St. Martin Kindergarten Skills Report Card

Teacher Directions

Note: All skills results are entered as a score of 1, 2, 3, or 4. **Exception**: "Conduct" is entered as a letter grade of A – F.

1. On the left navigation panel, select **Grade**, **Entry** and **Flex Card Grade Entry**.

2. **Setup Box Options**
   a. Click in "Teacher" and select your name.
   b. Place a check for "Show Transfer Grades".
   c. Click the "OK" button.

3. Click the drop down arrow for the "Courses" field in the upper left. Select the "Kindergarten" class from the drop down list.

4. Click the drop down arrow for the "Students" field. Select the desired student from the drop down list.

5. Click on the first subject Tab. In the example below, we clicked the "Science/Social Living" tab to start.
   a. Click in the first white "GP1" column cell and enter a skill level of 1, 2, 3, or 4.
   b. Click the **down** arrow on your keyboard to advance to the next cell. Enter the skill level, then move down to the next cell and repeat.
   c. For the "Conduct Grade (A,B,C...)" cell, enter a letter grade of A through F.

6. Move to the "ELA Standards", "Mathematics Standards" tabs. Repeat entering skills levels of 1, 2, 3, or 4 for each cell in the "GP1" column.
   a. *TIP: Remember to use the down arrow on the keyboard to move from one cell to the next.
7. Click on the "Comments" tab, then click on the "Grading Period 1" cell. Enter a comment to communicate to the parent how the student is performing overall.

8. **Important!**: **Click the "Save" button to store the results entered.**

9. After the first student is complete and saved, click on the next student in the "Student" selection. Repeat these steps of entry for each student. **Remember to "Save".**