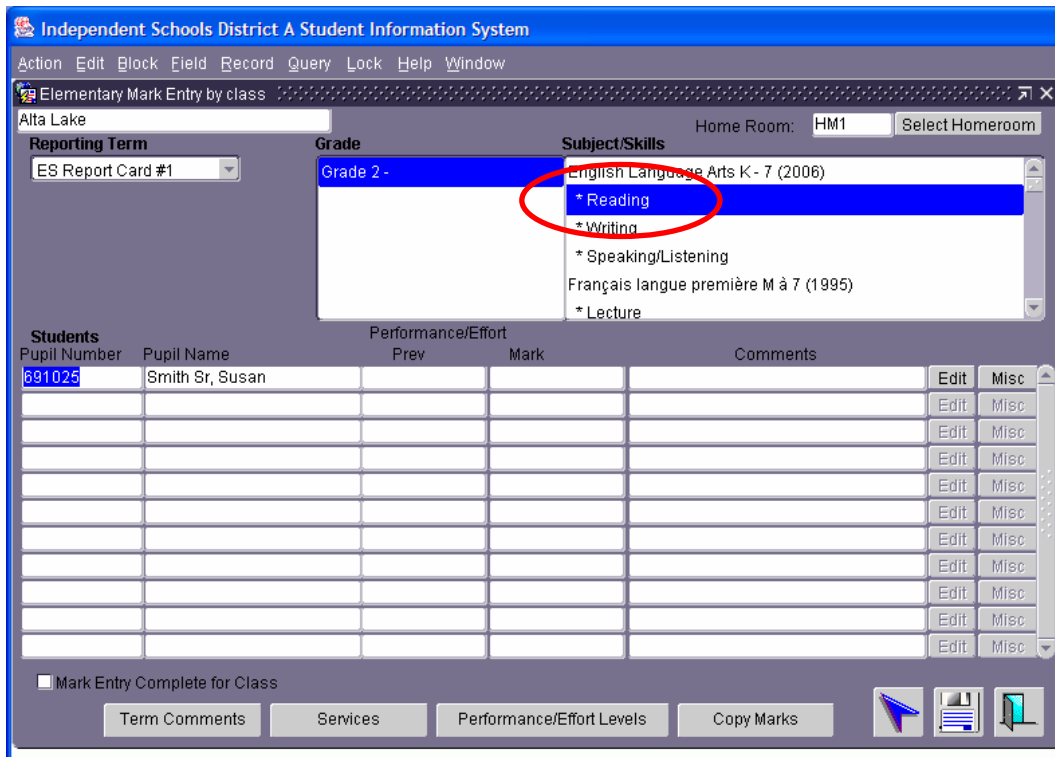
### Step 23: Choose your Reporting Term



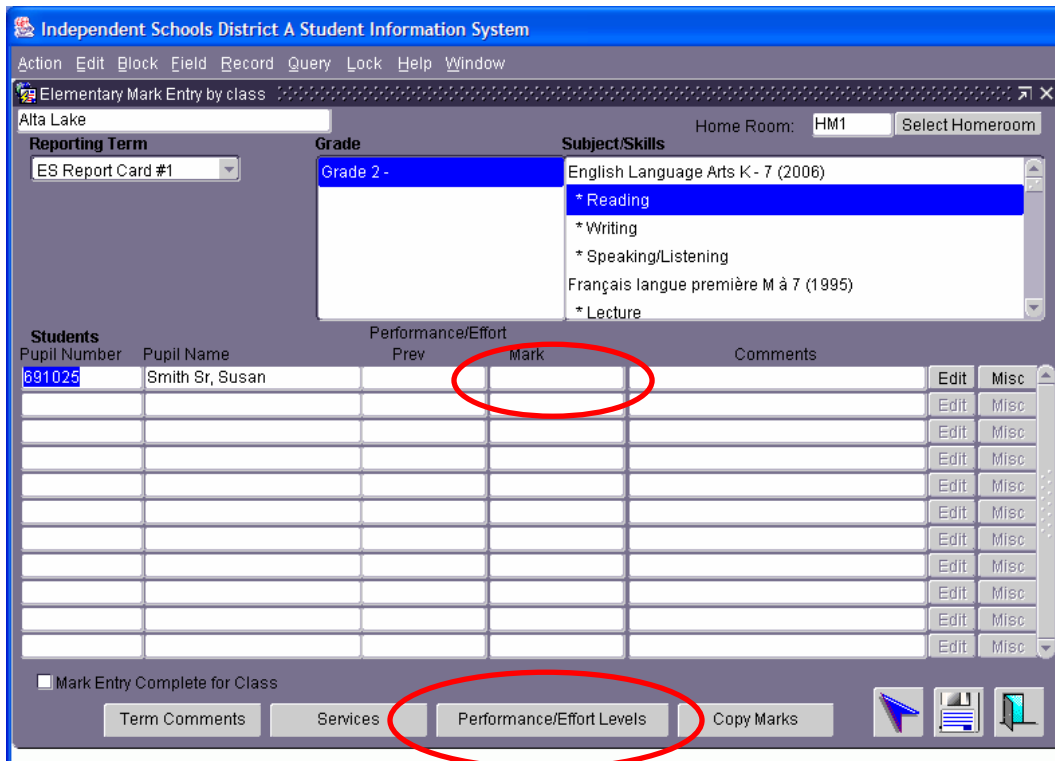
### Step 24: Click on the Grade you want to mark.



**Step 25: Click on the Subject Area you want to mark. Please note that only areas with a \* in front can be assigned marks/comments.**

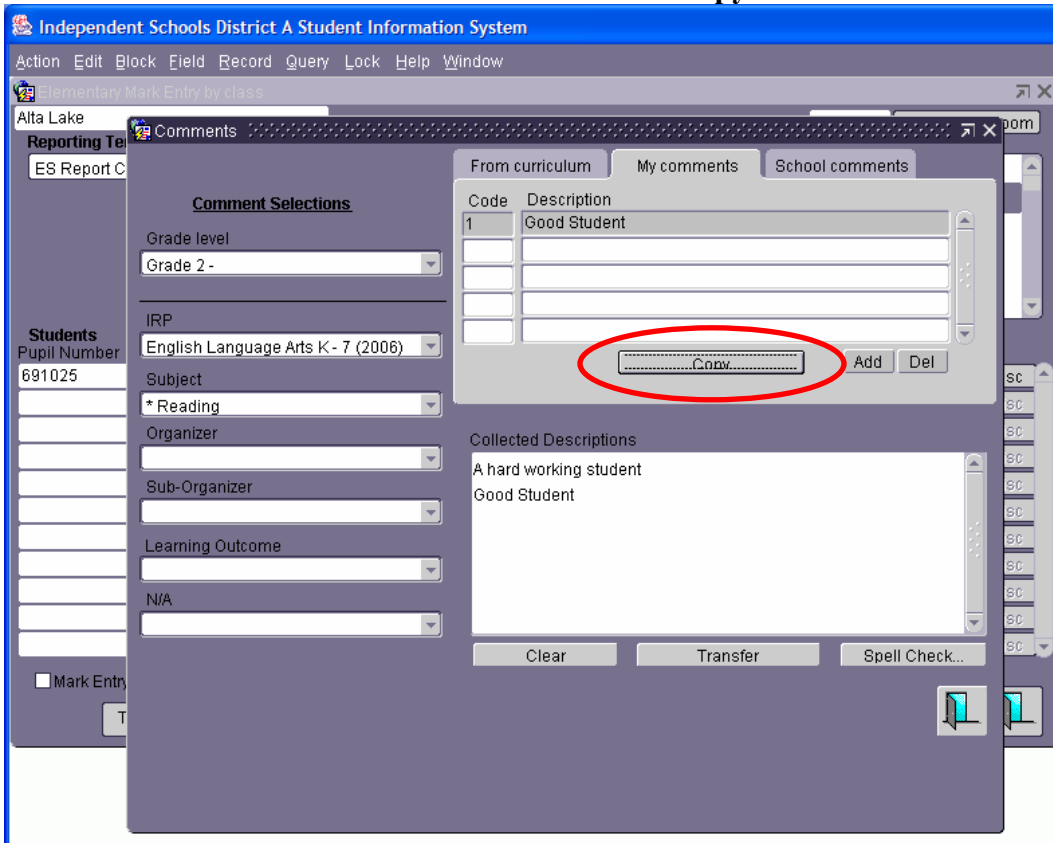


**Step 26: Enter the Mark for the student for this subject area. You can click on the “Performance/Effort Levels” button to get a list of valid marks for this grade level.**

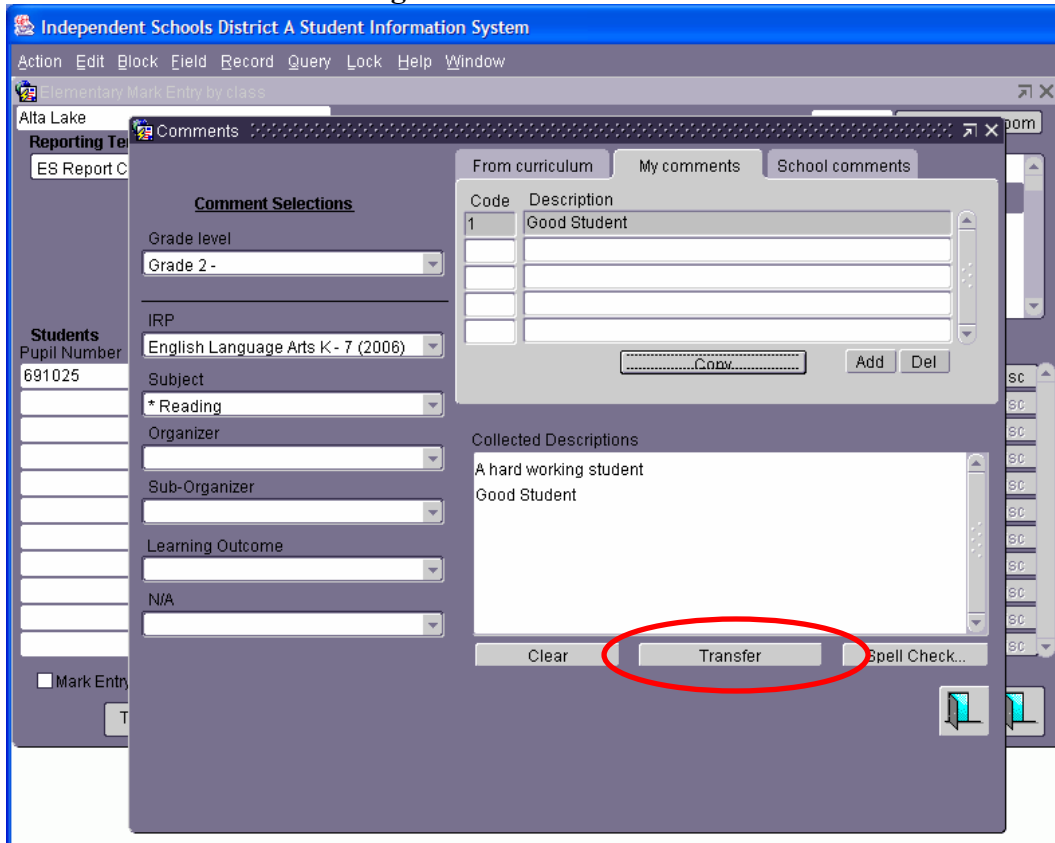




**Step 29: To use the school or teacher comment banks click “School comments” or “My Comments” then choose the comment and click “Copy”**



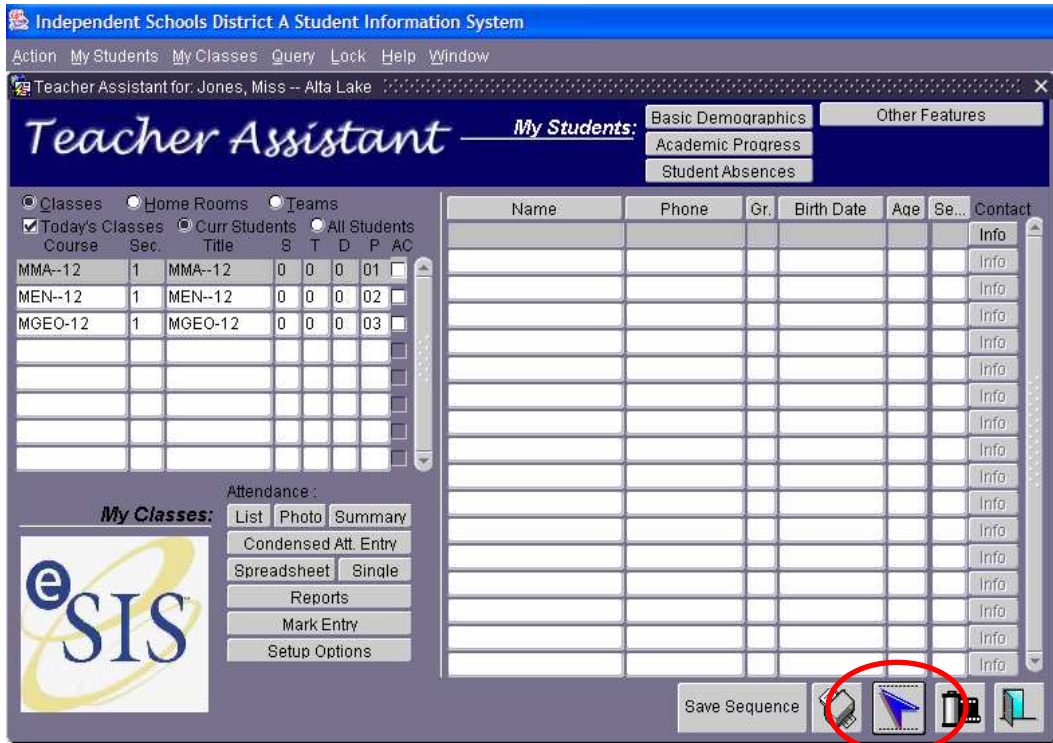
**Step 30: Click “Transfer” to put the comments onto the report card. Please note that click the exit door without clicking transfer will not save the comments.**



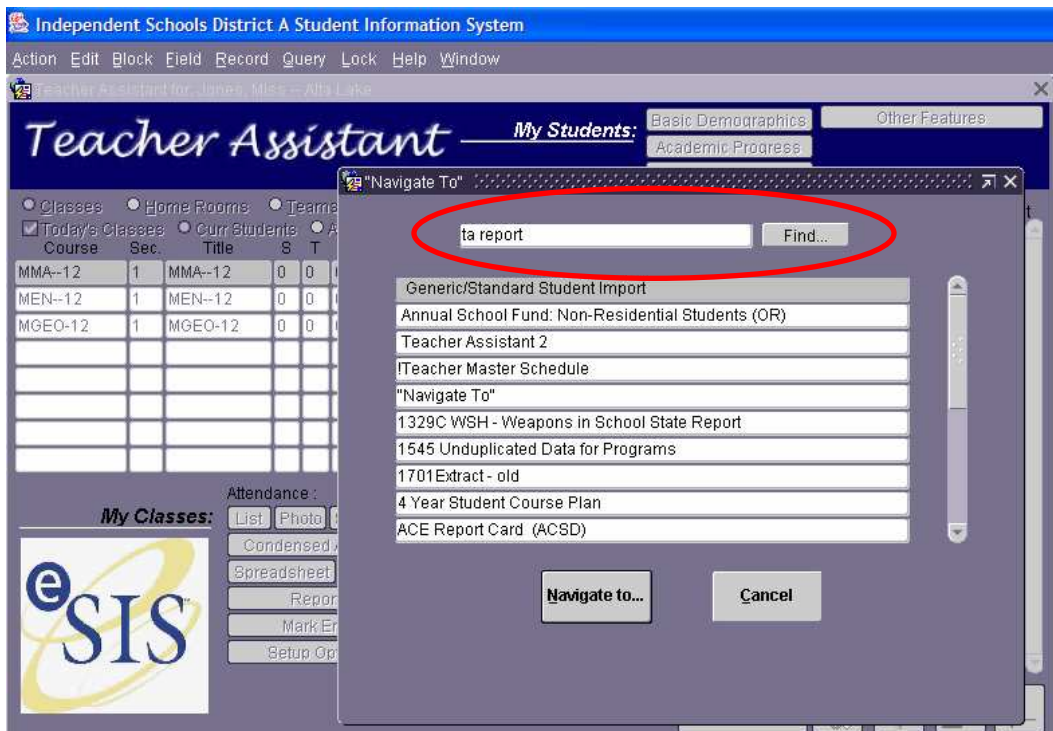
**Step 31: Now repeat steps 25 through 30 for each student and each subject area.**

# High School Teacher Mark and Comment Entry.

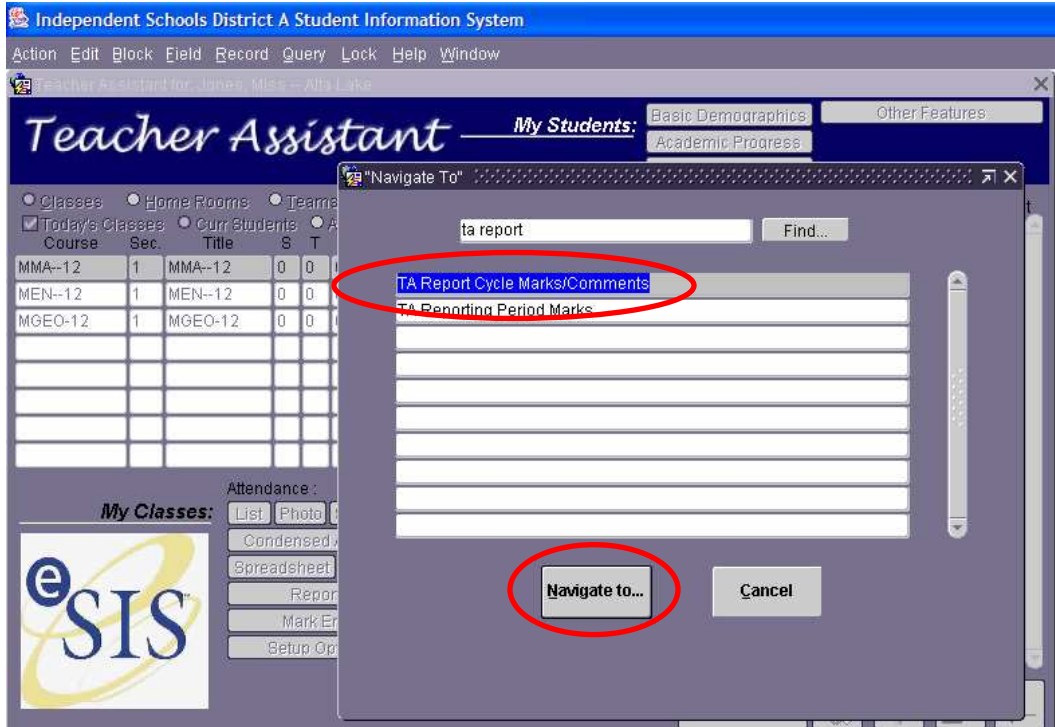
## Step 32: Click Navigate button



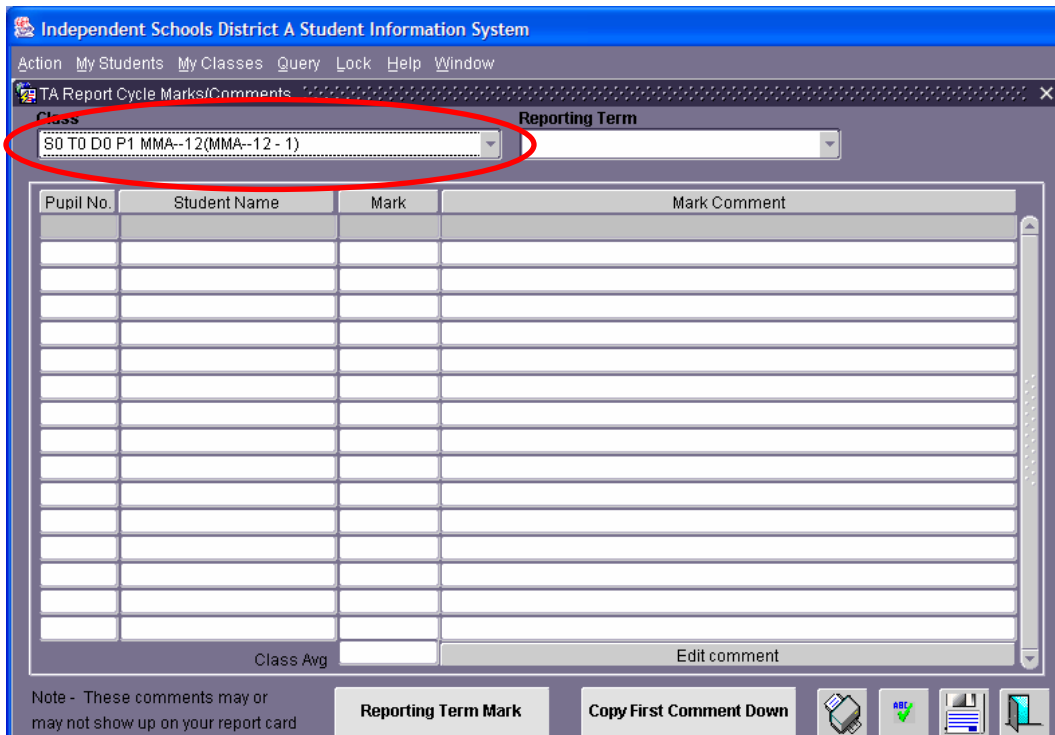
## Step 33: Type "ta report" and click "Find"



### Step 34: Select TA Report Cycle Marks/Comments and click “Navigate to...”



### Step 35: Choose your Class ...



### Step 36: ... and your Reporting Term



