





TAC Report Card Grade Entry Summary






(Homeroom Teachers) To Enter students that received Interims and Report Card Comments

- Click the  icon for Homeroom in the **My Classes** section of your **Home** page.
- Verify that the **RC Run** box at the top of the screen contains the correct marking period.
- In the **INT** column, enter a **Y** for every student who received an Interim Report this term.
- Enter up to 2 **Comments** per student by selecting the desired comments from the dropdown lists.
- Click **Save**  when finished.






To Enter Personal and Social Development Skills

- Click the  icon for Homeroom in the **My Classes** section of your **Home** page.
- Select a student.
- Enter the **Competency Mark** by clicking on the dropdown arrow and choosing the mark.
- Click **Save**  when finished.
- Repeat for all students.

(Classroom Teachers) To Enter Report Card Grades and Instructional Levels

- Click the  icon for a class (not Homeroom) in the **My Classes** section of your **Home** page.
- Verify that the **RC Run** box at the top of the screen contains the correct marking period.
- Click the **Load From Gradebook** button  at the top of the screen.
- If you need to Override a grade from the gradebook, click on the dropdown arrow next to the grade to select a different grade. Make sure that **Ovr** is checked for any grades you override.
- Enter your **ILMT** and **ILRD** (math and reading instructional levels).
- Enter up to 2 comments per subject by selecting the desired comment from the dropdown list.
- BE SURE to click the **Save**  button when finished.
- To see or print the grades for all marking periods, click the **Summary** button .
- Click on the **Home** button  to return to your home page.
- Repeat these steps for each class you teach.

(Specials Teachers) To Enter Report Card Grades

- Click the  icon for a class (not Homeroom) in the **My Classes** section of your **Home** page.
- Verify that the **RC Run** box at the top of the screen contains the correct marking period.
- Click the **Load From Gradebook**  button at the top of the screen.
- If you need to Override a grade from the gradebook, click on the dropdown arrow next to the grade to select a different grade. Make sure that **Ovr** is checked for any grades you override.
- Click **Save**  when finished.
- To see or print the grades for all marking periods, click the **Summary** button .
- Enter up to 2 comments per subject by selecting the desired comment from the dropdown list.
- Click on the **Home** button  to return to your home page.