How to Create a Report Card?

2 Students submit work to the teachers.

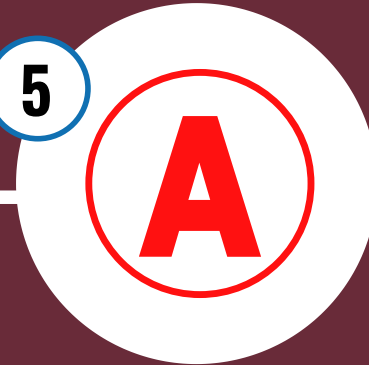**1** Students complete work throughout the term.

3 Teachers assess the work.

4 Teachers return feedback and/or a grade to the students. In some cases, students may redo an assignment for reassessment.
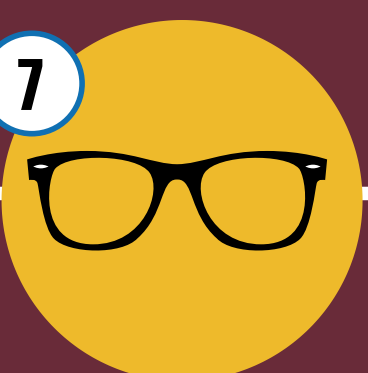
6 Teachers enter these marks into MyEd.

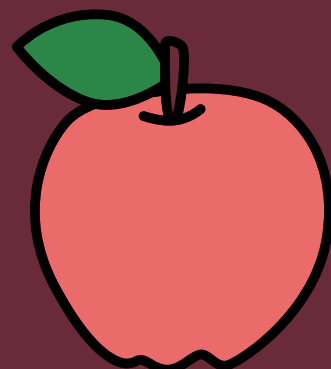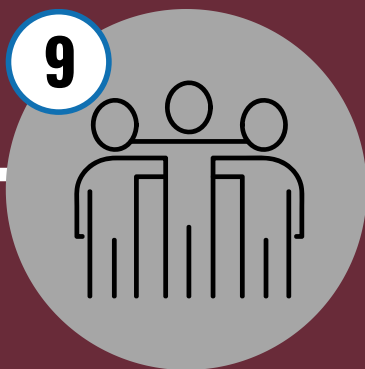**5** **A** Teachers consider all feedback/grades from the term work to determine a final grade.

7 Teachers proofread their work.

9

A draft is created by the office staff members, which is sent to the administrators to proofread.
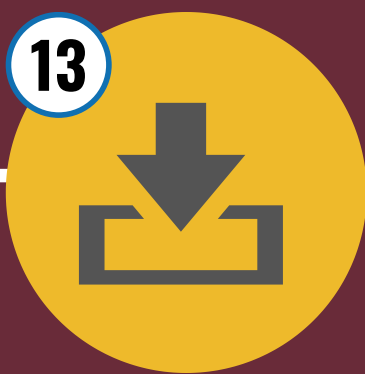
8

Teachers post term grades, work habits, and comments to the office, however some grades are subject to change.
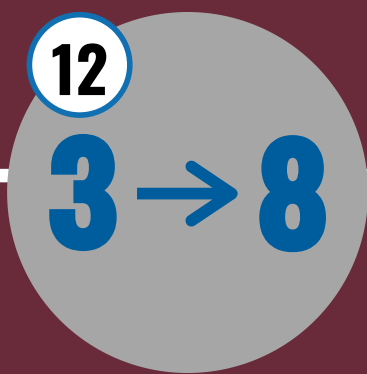
10

Administrators return feedback and corrections to the teachers.

11

Based on the administrators feedback, teachers make corrections for the term grade, work habit, comment, and/or any new/late work from students.

13

Teachers post a final grade with corrected versions to the office for the report card.

12

3 → 8

Steps 3-8 are repeated as needed until verification process is complete.

14

DOC

Office staff prepare the final PDF report card and posts it to the Portal.