



JCampus - Kindergarten Interim/Report Cards

This document provides step-by-step instructions to successfully enter grades for kindergarten students and print Kindergarten Interim/Report Cards. If a skill is not accessed in a given marking period, do not enter a grade for that skill. Leave the cell blank.

Entering Grades for Kindergarten Students (Teachers)

1. Grades>Entry>**Flex Card Grade Entry**
2. On Setup Screen, Year, District, and School will self-populate. Click "OK."
3. On the top of your screen, select the "Courses" tab and click on the appropriate course.
4. On the top of your screen, select the "Students" tab and click on the first student.
 - a. On the top of your screen, click the "Social Skills/Study Habits" tab. Directly under the current marking period (GP), click in the cells next to each "Description" and enter the grades of:

M(O) Mastery (Outstanding): Student consistently demonstrates mastery of skills and concepts.

P(S) Progressing (Satisfactory): Student is making progress toward mastery of skills and concepts.

N(U) Needs Improvement (Unsatisfactory): Student has not mastered skills and concepts. Improvement is needed.

Click the "Save" tab at the bottom of the screen.

- b. Repeat steps for the "Language Arts" tab.
 - c. Repeat the steps for the "Mathematics" tab.
 - d. Click on the "Comments" tab to type comments in the current Grading Period. Remember the click "Save."
5. On the bottom of the screen, click "Print" to print the child's Interim/Report Card. Print 3 copies, one for you, one for the office, and one for the parent. You must check the appropriate report type (Report Card or Interim Report) on the printed copies. NOTE: Contact the school office concerning who (you or the school secretary) will be responsible for printing the reports.
 6. Repeat steps 3a-3d for each student.

NOTE: Interim Reports and Report Cards use the same marking period. When creating the Interim Reports, you are entering interim grades. When creating the Report Cards, you are updating the interim grades already in the system.