

St. Catherine of Siena School

Directions for Creating a Report Card using Easy Grade on Edline; print and follow these directions as you are working with Grade Pro.

FORMAT AND OPTIONS SETUP

A) FILE > PRINT > STUDENT PROGRESS

B) OPTIONS

a. Check MULTIPLE CLASSES> ALL AVAILABILE

b. STUDENT TITLE DATA

i. STUDENT IDENTIFIER > NAME ONLY

ii. INCLUDE 1 SELECTED > OVERALL GRADE

c. INTRO/ POSTSCRIPT TEXT> in postscript text type in the following:

St. Catherine of Siena School, 3460 Tennessee Street, Vallejo CA 94591 707-643-6691 -
www.scstars.net

i. If you want other text to appear on every report card, type it before the school address.

d. GRADE SUMMARY CHART >

i. select GRADE SCALE KEY

ii. select overall grade

iii. select term grade

e. NOTES AND COMMENTS, check SUMMARY NOTES and SUMMARY COMMENTS

i. Include any number of blank lines you may desire

ii. If you wish to type in your notes using GradePro, select “include summary notes” see the next page for typing in these notes.

f. DISPLAY OPTIONS – choose “GRADES ONLY” or, for Jr. High choose GRADES AND PERCENTS ONLY.

g. REPORT LABELS > EDIT> at line 31 change to “Grade # Report Card Trimester 1” # = your grade

- h. GENERAL OPTIONS: FONT; choose default ariel 8/ TEACHER NAME (make sure it is as you wish)

- C) PRINT SETUP > choose portrait

CLASS TITLES AND WEIGHT SET UP

- A) Go to CHART > RECORDS
- B) Choose CLASSES tab
- C) Revise class name (take reference to grade level out/ make consistent)
- D) Verify class weight. A daily class is 1.00. once per week is .20, twice per week is .40
- E) Click NEXT CLASS or the back arrow to change or verify all classes, and then click DONE

MAKING COMMENTS TO APPEAR ON REPORT CARD

- A) Click CHART> SUMMARIES> STUDENT COMMENTS
- B) Click on the pre-set comments (you can create your own by clicking options > edit comments)
- C) To add special comments that you write for a specific student, click STUDENT NOTES
- D) To check grades click STUDENT GRADES