# Harmony – <u>North Elementary</u> – <u>Kindergarten</u> End of Trimester Process

Trimester 1 grades and comments must be complete by: _____

Trimester 2 grades and comments must be complete by: _____

Trimester 3 grades and comments must be complete by: _____

How to create Kindergarten Student Skills (aka KG Report Cards)

You will need to create a **Kindergarten Student Skills** document for <u>each student in your class</u> at the <u>end of each trimester</u>. Follow the steps below.

1. In Harmony, select **Classroom** from the left menu.
2. Select **Student Skills** from the left menu.
3. Find your name under the appropriate grade level (KG, K AM, and/or K PM). If you teach separate morning and afternoon classes, your name will be listed twice – once under K AM and once under K PM.
4. Under your name you will see a list of all students in your class.
5. Highlight (single-click) the first student in the list.
6. Go to the **Add…** menu in the top blue bar.
7. Select **Kindergarten Student Skills** from the drop-down menu.
8. Select the current grading period by clicking in the circle in front of the correct grading period.
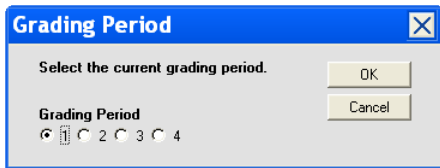
- o Trimester 1 = Grading Period 1
- o Trimester 2 = Grading Period 2
- o Trimester 3 = Grading Period 3
- o Click **OK** when done.

Note: See the large image to the right for a view of what you have just created.

9. If you are not yet ready to enter grades and comments, you can click **Save** and **Close** from the top blue bar.
10. Repeat these steps for all students in your class(es).

This is what you will see after step 8.

<u>**How to edit Kindergarten Student Skills (aka KG Report Cards)**</u>
You will now see **Kindergarten Grading Period 1**, **Kindergarten Grading Period 2**, and/or **Kindergarten Grading Period 3** (depending on which trimester is coming to an end) under the current school year for all students.
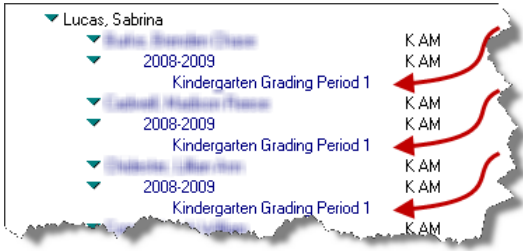
1. To edit, double-click on **Kindergarten Grading Period *x*** (x being the trimester that is ending).

Before you enter grades and comments, here are some things you should know:
   o Use capital letters only.
   o Valid grades are **P**, **NP**, **I**, and **NI**.
   o Do <u>not</u> put a space before or after the letter grade.
   o Grades and comments will print exactly as you have entered them.
   o Lengthy comments will result in a multiple page report card when printed.
   o The last item in the list - **Additional Comments** - is where your <u>grading period</u> comments will go.
   o Always <u>use your tab key</u> to move from one field to the next. Do not use your enter key; if you do, you will have blank lines on the printed report card.
   o To edit the document, click **Edit** in the top blue bar.

2. When you are done, select **Save** and **Close** from the top blue bar.
3. The finished document will look similar to the image on the right.
4. Repeat this process for all of your students.

Note: You can use the spell checker to check your spelling. It is located at the very top of the page (see image below).
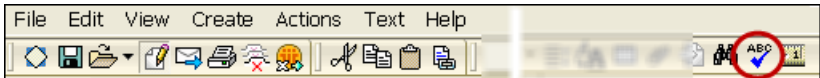
Assignment

Brandon Duke Grading Period 1
Kindergarten

Date	11/03/2008
Assignment	Skills for grading period 1

Student	Points
Can color appropriately	P
Uses scissors appropriately / Cuts accurately	P
Prints name legibly (Tri 1: first name only, Tri 2: first name only, Tri 3: full name)	P
Is able to print letters	I
Is able to print numbers (Tri 1: 1-5, Tri 2: 1-8, Tri 3: 1-10)	P
Motor Skills Comment	Elaine is working very hard on her letters.
Standard K.1.4-Recognizes the introduced shapes	P
Standard K.1.6-Recognizes numbers (Tri 1: 1-5, Tri 2: 1-8, Tri 3: 1-10)	P
Standard K.1.6-Counts objects (Tri 1: 1- 5, Tri 2: 1-8, Tri 3: 1-10)	P
Standard K.1.6-Counts Numbers (Tri 1: to 30, Tri 2: to 100, Tri 3: to 100)	P
Math Readiness Comment	
Honesty-Tells the truth	P
Organization-Uses organizational skills	P
Respect-Interacts well with others	P
Responsibility-Does personal best	P
Life Skills Comment	
Knows full name	P
Knows basic colors	P
Standard K.1.10-Says rhyming words in response to oral prompt	P
Standard K.1.6-Able to recognize the introduced upper case letters	P
Standard K.1.6-Able to recognize the introduced lower case letters	P
Standard K.1.14-Able to hear the introduced letter sounds	P
Standard K.1.15-Able to read the introduced color words	P
Standard K.1.15-Able to read the introduced readiness words	P
Reading Readiness Comment	
Additional Comments	Elaine is always willing to help other students in class.

<u>Student Placement</u> (only done at the end of the school year)
Student Placement is used to mark students as promoted, retained, or assigned at the end of the school year. Do <u>not</u> do the steps in this section until the final trimester.

Only home room teachers will perform these steps for each student in their home room.
1. In the **Classroom** view, select **Student Skills** (in the left menu).
2. This view is sorted by grade level. Scroll up/down until you find your name under the grade level you teach.
3. Highlight (single-click) the first student's name.
4. Select **Add…** from the top blue bar.
5. Select **Student Placement** from the drop-down menu.
6. In the **Placement** field, select **Promoted**, **Retained**, or **Assigned** from the drop-down list.
7. **Save** and **Close** when done.

<u>How to create your Kindergarten Report Cards</u>
You must wait until <u>after</u> the trimester is over to print create your report cards. Attendance will not be accurate if you perform these steps too early.

1. Click on **Report Cards** in the left menu.
2. In the top blue bar, select **Report Cards…**
3. Select **1. Create Standards Cards** from the drop-down menu.

4. Click on the drop-down next to Teacher and select your name from the list.
5. Click **OK**.

6. Select the current **Grading Period** and click **OK**.
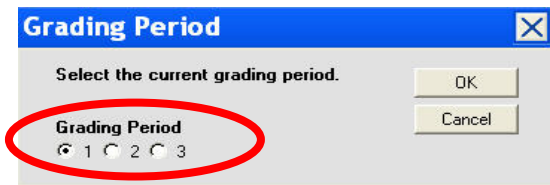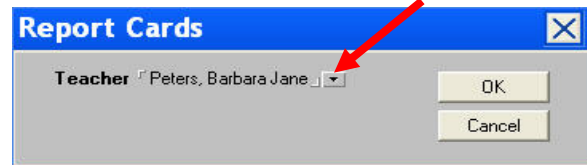
You should now see a list of all students in your class under your name.

Note: You will need to repeat these steps for both your AM and PM classes if you have different students in each.
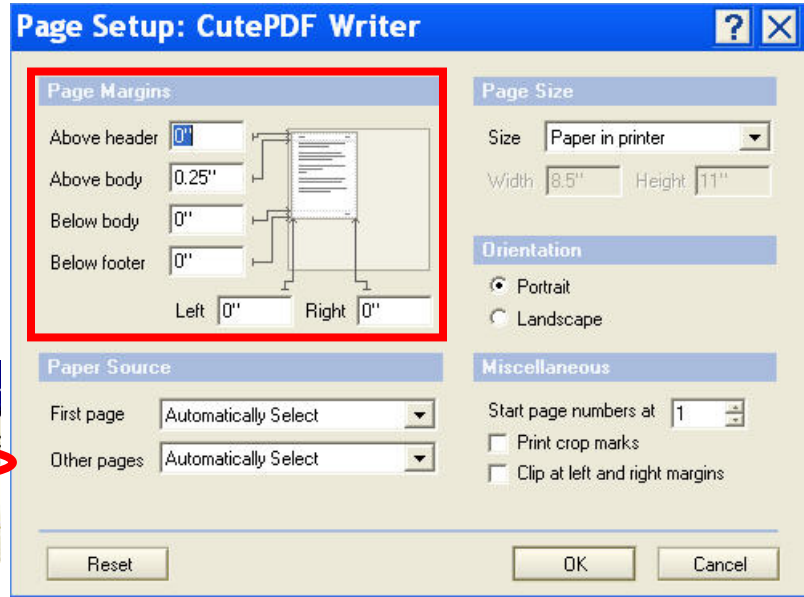
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How to print your report cards for the entire class

1. You will need to be in the **Classroom** > **Report Cards** view.

2. Check your Page Setup by going to the **File** menu and selecting **Page Setup**.
3. Set your **Page Margins** as shown in the image.

4. Go to **Report Cards…** in the top blue bar.
5. Select **2. Print** from the drop-down menu.
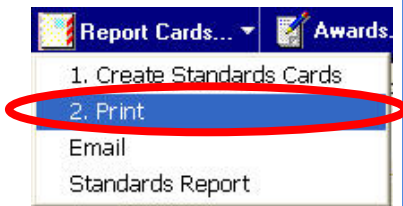
6. Make sure you are going to the correct printer and click **OK**.
7. Report cards will be printed for your entire class.

How to print a report card for one student

1. You will need to be in the **Classroom** > **Report Cards** view.
2. Check your Page Setup by going to the **File** menu and selecting **Page Setup**.
3. Set your **Page Margins** as shown in the image.

4. Double-click on the student you wish to print.
5. Click the Print button in the top blue bar.

6. Make sure you are going to the correct printer and click **OK**.
7. The student's report card will be printed.

NEED TO MAKE CHANGES????
If you have already performed the steps in the section titled ***<u>How to create your Kindergarten Report Cards</u>*** on page 3, and you need to make comment or grade changes for any students, you will need repeat do the following steps:

<u>To make grade or comment changes:</u>
1. Go to **Student Skills** in the left menu.
2. Double-click on the **Kindergarten Grading Period *x*** document for the correct student (***x*** being the trimester that you need to make the change for).
3. Select **Edit** from the top blue bar.
4. Make your changes.
5. Select **Save** and **Close** from the top blue bar.

<u>To re-create KG report cards:</u>
Follow the steps listed in the section titled ***How to create your Kindergarten Report Cards*** on page 3.

<u>To print new KG report cards for all students:</u>
Follow the steps listed in the section titled ***How to print your report cards for the entire class*** on page 4.

<u>To print new KG report cards for one student:</u>
Follow the steps listed in the section titled ***How to print a report card for one student*** on page 4.

Yea! You're done!!

A sample report card is attached so you can see the finished product.