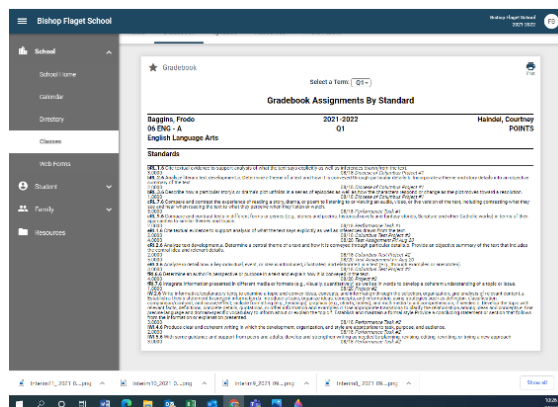
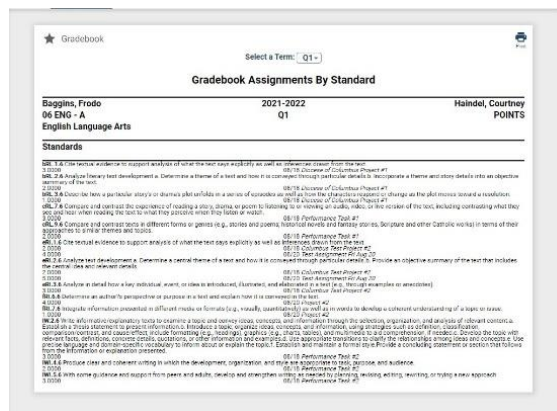


Options for Interims or Progress Reports – There are 3 options for interims or progress reports.

1. If the gradebook is enabled to show grades in the family portal, there is no need to send an additional interim or progress report. Parents can log into their family portal and see the grade by standard along with the assignments. Some schools have elected to provide a window for parents to access (eg, every two weeks, enable it over a weekend).



2. The second option is a standard-based progress report that can be printed and sent home or emailed directly.



3. The third option is the comment interim that is based on the same template we have been using for many years.

Student Adjavi, Winnie
Grade 05

INTERIM REPORT

Diocese of Columbus
This report indicates academic achievement for

Quarter 1

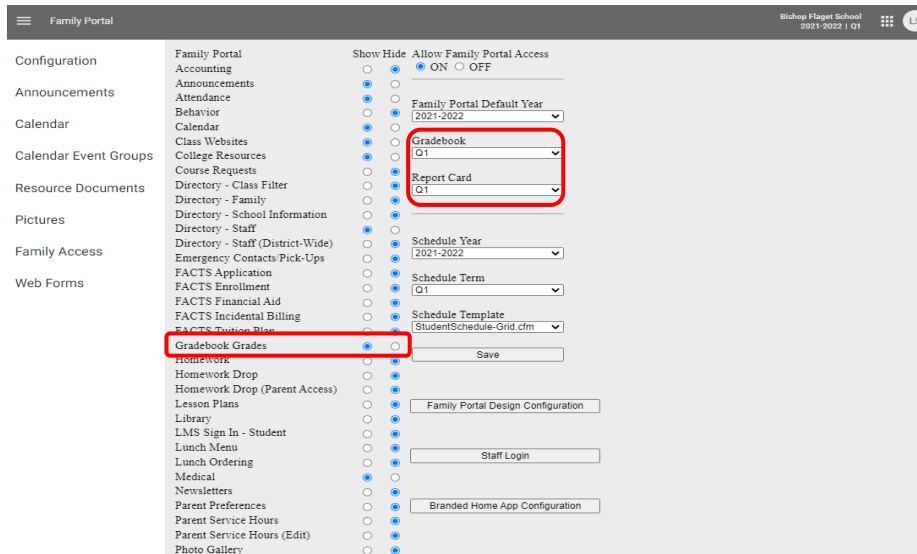
Subject	Teacher	Comments	Subject	Teacher	Comments
Religion	Teacher: Hessler, Elizabeth		Health	Teacher: Simon, Sarah	
English Language Arts	Teacher: Hessler, Elizabeth		Art	Teacher: Simon, Sarah	
Mathematics	Teacher: Lockhart, Barbie		Music	Teacher: Carle, Liz	
Social Studies	Teacher: Simon, Sarah		Physical Education	Teacher: Lockhart, Barbie	
Science	Teacher: Simon, Sarah		Spanish	Teacher: Simon, Sarah	

TEACHER REQUESTS

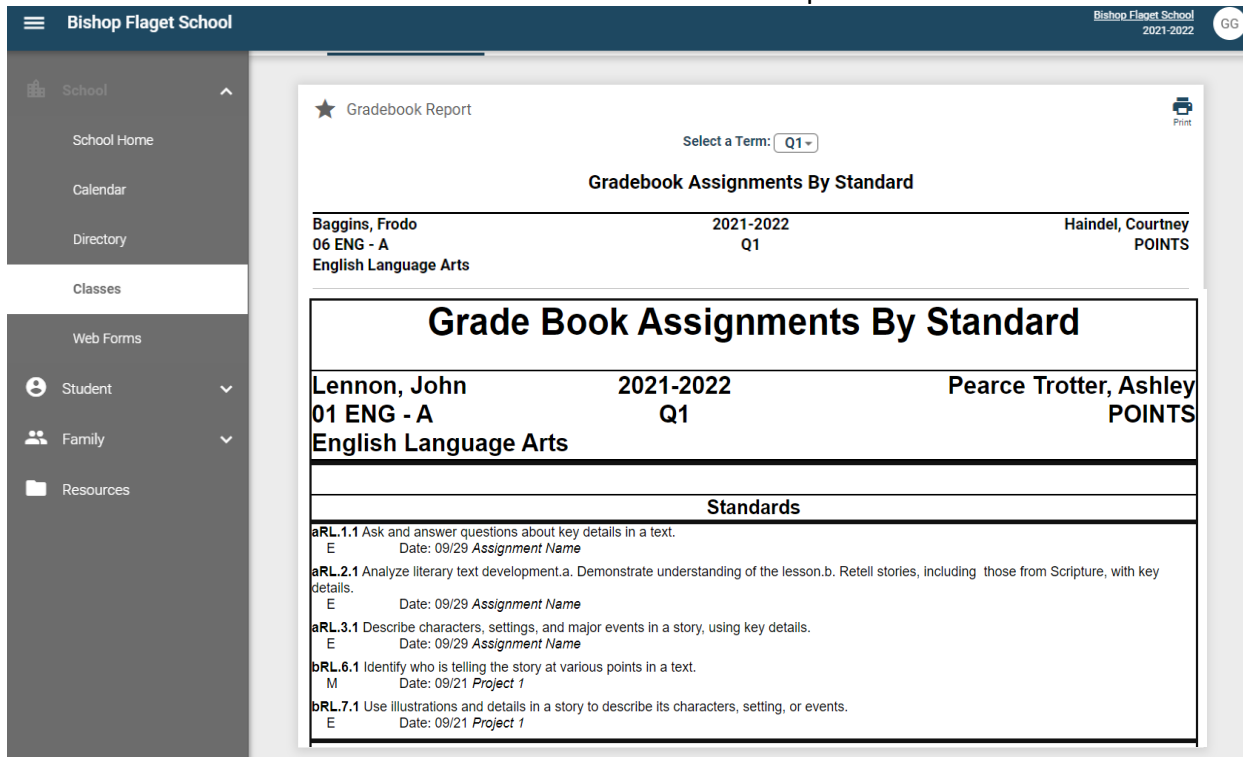
☐ Conference
☐ Phone Conference
☐ Life Skills Report Attached

Option 1 – Directions for Enabling the Gradebook in the Family Portal

1. Select main menu/hamburger icon (3 horizontal lines at the left hand top of the main page) and click on Family Portal.
2. Click **Show** for Gradebook Grades and ensure Gradebook term is set for current term.



3. The gradebook is now enabled for viewing. When parents log into their portal, they can click on Classes on the left hand side and Gradebook at the top to view.



Gradebook Report

Select a Term: **Q1**

Gradebook Assignments By Standard

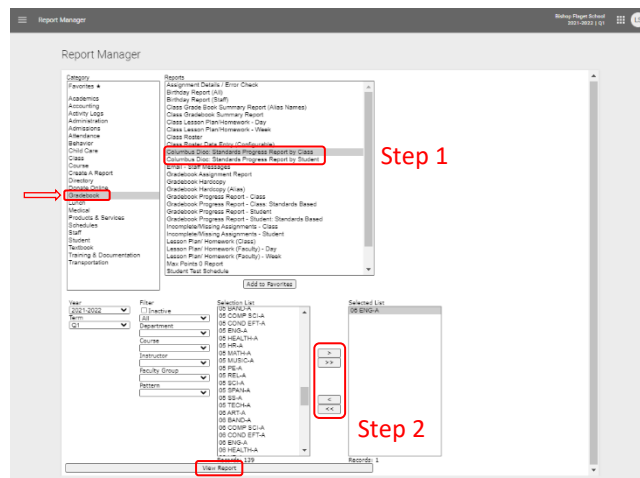
Student	Term	Teacher	POINTS
Baggins, Frodo 06 ENG - A English Language Arts	2021-2022 Q1	Haindel, Courtney	
Lennon, John 01 ENG - A English Language Arts	2021-2022 Q1	Pearce Trotter, Ashley	

Grade Book Assignments By Standard

Standards
aRL.1.1 Ask and answer questions about key details in a text. E Date: 09/29 <i>Assignment Name</i>
aRL.2.1 Analyze literary text development.a. Demonstrate understanding of the lesson.b. Retell stories, including those from Scripture, with key details. E Date: 09/29 <i>Assignment Name</i>
aRL.3.1 Describe characters, settings, and major events in a story, using key details. E Date: 09/29 <i>Assignment Name</i>
bRL.6.1 Identify who is telling the story at various points in a text. M Date: 09/21 <i>Project 1</i>
bRL.7.1 Use illustrations and details in a story to describe its characters, setting, or events. E Date: 09/21 <i>Project 1</i>

Option 2 – Directions for Printing Standards Progress Report

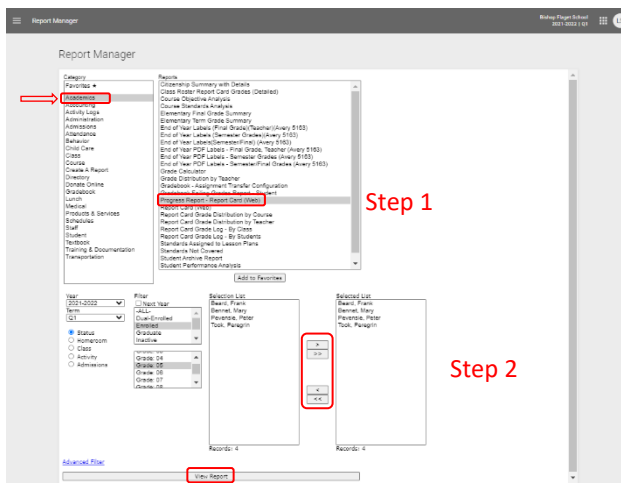
1. Navigate to Report Manager and select Gradebook from the Category list.
2. There are two reports with the prefix of *Columbus Dioc.*: One is per class and the other one is per student. The report per student includes all classes that the student is enrolled in. Select the desired report and check the box of the classes or students desired. Select View Report.
4. The report is titled *Grade Book Assignments by Standard*. The report lists the standards that have been assessed, underneath the standard lists the “grade” and the assignments that contained that standard. It is not the “grade” of the assignment rather it is the “grade” of the standard contained in the assignment. If an assignment has more than one standard, the assignment will show more than once. Communication will be key to ensuring parents do not feel confused.



Grade Book Assignments By Standard		
Baggins, Frodo	2021-2022	Haindel, Courtney
06 ENG - A	Q1	POINTS
English Language Arts		
Standards		
<p>bRL.1.6 Cite textual evidence to support analysis of what the text says explicitly as well as inferences drawn from the text. M 08/18 Diocese of Columbus Project #1</p> <p>bRL.2.6 Analyze literary text development.a. Determine a theme of a text and how it is conveyed through particular details.b. Incorporate a theme and story details into an objective summary of the text. W 08/18 Diocese of Columbus Project #1</p> <p>bRL.3.6 Describe how a particular story's or drama's plot unfolds in a series of episodes as well as how the characters respond or change as the plot moves toward a resolution. N 08/18 Diocese of Columbus Project #1</p> <p>cRL.7.6 Compare and contrast the experience of reading a story, drama, or poem to listening to or viewing an audio, video, or live version of the text, including contrasting what they see and hear when reading the text to what they perceive when they listen or watch. M 08/18 Performance Task #1</p> <p>cRL.9.6 Compare and contrast texts in different forms or genres (e.g., stories and poems; historical novels and fantasy stories; Scripture and other Catholic works) in terms of their approaches to similar themes and topics. W 08/18 Performance Task #1</p> <p>bRL.1.6 Cite textual evidence to support analysis of what the text says explicitly as well as inferences drawn from the text. W 08/18 Columbus Test Project #2 E 08/20 Test Assignment Fri Aug 20</p> <p>bRL.2.6 Analyze text development.a. Determine a central theme of a text and how it is conveyed through particular details.b. Provide an objective summary of the text that includes the central idea and relevant details. W 08/18 Columbus Test Project #2 5.0000 08/20 Test Assignment Fri Aug 20</p> <p>bRL.3.6 Analyze in detail how a key individual, event, or idea is introduced, illustrated, and elaborated in a text (e.g., through examples or anecdotes). M 08/18 Columbus Test Project #2</p> <p>bRL.6.6 Determine an author's perspective or purpose in a text and explain how it is conveyed in the text. E 08/20 Project #2</p> <p>bRL.7.6 Integrate information presented in different media or formats (e.g., visually, quantitatively) as well as in words to develop a coherent understanding of a topic or issue. N 08/20 Project #2</p> <p>W.2.6 Write informative/explanatory texts to examine a topic and convey ideas, concepts, and information through the selection, organization, and analysis of relevant content.a. Establish a thesis statement to present information.b. Introduce a topic; organize ideas, concepts, and information, using strategies such as definition, classification, comparison/contrast, and cause/effect; include formatting (e.g., headings), graphics (e.g., charts, tables), and multimedia to aid comprehension, if needed.c. Develop the topic with relevant facts, definitions, concrete details, quotations, or other information and examples.d. Use appropriate transitions to clarify the relationships among ideas and concepts.e. Use precise language and domain-specific vocabulary to inform about or explain the topic.f. Establish and maintain a formal style.Provide a concluding statement or section that follows from the information or explanation presented. M 08/18 Performance Task #2</p>		

Option 3 – Directions for Printing or Emailing Comment Interim

1. Navigate to Report Manager and select Academics from the Category list.
2. Select the Progress Report – Report Card (Web) report and check the box of the students desired. Select View Report.



3. Template should be *ColumbusDioc/ColumbusDioc_Interim.cfm*. Select from the three options: *View* and print, *Email* directly to parents, or *Archive* into the student portfolio.



4. To view and print the reports:
 - a. Toggle preferred options and select *View*.
 - b. Print report by right clicking on the page and selecting print.

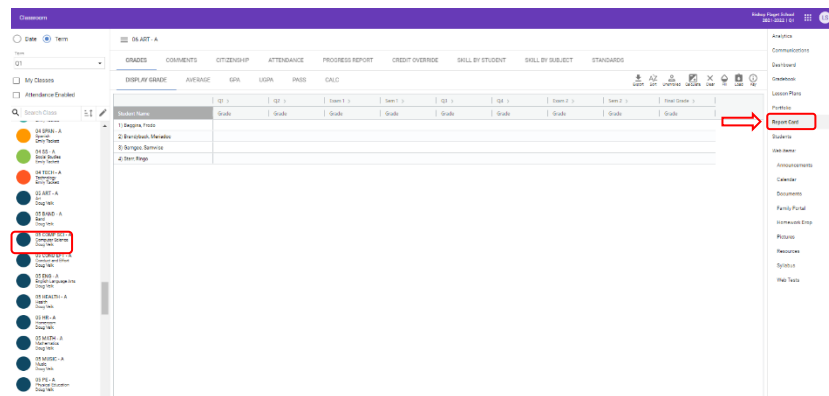


5. Teacher requests will need to manually be checked (Conference, phone conference, or Life Skills report attached.)

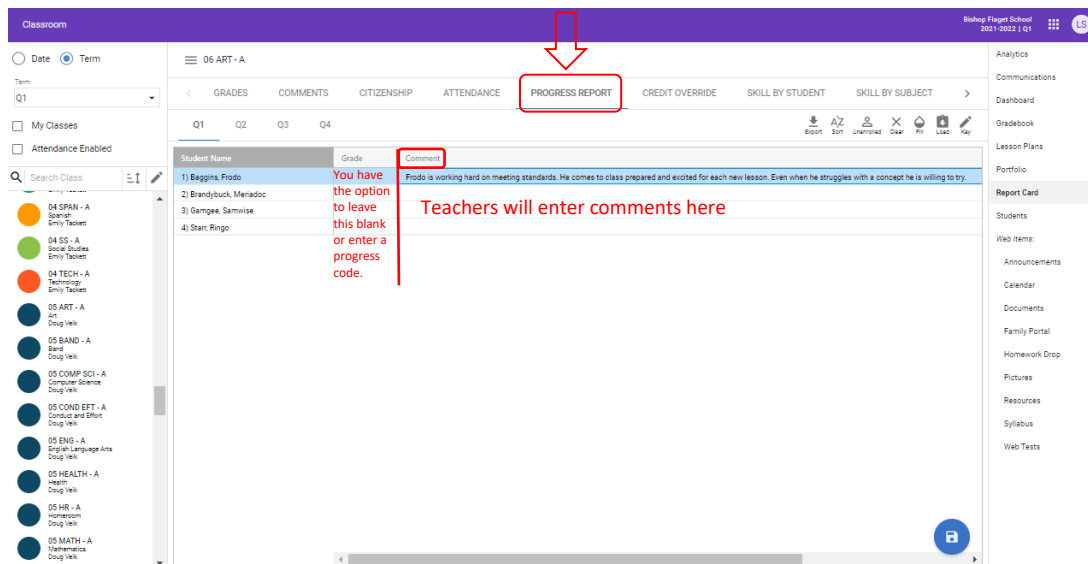
Comment Interim Instructions – Teacher directions for entering information into Comment Interim Report.

1. Teachers will navigate to Classroom portal and select class.

2. Select *Report Card* from right-hand side menu.



3. Select Progress report from top of the page. This brings you to the data entry screen. Enter comments into the right-hand column under the Comments header. Teacher has option of putting in a progress code (E,M,W,N) under Grade or leaving first column blank (recommended).



4. Click the blue disk at the right-hand bottom of the page to save your comments.
5. Comments and grades will automatically populate on Interim report.