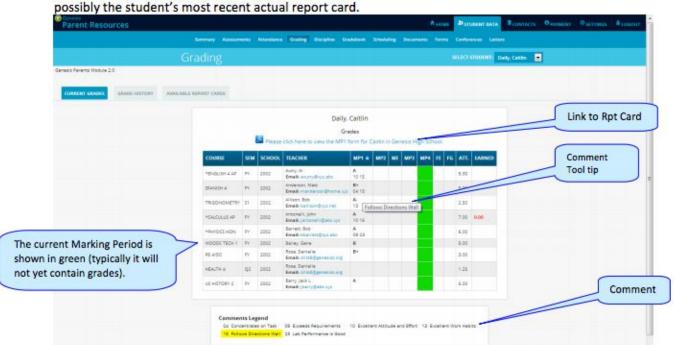
Grading

Current Year Report Card Grades & Current Report Card

The Grading screen gives you access to your student's Marking Period grades and teacher comments and



The Student's Grading screen contains lots of information and a link to their current report card. The numbers below each grade are the comments the student has received for the Marking Period. Place your cursor on a comment number and the corresponding text is highlighted in yellow – the text of the comment is also displayed in a Tool Tip. A link to the current report card is at the top of the screen and links to email teachers may appear below the teacher's name.

The Grading Screen

This screen summarizes your student's Report Card grades for the current year.

The current Marking Period is highlighted in green.

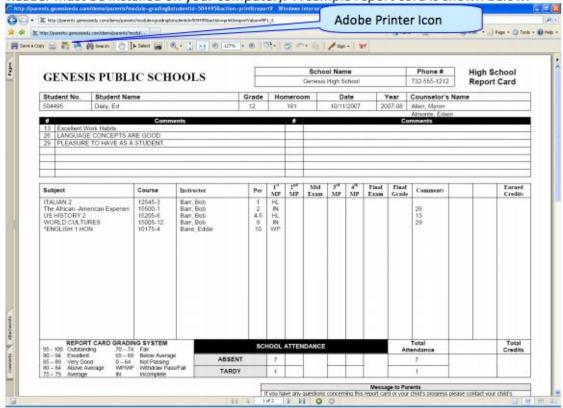
Each box shows the grade and comment codes that your student has received in the corresponding class for the selected Marking Period. If you place your cursor on a comment code (e.g. 03), the corresponding comment will be highlighted (e.g. 15 Follows Directions Well). In addition, the text of the comment will appear in a tooltip (e.g. Follows Directions Well).

In addition, as outlined below, you can access and view your student's most recent report card.

Viewing your Child's Current or Most Recent Report Card

If you are able to view your child's actual report card, a Please disk here to view the MP1 form for Ed in Genesis High School. message will appear between your child's name and their list of grades:

If this message appears, click it to view the actual report card displayed in Adobe Reader (Adobe Reader must be installed on your computer). A sample report cord is shown below.



To Print a Copy of the Report Card

- 1. Click on the 'Grading tab.
- 2. If the "Please click here to view" message appears, click it. If it does not appear, you will not be able to view your child's actual report card at this time.
- 3. When the report card appears, locate the Adobe printer icon at the upper left of the Adobe Reader's border. Click it to access a regular Print dialog and print the report card. (Newer versions of Adobe Reader may display the printer icon differently. Please refer to the Adobe Reader user guide.)

To Save a Copy of the Report Card

- 1. Click on the 'Setup' tab.
- 2. If the "Please click here to view" message appears, click it. If it does not appear, you will not be able to view your child's actual report card at this time.
- When the report card appears, locate the Save icon at the upper left of the Adobe Reader's border. Click it to access a regular File dialog and print the report card.

To Return to the Genesis Parents Portal

When you are done viewing the report card, click the browser "Back" button.