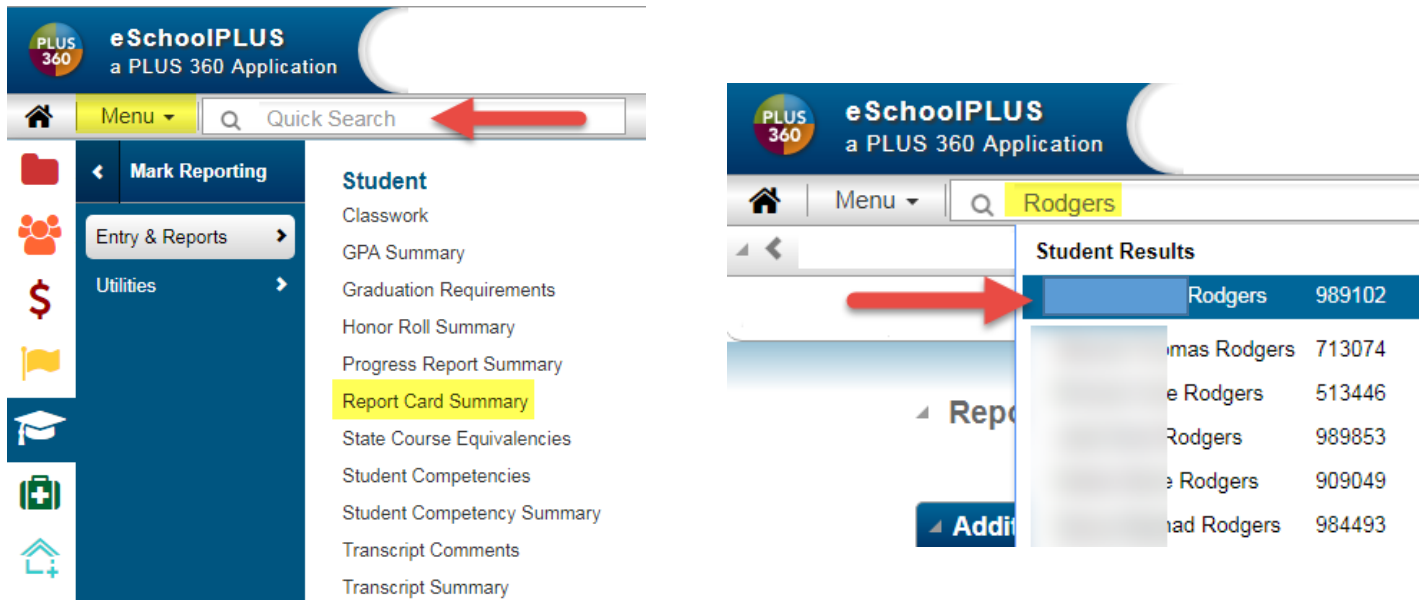


REPORT CARD SUMMARY

Step 1 – Path: **Menu > Mark Reporting > Entry & Reports > Student > Report Card Summary**

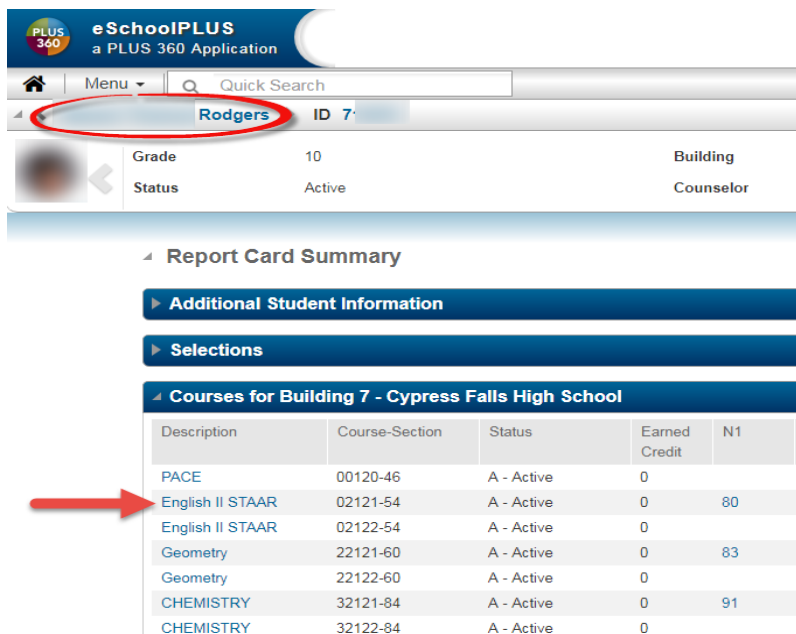
Step 2 – Click on Report Card Summary. Search for the student by typing the student’s last name or the ID number in the “Quick Search” box. Once the list comes up, click on the student’s name.



The student’s Report Card Summary will appear.

To make a grade change for one student:

Step 1 - Click on the name of the course.



Step 2 – Scroll down the page to “Marks” and type over the grade or use the drop down arrow to find the grade.

Once you have made the change, a check mark in the Ovr (Override) box will appear.

Step 3 - Save changes by clicking on “Save” at the top of the screen.

The screenshot shows the 'Mark Reporting Detail' page. At the top right, there is a toolbar with icons for Save, Delete, Search, Refresh, and Close. A red arrow points to the 'Save' button, which is highlighted with a green box. Below the toolbar is a 'Course Information' section, followed by a 'Marks/Credits/Comments/Absences' section. This section contains a table with columns for 'N1' and 'N2'. The table has a 'Marks' header row. Below it, there are rows for '9CND', '9EXM', '9SEM', and '9WK'. Each row has a grade input field, an 'Ovr' checkbox, and a comment field. A red arrow points to the 'Ovr' checkbox for the '9WK' row, which is checked. Another red arrow points to the 'Save' button in the toolbar.

To make a grade change for an entire class:

Step 1 – Path: **Menu > Mark Reporting > Entry & Reports > Office > Report Card by Course**

The screenshot shows the eSchoolPLUS application interface. The top navigation bar includes the 'PLUS 360' logo, the text 'eSchoolPLUS a PLUS 360 Application', a home icon, a 'Menu' dropdown, and a 'Quick Search' field. A sidebar menu is open, showing 'Mark Reporting' with sub-items 'Entry & Reports' and 'Utilities'. The 'Entry & Reports' sub-menu is expanded, showing a list of options under 'Student' and 'Office'. The 'Office' section includes 'Mark Reporting Checklist', 'Progress Report by Course', 'Report Card by Competency Group', and 'Report Card by Course', which is highlighted in yellow.

Step 2 – Type the Course and Section number. Then click on the magnifying glass.

Report Card by Course

Selections

Building* 2 - Cy-Fair High School

Course-Section* 21521 - 3

RC Run* 2 (MP: N2)

A list of those course and section numbers will appear on the screen.

Step 3 - Click on the Course you want so it is highlighted. Then click **OK**.

Course Search

Search Criteria

Search Results

Course	Course Section	Course Session	Description
21521	3	1	Algebra I
21521	3	2	Algebra I

OK Cancel

Step 4 – Once the course comes up, click on “Load Records” and the list of students will appear.

Report Card by Course

Selections

Building* 2 - Cy-Fair High School

Course-Section* 21521 - 3

RC Run* 2 (MP: N2)

Periods	Description	Teacher	Cycle Days	Marking Periods
52	Algebra I	64155 - BRADLEY, ANGELA M	M, T, W, R, F	N1, N2

Students

Student ID	Name	Marks			
		9WK	9EXM	9CND	9SEM
5	C	<input type="text"/> Ovr <input type="checkbox"/>	<input type="text"/> Ovr <input type="checkbox"/>	<input type="text"/> Ovr <input type="checkbox"/>	<input type="text"/>
3	F	<input type="text"/> Ovr <input type="checkbox"/>	<input type="text"/> Ovr <input type="checkbox"/>	<input type="text"/> Ovr <input type="checkbox"/>	<input type="text"/>
1	F	<input type="text"/> Ovr <input type="checkbox"/>	<input type="text"/> Ovr <input type="checkbox"/>	<input type="text"/> Ovr <input type="checkbox"/>	<input type="text"/>
7	G	<input type="text"/> Ovr <input type="checkbox"/>	<input type="text"/> Ovr <input type="checkbox"/>	<input type="text"/> Ovr <input type="checkbox"/>	<input type="text"/>

Step 5 – Type the new grade in. Then Click “Save” to save changes.

To print a report card in the Report Card Summary, click on the down arrow “Additional Options”.
 Scroll down to “Print Report Card”.

Click on the Tasks/Reports button to view your file.

Click on the file once it is under “Reports”.