



---

# ILLUMINATE

---

## Preparing Report Card Data



1. [Linking Gradebook to your Report Card](#)
2. [Manual Entry of Report Card Data](#)
  - a. [Entry by Student](#)
  - b. [Entry by Field Group](#)
  - c. [Entry by Field](#)
3. [Printing Report Cards](#)
4. [Downloading the PDF File for Printing](#)

OCTOBER 29, 2014

# Connecting a standards-based grade book to the report card.

Start here...

The screenshot shows the top navigation bar of the illuminate education website. The 'Grades' menu item is highlighted with a blue callout box containing the number '1'. A dropdown menu is open under 'Grades', showing categories: SETUP (Grading Periods), EDITING (Edit Grades by Section, Edit Grades by Student), REPORTING (Audit Log, Grade Counts by Course, Missing Grades), and REPORT CARDS (Entry, Printing & Print History, Data Links, Audit Log, Entry Report, My Preferences). A second blue callout box with the number '2' points to the 'Data Links' option in the REPORT CARDS section.

1. Select **Grades**
2. Click on **Data Links**
3. Choose the correct grading **quarter** from the drop-down menu
4. Click **Load**
5. Select the correct grade level **report card** from the drop-down menu
6. Click **Load Report Card**

The screenshot shows the 'Report Card Data Links' page. A 'Grading Period' dropdown menu is set to 'Quarter 1' and is highlighted with a blue callout box containing the number '3'. Below the dropdown is a 'Load' button, which is highlighted with a blue callout box containing the number '4'.

The screenshot shows the 'Report Card' page. A dropdown menu is empty and highlighted with a blue callout box containing the number '5'. Below the dropdown is a 'Load Report Card' button, which is highlighted with a blue callout box containing the number '6'.

For standards-based report cards, please align GradeBook assignments to the appropriate standards and link select your GradeBook(s) below. Please note that when linking gradebooks, assignments are included based on their Due Date in relation to the current grading period

Grade 7 Q1  
Rella, Cinde  
Grading Period: Quarter 1

### Automatic Report Card Links

GradeBooks and Assessments selected below will automatically be linked to report card fields based on report card field configurations.

#### GradeBooks

Select Some Options

## 8. Select Save Data Links

Save Data Links

7. Click on each grade book to add it. You can select as many standards-linked grade books as necessary. The linked standards determine where each computed assessment score will appear on the report card template.

The grade book links are now set to feed the report card. You may however need to manually enter other data for the report card, or you may want the option to overwrite information fed from the grade book.

## Manual entry (or overwriting) of report card data.

Start here...

The screenshot shows the illuminate education navigation bar with the following items: Students, Attendance, Special Ed, Health, Grades, GradeBook, Reports, Assessments. A search box contains the text "Search Students, Help, Nav". A blue callout bubble with the number "1" points to the "Grades" menu item. A dropdown menu is open under "Grades", showing the following categories and items:

- SETUP
  - Grading Periods
- EDITING
  - Edit Grades by Section
  - Edit Grades by Student
- REPORTING
  - Audit Log
  - Grade Counts by Course
  - Missing Grades
- REPORT CARDS
  - Entry
  - Printing & Print History
  - Data Links
  - Audit Log
  - Entry Report
  - My Preferences

A second blue callout bubble with the number "2" points to the "Entry" option in the "REPORT CARDS" section.

1. Select **Grades**
2. Click on **Entry**

Report Card Entry

3

Enrollment/Roster Date  
Current Year (2014-15)

4

Student Group  
Student Group: Gradebook Group: Science

Students  
Filter Students (Optional)

Additional Filters

5

Find Students →

3. Select the current year
4. Choose your gradebook/section/students
5. Click **Find Students**
6. Be sure the correct **quarter** is showing
7. Choose the correct grade level **report card**
8. Select **Load**
9. These are the three different ways to enter data

Report Card Entry

Find Students > Select Report Card

6

7

8

Grading Period: Quarter 1

Report Card

Load

Report Card Entry

Find Students > Select Report Card

Grading Period: Quarter 1

Report Card: Grade 7 Q1

9

Load

Grade 7 Q1  
Grading Period: Quarter 1

**Entry By Student**

- 5678910234 Dog, Goofy
- 6789012345 Dog, Pluto
- 2345678901 Duck, Daisy
- 1234567890 Duck, Donald
- 345678912 Mouse, Mickey
- 456789123 Mouse, Minnie

**Entry By Field**

GLAD Tests

MS 7 Science

- Physical Science (Energy & Changes in Matter)
- Life Sciences (Organization of Living Things & Ecosystems)
- Earth Science (Solid Earth, Earth in Space & time)
- Science Processes (Inquiry Process, Inquiry Analysis and Communication, Reflection and Social Implications)

MS 7 Math

- Ratios & Proportional Relationships
- The Number System
- Geometry
- Expressions and Equations
- Statistics and Probability

**Entry By Field**

EL Math Practices

- Makes sense of problems and perseveres in solving them
- Reasons abstractly and quantitatively
- Constructs viable arguments and critiques the reasoning of others
- Models with mathematics
- Uses appropriate tools strategically
- Attends to precision
- Looks for and makes use of structure
- Looks for and expresses regularity in repeated reasoning

Comment

- Comments Text

Attendance

## Entry By Student

- 5678910234 Dog, Goofy
- 6789012345 Dog, Pluto
- 2345678901 Duck, Daisy
- 1234567890 Duck, Donald
- 345678912 Mouse, Mickey
- 456789123 Mouse, Minnie

10. To enter by student, select a student from the list below the **Entry By Student** heading
11. The printer icon will take you to a separate screen and download a PDF copy of the student's report card.

Mouse, Mickey (345678912) | Load Student | Filldown | Print | Publish | Save

Jump to: GLAD Tests | MS 7 Science | MS 7 Reading | EL M | Comment

Field	Score
GLAD Tests	
MS 7 Science	
Physical Science (Energy & Changes in Matter) *	3 (>= 75)
Life Sciences (Organization of Living Things & Ecosystems) *	2.5 (>= 62.5)
Earth Science (Solid Earth, Earth in Space & time) *	4 (>= 95) *
Science Processes (Inquiry Process, Inquiry Analysis and Communication, Reflection and Social Implications) *	1.5 (>= 37.5)

12. **Jump to:** allows you to choose the field for which you need to enter this student's data...Gray fields cannot be overwritten (GLAD Tests)

13. **Select/Load Student** to change to another student

14. **Print** this student's report card (actually you will get a PDF)

15. Select the correct report card mark for each field within the group from the drop-down menus

16. Be sure to **Save** after entering field data

**NOTE: Publish is the final step and will officially lock the grades.**

**You cannot adjust/change grades after you have published them.**

## Entry By Field

### GLAD Tests

### MS 7 Science

- Physical Science (Energy & Changes in Matter)
- Life Sciences (Organization of Living Things & Ecosystems)
- Earth Science (Solid Earth, Earth in Space & time)
- Science Processes (Inquiry Process, Inquiry Analysis and Communication, Reflection and Social Implications)

17. To enter data by **Field Group**, click on the Field Group heading (MS 7 Science)

18. Select the correct score for each student from the drop-down menu

19. **Select/Load Field Group** to enter data into a new Field Group

MS 7 Science | Load Field Group | Filldown | Publish | Save

Student	Physical Science (Energy & Changes in Matter) *	Life Sciences (Organization of Living Things & Ecosystems) *	Earth Science (Solid Earth, Earth in Space & time) *	Science Processes (Inquiry Process, Inquiry Analysis and Communication, Reflection and Social Implications) *
Dog, Goofy 5678910234 Score Breakdown				
Dog, Pluto 6789012345 Score Breakdown				
Duck, Daisy 2345678901 Score Breakdown				

20. Select **Save**

**NOTE: Publish is the final step and will officially lock the grades.**

**You cannot adjust/change grades after you have published them.**

## Entry By Field

### EL Math Practices

- Makes sense of problems and perseveres in solving them
- Reasons abstractly and quantitatively
- Constructs viable arguments and critiques the reasoning of others
- Models with mathematics
- Uses appropriate tools strategically
- Attends to precision
- Looks for and makes use of structure
- Looks for and expresses regularity in repeated reasoning

21

21. To enter by **Field**, choose one of the fields listed below the Field Group Heading.

22. Enter/select student scores for the chosen field

23. Select **Save**

24. Enter data for another Field using the drop down menu and **Load Field**.

Find Students > Select Report Card > Grade 7 Q1 > EL Math Practices - Makes sense of problems and perseveres in solving them

Makes sense of problems and perseveres in solving them Load Field Publish Save

Grade 7 Q1 \* Filldown

	Student ID	Student Name	Grade 7 Q1 *
	5678910234	Dog, Goofy	
	6789012345	Dog, Pluto	
	2345678901	Duck, Daisy	
	1234567890	Duck, Donald	
	345678912	Mouse, Mickey	
	456789123	Mouse, Minnie	

24

23

NOTE

22

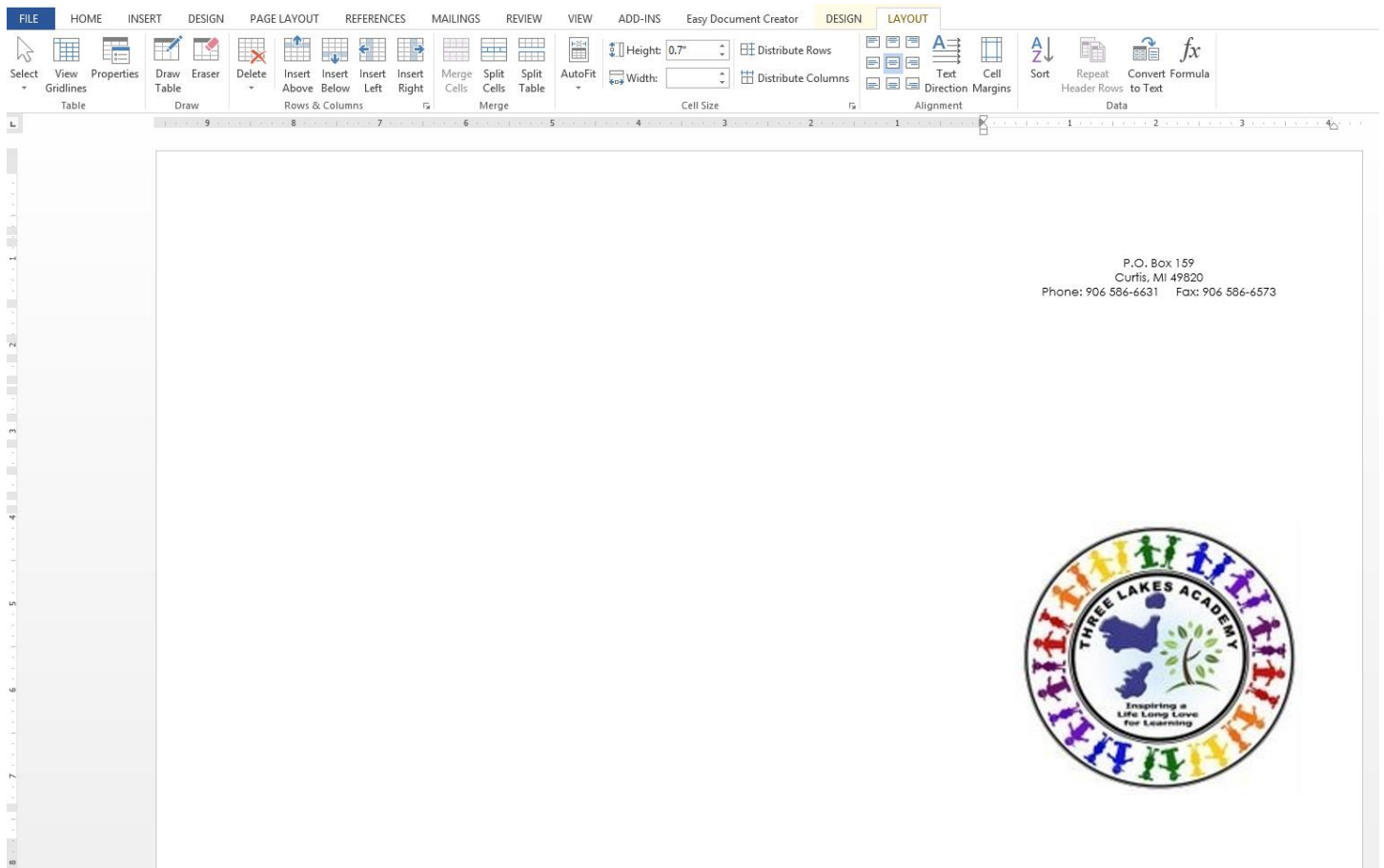
**NOTE: Publish is the final step and will officially lock the grades.**

**You cannot adjust/change grades after you have published them.**

# Printing Report Cards

## Notes:

1. Report Cards are printed on legal paper (8.5" x 14") and are double-sided (flip on short edge).
2. The school logo can be added to the report card either before or after printing the report card.
3. To add your logo/address, use the Word document titled: **Report Card Template for Logo Printing**. Make sure your logo fits into the lower box without changing the cell size. You can also add your school address into the upper box...again do not allow the cell size to change. Print the logo and address onto as many pages as you need for report cards (print some extra).
4. Place the copies with your logo/address back into your printer, and print the report cards onto this paper. You will have to test your printer settings in order to be sure the logo ends up in the right place.
5. **BE SURE TO TEST YOUR COPIER TO DETERMINE WHERE THE LOGO SHOULD BE POSITIONED WITHIN THE COPIER PAPER DRAWER. PRINT SOME REPORT CARDS TO ENSURE THAT IT IS CORRECTLY POSITIONED.**



**Before officially printing your report cards, be sure you have published all of your grades.**

To get the PDF of your report cards for printing, start here:

The screenshot shows the top navigation bar of the illuminate education website. A search bar is located on the right. Below the navigation bar, a dropdown menu is open, showing various options categorized into SETUP, EDITING, REPORTING, and REPORT CARDS. Callout 1 points to the navigation bar, and callout 2 points to the REPORT CARDS section of the dropdown menu.

1. Select **Grades**
2. Click **Printing & Print History**
3. Select the correct **Grading Period**
4. Choose the teacher/**user**
5. Select the correct **Report Card**
6. Choose the correct **Section/Course**
7. If you are choosing only some students, use these filters.
8. Click on **Select Students**

This screenshot shows the filter section for printing report cards. It includes dropdown menus for Grading Period (Quarter 1), User, Report Card, Section/Course, and Student Status (Current Students). A Select Students button is also present. Callouts 3 through 8 highlight these elements.

This screenshot shows the results table for printing report cards. The table has columns for Student ID, Student Name, Correspondence Language, Download, English Download, and Print?. Callouts 9 through 11 highlight the Download button, the Print? checkbox, and the Print button respectively.

Student ID	Student Name	Correspondence Language	Download	English Download	Print?
5678910234	Dog, Goofy	English	Download	Download	<input checked="" type="checkbox"/>
6789012345	Dog, Pluto	English	Download	Download	<input checked="" type="checkbox"/>
2345678901	Duck, Daisy	English	Download	Download	<input checked="" type="checkbox"/>
1234567890	Duck, Donald	English	Download	Download	<input checked="" type="checkbox"/>
345678912	Mouse, Mickey	English	Download	Download	<input checked="" type="checkbox"/>
456789123	Mouse, Minnie	English	Download	Download	<input checked="" type="checkbox"/>

9. You can choose to **Download** a PDF of individual students
10. All students with **checks** will be included in the group file download (#11)
11. Select the **Print** button...a PDF will automatically download with the report cards of all selected students.
12. Use the directions [above](#) to print these report cards onto paper with/without your school logo.