

# 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

- Click in "Teacher" and select your name.
- Place a check for "Show Transfer Grades".
- Click the "OK" button.

Setup 09.07.16

Year : 1617

District : 050

School : 003

Teacher : 510056

Show Transfer Grades

Ok

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

Welcome Flex Card Grade Entry

Courses : SELECTION REQUIRED Students : Year : 1617 Grade : 00

PD	Subject	...	Section	Terms	Team	DOW	DOWtip
01	CONDUCT K	00	003353	:S1:S2			
01	KINDERGARTEN	00	003298	:S1:S2			

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

Welcome Flex Card Grade Entry

Courses : KINDERGARTEN Students :

Name	Sidno
BAT	703
BER	605

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.

Welcome Flex Card Grade Entry X

BE (605)

Courses: KINDERGARTEN Students: BE

Science / Social Living ELA Standards Mathematics Standards Comments

Description	GP1	GP2	GP3	GP4
Demonstrate an understanding of GLE's in Science.	<input type="text"/>			
Demonstrate and understanding of GLE's in Social Studies.	<input type="text"/>			
Social Emotional Development				
Shares, follows rules, takes turns, respects others, etc...	<input type="text"/>			
Conduct Grade (A,B,C...)	<input type="text"/>			

Enter 1,2,3,or 4 for skills.

Enter A,B,C grade for Conduct.

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.

Welcome Flex Card Grade Entry X

BE (60) SPED 504

Courses: KINDERGARTEN Students: BE

Science / Social Living ELA Standards Mathematics Standards Comments

Grade Placement For Next Year

Grading Period 1

Little Victoria has been a good student to teach. She is pleasant in class, works well with others, and is making excellent progress.

Grading Period 2

Save

Be sure to click "Save" to store the results.

8. **Important!** Click the “Save” button to store the results entered.

Save

Be sure to click "Save" to store the results.

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”.**