

## Welcome to the Elementary Online Report Cards system

The system has been redesigned to begin our transition to Common Core State Standards. As part of the process, changes were made to deal with challenges encountered during past trimesters, as well as to improve overall performance.

### IMPORTANT NOTE:

Before you begin entering your student grades you need to first *enable* your selected standards for the trimester. Please take a few minutes to familiarize yourself with this process following the instructions on pages 2 & 3 of this document or by clicking the link at the bottom of the Online Report Cards logon window titled

*Setting up your standards - All grade levels*

### DIFFERENCES BETWEEN THE PRINTED REPORT CARD AND THE GRADE ENTRY SCREEN

When you log into the system you will notice that there are differences between the printed report card (or samples you received) and the data entry screen. The screen contains only the items that require action on your part (drop-down lists & checkboxes). Those items on the report card that are informational only, that is, do not require input from you, were not included on the screen. Below is an example:

Study and Work Habits		E		
COMMON CORE STATE STANDARDS IN MATH AND ENGLISH LANGUAGE ARTS AND LITERACY IN HISTORY/SOCIAL STUDIES AND SCIENCE				
The marks for each trimester indicate the student's progress towards mastery of these end-of-year/exit level standards.				
3-Point scale: 3 = Meeting standards 2 = Approaching standards 1 = Beginning standards				
<input type="checkbox"/> = No difficulty noted in this area <input checked="" type="checkbox"/> = Indicates difficulty <input type="checkbox"/> NA = Not assessed (at this time)				
		T1	T2	T3
English Language Arts and Literacy - Reading		1		
Reading Standards for Literature & Informational Text		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Key Ideas and Details				
Craft and Structure				
Integration of Knowledge and Ideas				
Range of Reading and Level of Text Complexity				
Instructional Reading Level		Beg K		

**Informational Items** (points to: Key Ideas and Details, Craft and Structure, Integration of Knowledge and Ideas, Range of Reading and Level of Text Complexity)

**Graded Items** (points to: English Language Arts and Literacy - Reading, Reading Standards for Literature & Informational Text, Instructional Reading Level)

ALL items will be included in the printed version of the report card. To see the difference you can go to your Class List page to print a blank, or if you have completed your report cards, you can download them all as a single PDF file.

# DOWNEY UNIFIED SCHOOL DISTRICT ELEMENTARY REPORT CARDS – CCSS

Prior to entering your grades into the Elementary Report Cards system you will need to setup your standards. The process allows you to *enable* or *disable* each standard depending upon whether or not it was assessed during the current trimester.

When a standard is disabled, “NA” will appear in the current trimester column for that standard on your report card grade entry screen, as well on the printed report card.

When a standard is enabled, indicating that it was assessed during the current trimester, in place of “NA” a check box will appear in the current trimester column for that standard, and you will be able to check the box to indicate that the student had difficulty with the standard, or leave it unchecked to indicate that the student did not have difficulty. When you enable/disable a standard, it is set for your entire class. You only need to perform the setup process once, unless you decide at a later point to change one or more of the standards settings.

### ***Enabling/disabling a standard will not affect saved check marks***

This means that if you enable a standard, enter check marks on your report cards for the standard and save them, then decide to disable the standard, the check marks will not be automatically deleted, as in past versions of the system. If you once again enable the same standard, you will see that any check marks previously entered will still be there.

### Setting Up Your Standards

While the standards available vary somewhat for different grade levels, the process of enabling/disabling them is the same, regardless of the number of standards your grade level uses.

To setup your standards follow the simple steps outlined below:

1. Log into the Elementary Report Cards system.
2. From the report card entry screen, click the link in the upper right hand corner titled *Setup Standards*.

The screenshot shows the user interface for the 'DOWNEY UNIFIED SCHOOL DISTRICT REPORT TO PARENTS - GRADE 4'. In the top right corner, there are three buttons: 'Log Out', 'Class List', and 'Setup Standards'. The 'Setup Standards' button is circled in blue. Below the buttons is a form with the following fields:

Student Name:	Alfonso, William	Teacher:	Fishering
School:	Carpenter Elementary School	School Year:	2014-2015

Below the form are navigation buttons: '<< Previous', 'Next >>', and 'Save'. The name 'Amaya, Cristian V' is displayed. At the bottom, there is a section titled 'EFFORT GRADES FOR THE FOLLOWING AREAS' with columns for 'T1', 'T2', and 'T3'. The first row is for 'English/Language Arts & Literacy' with a grade of 'F' in the T1 column.

3. On the Standards Setup screen, check the box to the left of the description for each standard that you want to enable, or un-check the box if you wish to disable a standard.

**DOWNEY UNIFIED SCHOOL DISTRICT**  
**FOURTH GRADE STANDARDS SETUP**

[Log Out](#)  
[Class List](#)  
[Standards Help](#)  
[Return to report cards](#)

**ENABLE STANDARDS**

For standards that are being assessed this trimester, check the corresponding check box to the left of the description. This will display a check box on the grade entry screen where you can indicate whether or not the student is experiencing difficulty with the standard.

**DISABLE STANDARDS**

For standards that are not being assessed this trimester, un-check the corresponding check box to the left of the description. This will display "NA" on the grade entry screen as well as on the printed report card. For standards that are being assessed this trimester, check the corresponding check box to the left of the description. This will display a check box on the grade entry screen where you can check the box to indicate difficulty.

<input checked="" type="checkbox"/>	Reading Standards for Literature & Informational Text
<input type="checkbox"/>	Reading Standards: Foundational Skills
<input type="checkbox"/>	Writing Standards
<input checked="" type="checkbox"/>	Language Standards
<input checked="" type="checkbox"/>	Speaking and Listening Standards
<input checked="" type="checkbox"/>	Operations and Algebraic Thinking
<input type="checkbox"/>	Number and Operations in Base Ten
<input checked="" type="checkbox"/>	Number and Operations - Fractions
<input type="checkbox"/>	Measurement and Data
<input checked="" type="checkbox"/>	Geometry
<input checked="" type="checkbox"/>	Standards for Mathematical Practice

[Save Changes](#)

4. Once you have your settings the way you want them, click the button at the bottom titled *Save Changes*.

Your standards are now setup. Click the link at the top titled *Return to Report Cards to go back* and begin entering your grades.