D O W N E Y   U N I F I E D   S C H O O L   D I S T R I C T
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.*

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

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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.

- ☑ Reading Standards for Literature & Informational Text
- ☐ Reading Standards: Foundational Skills
- ☐ Writing Standards
- ☑ Language Standards
- ☑ Speaking and Listening Standards
- ☑ Operations and Algebraic Thinking
- ☐ Number and Operations in Base Ten
- ☑ Number and Operations - Fractions
- ☐ Measurement and Data
- ☑ Geometry
- ☑ 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.