PURPOSE: The purpose of this procedure is to demonstrate how **enter report card grades, skills, and Conduct codes in RenWeb**. **Browser:** This tutorial uses FireFox with FacultyWeb.

Grading Requirements per Course Type & Grade Level:

	Course Grade	Daily Participation Grade	Skills Marking	Conduct/ Citizenship (1-4)	Comments
Grade Pk-3	Y		Y		Y
Grade 4-5 Core	Y			Y	Y
Grade 6-8 Core	Y			Y	Y
Specials Pk-3					
Specials 4-5	Y			Y	Y
Electives 6-8	Y	Y			Y
Self-Study Courses Like				Y	
Rosetta Stone					

PROCESS STEP	REFERENCE IMAGE
STEP 1: Login to RenWeb FacultyWeb	RenWeb FacultyWeb Login District Code: User Name: Password (case-sensitive): Forqot User Name/Password? Faculty Library
STEP 2: Select REPORT CARD, then CLASS	Class
STEP 3: Select Class	Report Card (Class) SelectClass : Code ELA/GA-MS-6 Green Image: Code BLA/GA-MS-7 Green ELA/GA-MS-7 Green Display ELA/GA-MS-8-8 FLA/GA-MS-8-1 FLA/GA-MS-8-1

Step 4: Select Load Grades from Gradebook	Load Grudes from Gradebook Load from Daily Attendance Records
Step 5: Select the TERM and then OK	Grade Type
Step 6: Select Comments and enter the comments for each student by selecting the blank box adjacent to the student. Clicking in the blank box will open up a window to enter the comments.	Show Unenrolled Students (*) Grades Comments Otr. 1 Otr. 2 Otr. 3 Otr. 4 Student Name Otr. 1 Enter comments here Image: Comment of the state o
 Step 7 Select Citizenship to enter what was formally known as conduct (for Grades 4-8). Double-Click on the blank box adjacent to the student name. Select CODE Select the Citizenship Code. Enter NUMERICAL Value ONLY! 	Show Unenrolled Students (*) Grades Otr. 1 Otr. 2 Otr. 3 Otr. 4 Otr. 1 Citizenship stopher rancisca Codes Exceeds Expectations 2 Partially Meets Expectations

Skill Progress Rpt Credits Over Grades Comments Citizenship Attendance Step 8: To enter SKILLS (for Grades Qtr. 1 Qtr. 2 Qtr. 3 Qtr. 4 Pk-3), select SKILL. NEXT, Select a SKILL × • Reminder: Please select the skill set from drop-dov Enter "X" if the skill needs to • be addressed. -Skill Set Grades Codes Print Language Arts: Expresses ideas clea 🔻 dents (*) Language Arts: Expresses ideas clearly Language Arts: Understands English and grammar concepts Language Arts: Applies phonics to writing Grade XT stobal