

## Entering Report card grades;

Log into your Progress Book account. Select Enter Report Cards.

Welcome PLAY ALLDAY

**Classes** [Edit List](#)

- [ENGLISH - 4: 01](#)
- [HANDWRITING - 4: 01](#)
- [READING - 4: 01](#)
- [SOCIAL STUDIES - 4: 01](#)
- [SOCIAL SKILLS - 4: 01](#)
- [SPELLING - 4: 01](#)
- [ADMINISTRATION: 01](#)

**Features**

- [Seating Chart](#)
- [Daily Attendance \(HR\)](#)
- [Lunch Counts](#)
- [Period Attendance](#)
- [Post Homework to Web](#)
- [Post Messages to Web](#)
- [Enter Lesson Plans](#)
- [Assignment Details / Assignment Marks](#)
- [Add a Recurring Assignment](#)
- [Grade Book Grid / 5 Day View](#)
- [Enter Report Cards / Enter Interims](#)
- [Student Information](#)

**Reports**

Class Roster

**Average Calc Setup**

- [Setup Assignment Types](#)
- [Setup Calc Methods & Weights](#)
- [Setup Grading Scales](#)

**Administration**

- [Setup Grade Book Access](#)
- [Setup Groups Within Classes](#)
- [Setup Custom Options](#)
- [Group Classes Together](#)
- [Update Email Address](#)
- [Change your password](#)

Select the class from the drop down.

Select **Show All Student** or **one student at a time**.

ProgressBook by Software Answers, Inc.

Grade Book | Special Services | Help | Logout

**Report Card Ent**

Dashboard

ENGLISH - 4: 01

**ENGLISH - 4** Report Cards: DEMO - Elementary

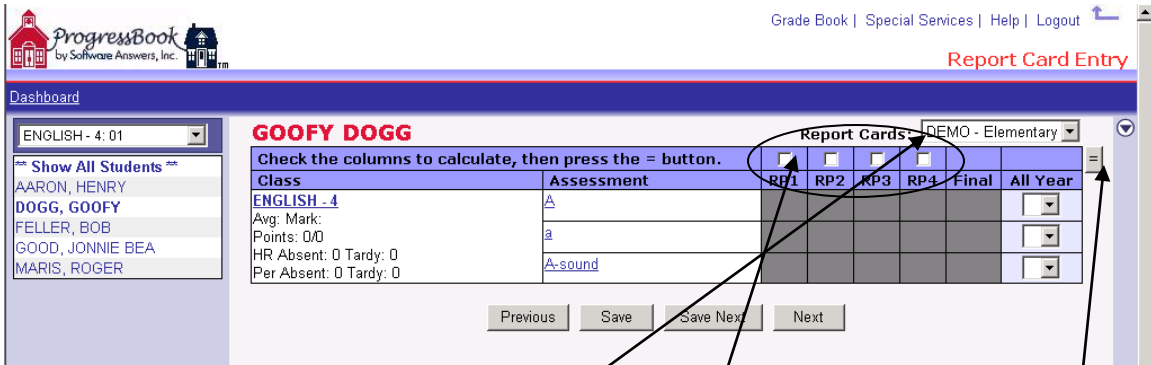
Check the columns to calculate, then press the = button.

Student	Assessment	RP1	RP2	RP3	RP4	Final	All Year
<b>AARON HENRY</b> Avg: Mark: Points: 0/0 HR Absent: 0 Tardy: 0 Per Absent: 0 Tardy: 0	A a A-sound						N E S
<b>DOGG GOOFY</b> Avg: Mark: Points: 0/0 HR Absent: 0 Tardy: 0 Per Absent: 0 Tardy: 0	A a A-sound						
<b>FELLER BOB</b> Avg: Mark: Points: 0/0 HR Absent: 0 Tardy: 0 Per Absent: 0 Tardy: 0	A a A-sound						
<b>GOOD JONNIE BEA</b> Avg: Mark: Points: 0/0 HR Absent: 0 Tardy: 0 Per Absent: 0 Tardy: 0	A a A-sound						
<b>MARIS ROGER</b> Avg: Mark: Points: 0/0	A a						

JavaScript: doPostBack('StudentList\$ctl03LinkButton1', '')

OR

You can do one student at a time. If you are teaching a class that has many assessments, you may wish to show one student at a time.



Make sure you are seeing your correct report card.

Check the box above the correct grading period.

Check the equal sign. The averages will come over from your grade book.

After you are finished selecting your grades, **REMEMBER TO CLICK SAVE OR SAVE NEXT.**

*These screen shots are taken from a demo account. They will not look exactly like yours.*

**Notes:**

*If you have a Progress Book report card (usually elementary grades), you might have an administration class also. This is where your attendance will be reported. On many report cards this is also where teacher type comments.*

*If you have a Progress Book report card (usually elementary grades), you may have a class to check for your social and work habits.*

*If you have the same student for more than one class, you may wish to complete the grades for that one student for all your classes. Select All Classes.*