Sapphire Report Card Guide

You must enter in grades manually. *For 3rd grade only, each subject area receives grades that are pulled from the assignments in your gradebook (tests, homework, etc.) while the other subcategories will be entered in manually (reads fluently, comprehension, etc.)*

To begin, look for the **Elementary Assessment** area when you first log in. You can choose to enter grades by student or by subject--whatever works best for you.

Select a Class

Course ID:

Section Number: Term:

Go To:

Go to GradeBook

Go to Class Attendance

Go to Homeroom/Daily Attendance

Elementary Assessment

By Student   By Subject

For 3rd grade:

> Whole Subject: Pulled from Gradebook.

> Subcategories: Entered in manually.

Spelling

My Gradebooks ▽   Reports ▽   Utilities ▽

Subject: Spelling   MP: 1   Grade: 03   Building: Hopewell Elementary   Teacher ID: schurkamps

Spell Check Comments   Pull Gradebook Grades   Hmrm Code: 100   Hmrm Description: 100   Hmrm Teacher: Schurkamp, Sarah

Rupert Boneham   Grading Key

Clement, James
Donaldson, Colby

	1	2	3	4
SPELLING	A			
Knows assigned words	A			
Uses correct spelling in daily writing	A			

Entering Grades by SUBJECT

Basically, you will enter in grades for your students one at a time for that particular subject you chose.
1. Choose to enter grades **By Subject** from the menu as seen above.
2. Follow the steps (grade level, marking period, subject). If you see more than one area (Homeroom and Course), it does not matter which you select. It's there for teachers that have more than one class.
3. Click on **Skill Assessment** to continue.

Assessment By Subject   Sapphire

Assessment By Subject

My Gradebooks ▽   Reports ▽   Utilities ▽

First: Select the Grade level of the students you wish to grade from the drop-down.
02

Second: Select the marking period from the drop-down.
1

Third: Select the subject you wish to grade from the drop-down.
Reading

Fourth: Click on the " Skill Assessment " button next to each homeroom to give grades to the students from this homeroom.

	Homeroom Code	Homeroom Description	Homeroom Teacher
Skill Assessment	28	28	
Skill Assessment	23	23	
Skill Assessment	25	25	

	Course-Section	Course Title	Teacher
Skill Assessment	2Reading-001	2 Reading	

The image below explains what everything represents.

Subject I am entering grades for

Name of student I am currently entering grades for

Clicking this will open the Key with the Grade Descriptors

Subject Assessment Entry — SapphireSoftware GRADEBOOK

Reading

My Gradebooks ▽   Reports ▽   Utilities ▽

DON'T FORGET TO SAVE!

Subject: Reading

Spell Check Comments

Pull Gradebook Grades

Class: 2Reading-25   Title: 2 Reading

Teacher ID:

Teacher:

View All Students

READING	1	2	3	4
Reading Strategies	O			
Fluency	S			
Comprehension	N			
Response to Literature				
Fountas & Pinnell Reading Level				

Grading Key

Enter in grades here.

Class Roster: I can click on names here to enter grades or click on the **green previous/next arrows**. I can also click on **View All Students** to view ALL students on the same screen

4. Select a student from the roster and enter in grades! You can fill grades across for all students and then make changes as needed. Don't forget to **save** your work!

. . . .

To auto fill a grade for all students click the button that has the **downward point arrow.** You will only see this option on the first student in your roster. Type in the grade, click the button and confirm. Now all students will receive that grade and you can go and modify the students that need a change.

Building: Hopewell Elementary

Teacher ID: schurkamps

Teacher: Schurkamp, Sarah

Title: 2 Reading

Rupert Boneham

Grading Key

Copy grade of O to all students for this line item?

Cancel   OK

	1	2	3	4
	O			

It may be helpful to view all your students on the same screen rather than an individually.
Click the **View All Students button** to view all your students at once.

View All Students

Boneham, Rupert

Clement, James

Donaldson, Colby

Lusth, Ozzy

Mariano, Rob

Now, you can scroll down and see all your students at once.

Rupert Boneham					Grading Key
READING		1	2	3	4
Reading Strategies		O			
Fluency					
Comprehension					
Response to Literature					
Fountas & Pinnell Reading Level					

James Clement					Grading Key
READING		1	2	3	4
Reading Strategies		O			
Fluency					
Comprehension					
Response to Literature					
Fountas & Pinnell Reading Level					

Colby Donaldson					Grading Key
READING		1	2	3	4
Reading Strategies		O			
Fluency					
Comprehension					
Response to Literature					

Entering Grades by STUDENT

1. Click **By Student** under **Elementary Assessment.**

2. Select the **marking period**.

3. Click on **Skill Assessment** for the student you wish to enter grades for.

Select a Class

Course ID:

Section Number:

Term:

Go To:

| Go to GradeBook |
| Go to Class Attendance |
| **Go to Homeroom/Daily Attendance** |

Elementary Assessment

| **By Student** | **By Subject** |

Assessment By Student

Assessment By Student

My Gradebooks ▽   Reports ▽   Utilities ▽

First: Select the marking period from the drop-down.

1 ⬍

Second: Click on the "Skill Assessment" button next to each student to give them grades.

	Student Name	Student ID	Homeroom	Homeroom Description	Grade	Report Card
Skill Assessment	Boneham, Rupert	300002	100	100	03	03
Skill Assessment	Clement, James	300004	100	100	03	03
Skill Assessment	Donaldson, Colby	300000	100	100	03	03
Skill Assessment	Lusth, Ozzy	300003	100	100	03	03

The image below explains what everything represents.

Student I am entering grades for

Subject I am currently entering grades for

Clicking this will open the Key with the Grade Descriptors

Student Assessment Entry   SapphireSoftware **GRADEBOOK**

Grace

My Gradebooks ▽   Reports ▽   Utilities ▽

DON'T FORGET TO SAVE!

de: KA   **MP:** 1   **Building:** Hopewell Elementary

Name:

Spell Check Comments

Pull Gradebook Grades

Birth Date: 05/12/2006   Homeroom: 45A   **Teacher ID:**

View All Subjects

GENERAL
Music
Art
Physical Education
Library
Language Arts
Math
Habits of Learning

Math   ➡   (Grading Key)

MATH	1	2	3	4
Identifies basic geometric shapes				
Counts objects to 20				
Connects numerals, number names and quantities to 20				
Demonstrates a system of classifications				
Forms numerals to 20				
Fluently add and subtract within 5				

Subjects: I can click on subjects here to enter grades or click on the **green previous/next arrows**. I can also click on **View All Subjects** to view ALL subjects on the same screen.

Enter in grades here.

For **3rd grade only**, each subject receives a letter grade that gets pulled from the all the assignments in the gradebook. It automatically pulls the grade and has it entered in. If the boxes are grayed out or unavailable, they are just not being graded during that marking period you are working in! **You still need to make sure that you SAVE even if you don't have to manually enter any grades.**

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Habits of Learning

For Habits of Learning, you enter in the appropriate grade according to the Grading Key.

You can enter up to 4 comments. Just click the **Comment Codes** button to view the codes (you can print this out or leave it up on your screen). Enter in the code number and it automatically fills in the comment.

To view the ACTUAL REPORT CARD

There are two ways to preview the report cards of your students. You can only do this by going through the Elementary Assessment section **BY STUDENT** (*not* by Subject.)

Select a Class

Course ID:

Section Number: **Term:**

Go To:

Go to GradeBook

Go to Class Attendance

Go to Homeroom/Daily Attendance

Go to Lesson Planner

Go to Discipline

Elementary Assessment

By Student   By Subject

Assessment By Student

Assessment By Student

My Gradebooks ▽   Reports ▽   Utilities ▽

First: Select the marking period from the drop-down.

1

Second: Click on the "Skill Assessment" button next to each student to give them grades.

	Student Name	Student ID	Homeroom	Homeroom Description	Grade	Report Card
Skill Assessment	Boneham, Rupert	300002	100	100	03	03
Skill Assessment	Clement, James	300004	100	100	03	03
Skill Assessment	Donaldson, Colby	300000	100	100	03	03
Skill Assessment	Lusth, Ozzy	300003	100	100	03	03
Skill Assessment	Mariano, Rob	300001	100	100	03	03

To see a preview of the *actual report card*, go into Elementary Assessment **by STUDENT**.
You can either click the printer button or if you already viewing a student, click the Preview button.

Student Assessment Entry

Rupert Boneham

My Gradebooks ▽   Reports ▽   Utilities ▽

◉ **Name:** Rupert Boneham   ➔

Spell Check Comments   **Birth Date:**
Pull Gradebook Grades

View All Subjects

GENERAL   Select a subject from the list at the l
Music
Art   You can move between grades by u:
Physical Education
Library   Default grades that have not yet bee
                           Click the save button to keep these