Elementary Report Card/Progress Report Tips & Tricks

Not sure what to key into a cell?
Click **Control L** on your keyboard to see a list of acceptable values.

Entering your learning skills?
Turn on **caps lock** to save yourself some time. Capitalizes all letters (D, W, V for input)

Not reporting on a subject this term (ie. Music)?
Make sure to key in a **lowercase "x"** in the N/A column.
Press **Control D** on your keyboard to apply this same value to all students in the column.

Did you make a change to your comments/grades?
Make sure to click **Post Grades** in order to push your changes to the report card at the office. You can do this as many times as you'd like while the report card entry window is open.

Want to use a comment with a few students?
Highlight your comment and use the **copy/paste** feature.
Please note that this feature does not allow you to copy and paste script directly into your comment window to create individualized comments. Individualized comments must be created in comments in your comment bank.

Want to see your completed report card?
While in the Gradebook top tab, click on the **Reports** menu. Select **Report Cards - Elementary Provincial**. Be sure you are in the appropriate **Term** (click the magnifying glass beside **Term** and choose **Winter** for **Term 1** and **Spring** for **Term 2**.