

# Printing Report Cards : Kindergarten

## Step 1: REPORT CARD GRADES, ATTENDANCE, AND LEARNER BEHAVIORS

In your *Easy Grade Pro* gradebook, go to the standards tab (for Reading, Writing, and Math) and make sure that all strands and standards accurately reflect the proficiency level of each student.

1. Click the Standard Tab

2. Click the Assignment view

3. Enter the overall strand grade (S=Meets Standard or N=Does Not Meet Standard)

4. Use these fields to adjust and/or remove standard-level scores.  
3, 4, 5 = Meets Standard  
1, 2 = Does Not Meet Standard

Use this drop-down window to select a strand.

Trimester 1: Reading		Strand ELA 3.K.3			Strand ELA 3.K.5			Strand ELA 3.K.7		
1	Sample, Student	Meets	3.00/Meets standard	S	4.00/Meets standard			2.00/Does not meet standard		

Also, make sure to enter the “Special Subjects” grades for each child’s current proficiency level on the Score Tab (P = Proficient or blank).

Score Attendance Seating Student Assignment Standard

Special Subjects: Letters - Recognizes

Special Subjects: Letters - Re... 100%

12 of 12 Students

ID	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42
1 Banks, Winifred	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
2 Besuregarde, Violet																
3 Brown, Emmett	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
4 Connors, Phil																
5 Gale, Dorothy																
6 Hatch Bailey, Mary	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7 Montoya, Ingo																
8 Organa, Leia																
9 Parker, Ralphie																
10 Parr, Dashiell	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
11 Skellington, Jack																

In your *Easy Grade Pro* gradebook, open the subject Report Card (Required). Complete the trimester attendance record and Learner Behavior grades (E/S/N).

**Easy Grade Pro 4.0 - Grade K Training Gradebook.egg**

File Edit Tool View Chart Class Help

Score Attendance Seating Student Assignment

Trimester 1: Report Card (Required)

E S N X W K

Mini-Summary

12 of 12 Students

ID	10 of 10 Assign.	Days Absent	Days Tardy	Days Present	Observes School Rules	Follows Classroom Rules	Follows Directions	Accepts Responsibility	Works Independently	Works Cooperatively	Quality of Work
1 Banks, Winifred	568748	0	1	60	S	S	S	S	S	S	S
2 Beauregarde, Violet	528941	0	1	60	S	S	S	S	S	S	S
3 Brown, Emmett	635948	0	1	60	S	S	S	S	S	S	S

## Step 2: REPORT CARD COMMENTS

While in the subject Report Card (Required), open the Student Notes window by selecting Chart then Summaries from the Menu Bar or by clicking the "Bar Graph" on the Tool Bar.

**Easy Grade Pro 4.0 - 07-08 Training Gradebook.egg**

File Edit Tool View Chart Class Help

Score Attendance Seating Student Assignment Standard

Trimester 1: Report Card (Required)

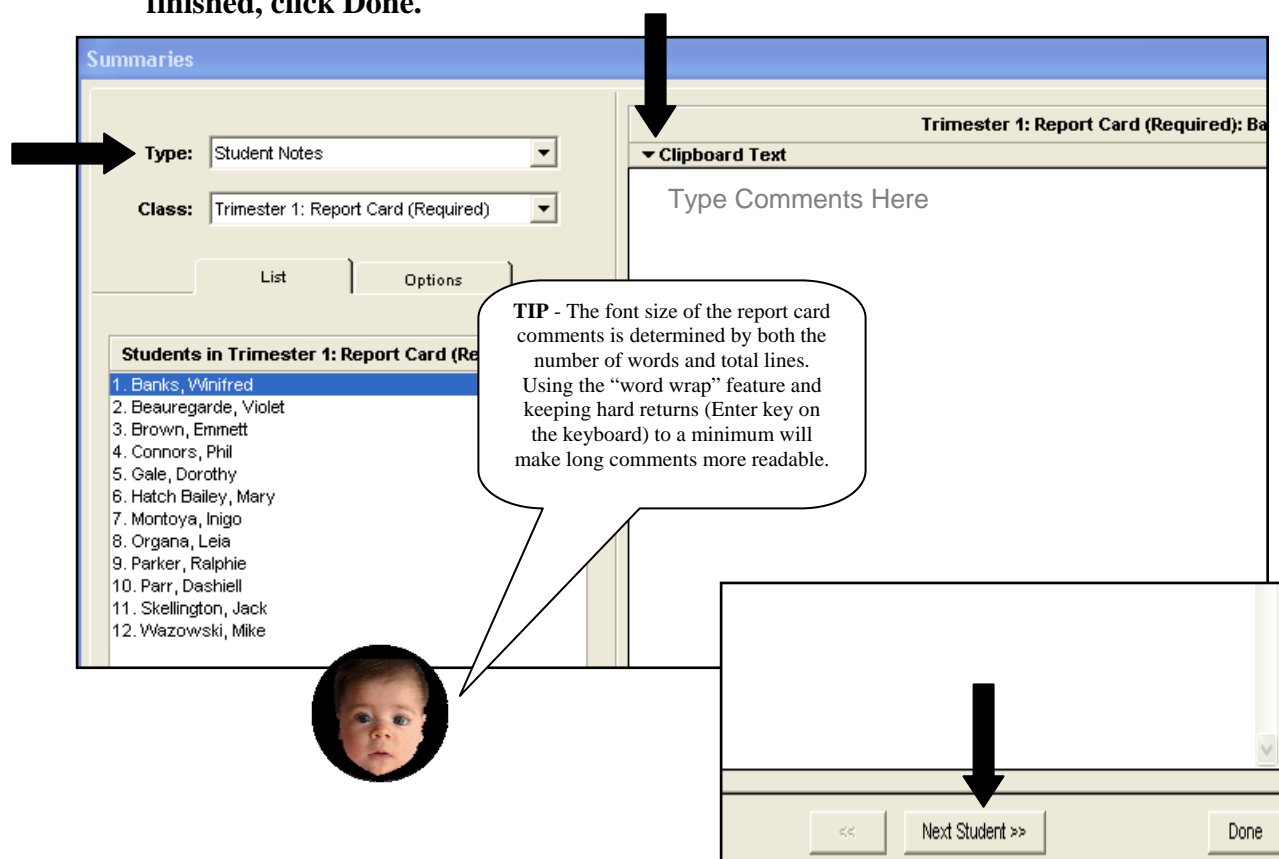
E S N

Records...

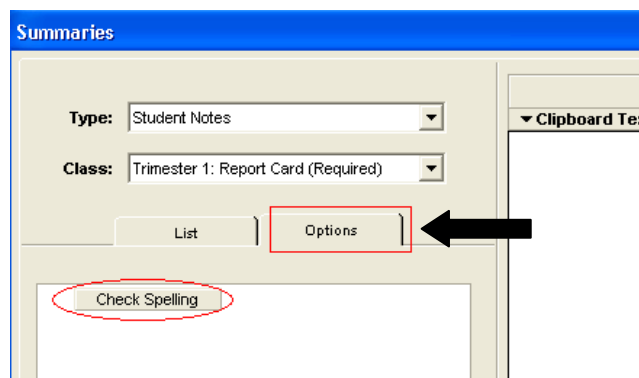
Summaries...

TIP - Make sure you are typing report card comments in the subject Report Card (Required). Other subjects will allow you to type comments, but they will not appear on the report card.

In the Student Notes window, type the comments you wish to appear on the report card. Comments can also be “Cut and Pasted” from any program. A bank of ready-made comments is available by clicking on the Clipboard Text tool. When finished, click Done.



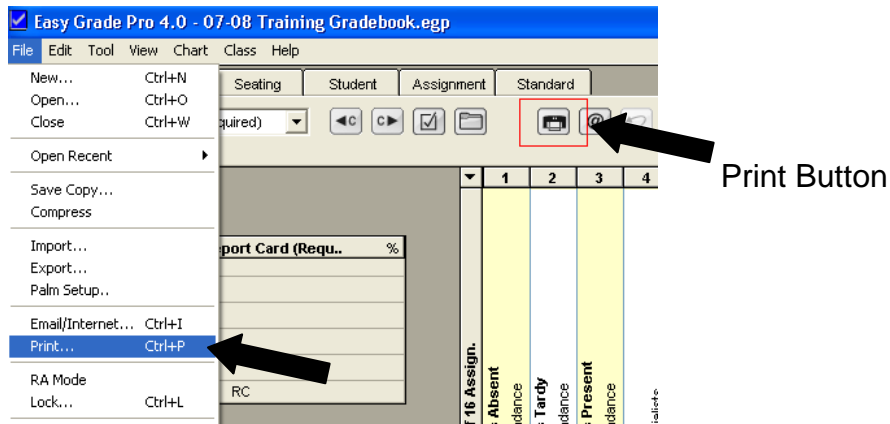
To use the spell check feature, click the “Options” tab and click Check Spelling.



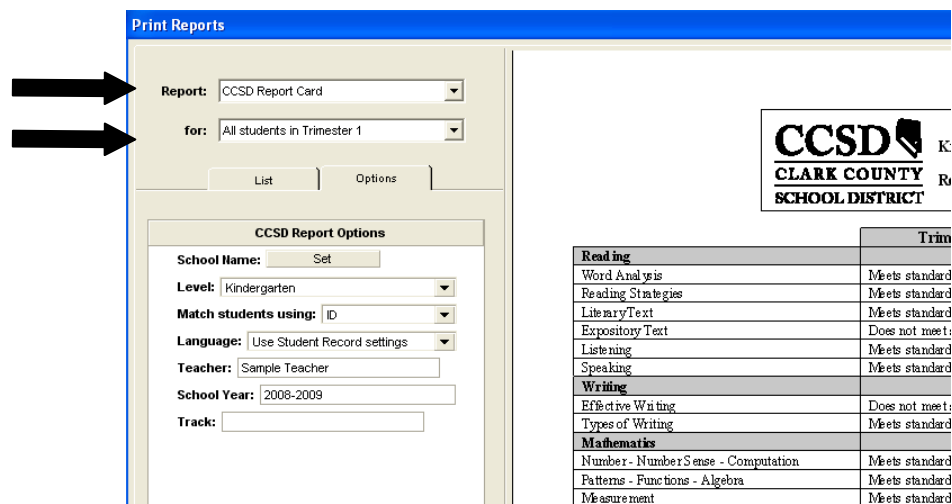
## Step 3:

## PRINTING

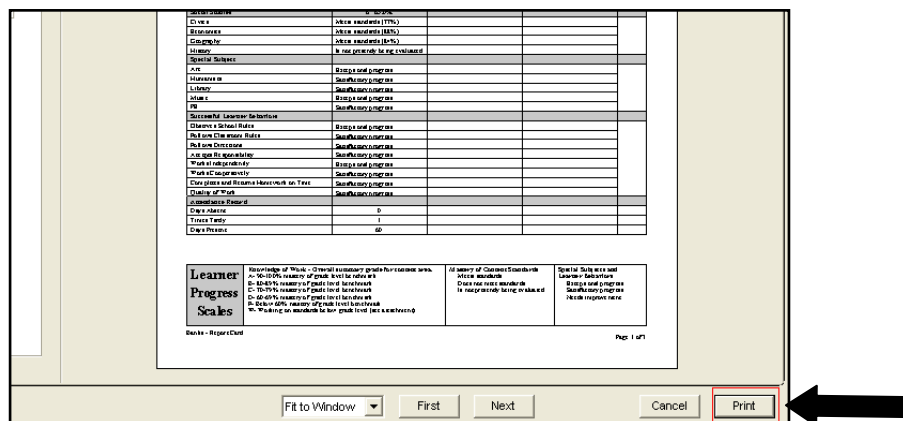
When finished typing in the student comments, click done. Then go to File and choose print or click the “Print Button” on the Tool Bar.



Select the report “CCSD Report Card.” Select “All students in Trimester 1.”



Click “Print”



## Step 4: ATTACH KINDERGARTEN ESSENTIAL SKILLS TABLE

Kindergarten Teachers were given the option to complete the Essential Skills Table within the gradebook or on NCR forms.

**Option A:** If teachers chose to use the NCR form for recording student performance, they would attach an NCR copy to the above printed report card.

**Option B:** If teachers chose to record student performance within the gradebook, they would print the table from within the gradebook. To print the table, select **File>Print>CCSD Report Card>Options Tab** and select "Kindergarten-Essential Skills" from the "Level" drop down menu. This copy of the Essential Skills Table would then be attached to the above printed report card.

The screenshot shows the 'Print Reports' window. At the top, there's a blue bar labeled 'Print Reports'. Below it, there are two dropdown menus: 'Report:' set to 'CCSD Report Card' and 'for:' set to 'All students in Trimester 1'. Below these are two buttons: 'List' and 'Options'. An arrow points to the 'Options' button. Below the buttons is a section titled 'CCSD Report Options'. Inside this section, there are several fields: 'School Name:' with a 'Set' button, 'Level:' with a dropdown menu showing 'Kindergarten-Essential Skills', 'Match students using:' with a dropdown menu showing 'ID', 'Language:' with a dropdown menu showing 'Use Student Record settings', 'Teacher:' with a text field containing 'Sample Teacher', 'School Year:' with a text field containing '2008-2009', and 'Track:' with an empty text field. To the right of the 'Options' section is a preview of a table with three columns: 'Capital Letters', 'Recognizes', and 'Writes'. The table has 26 rows, each representing a letter of the alphabet from A to Z. Each row has three checkboxes, all of which are currently checked.

Capital Letters	Recognizes	Writes
A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
C	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
F	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
G	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
H	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
J	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
K	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
L	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
M	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
N	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
O	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Q	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
R	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
S	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
T	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
U	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
V	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
W	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
X	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Y	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Z	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>