# REPORT CARD STANDARDS – Third Grade

To successfully use the standards grading on your report cards, it is important that you understand how the system functions, and what impact the selections you make will have on your students' report cards. First of all, enabling or disabling any standard will affect the grading for that standard only. When you make changes they affect your entire class, but only for the standard you are currently changing.

How it works

When a standard is enabled, a check box for that standard will appear on the data entry window, in the column that corresponds to the current trimester.  You can check the box to indicate that the student is having difficulty with that standard, or you can leave it un-checked.  When a standard is disabled, no check box will be available. Instead, the letters **NA** (not assessed) will appear.



Setting up your standards

After you have logged into the Online Report Cards, if you have only one class your web browser will be directed to the data entry page where you can enter grades.  If you have more than one class, your browser will first be directed to your Class List page where you can select the class you want to enter grades for.  Once you are at the data entry page you will be able to setup your standards under the Mathematics section.

For each standard you want to enable or disable, click the check box that appears to the left of the standard's description.  Each time you click on a check box the system will update your entire class for that standard.  Each standard can take up to several seconds to complete so it is **VERY IMPORTANT** that you wait until the process completes before clicking the next check box.
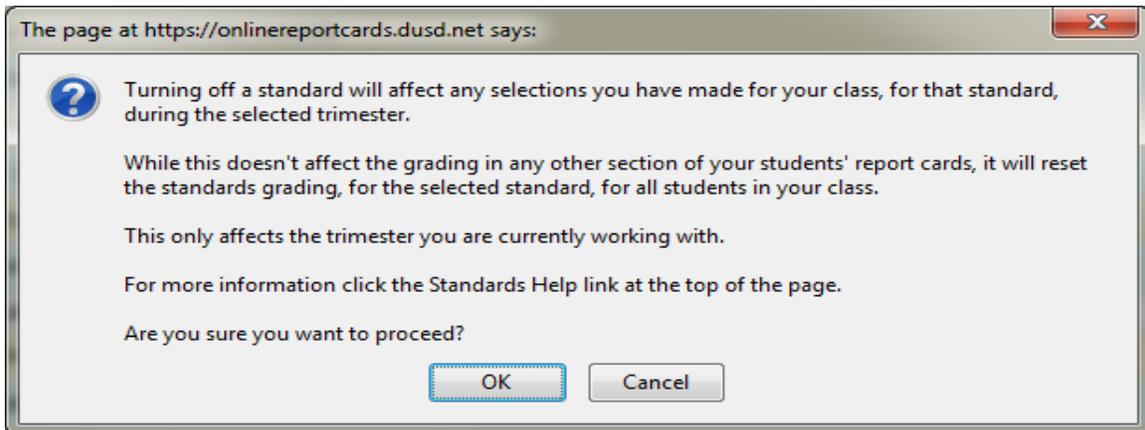
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Setting up your standards (continued)

When a standard is enabled, a check mark will appear in the box. It is important to understand that if you enable a standard and decide to disable it later, any checks you entered for your students for that standard will be reset to NA once the standard is disabled. To safeguard against accidentally disabling a standard the system will display the following warning any when a standard is about to be disabled:



**IMPORTANT NOTE:** Enabling or disabling a standard sets that standard for your entire class, regardless of which student's report card you are currently working on. You only need to setup your standards once and they are setup for the entire class.