

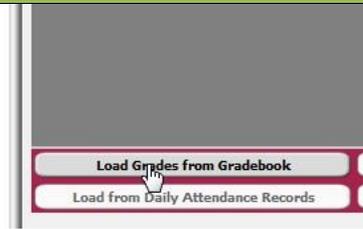
PURPOSE: The purpose of this procedure is to demonstrate how **enter report card grades, skills, and Conduct codes in RenWeb.** **Browser:** This tutorial uses FireFox with FacultyWeb.

Grading Requirements per Course Type & Grade Level:

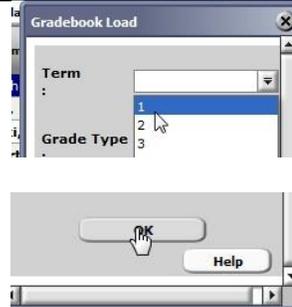
	Course Grade	Daily Participation Grade	Skills Marking	Conduct/Citizenship (1-4)	Comments
Grade Pk-3	Y		Y		Y
Grade 4-5 Core	Y			Y	Y
Grade 6-8 Core	Y			Y	Y
Specials Pk-3					
Specials 4-5	Y			Y	Y
Electives 6-8	Y	Y			Y
Self-Study Courses Like Rosetta Stone				Y	

PROCESS STEP	REFERENCE IMAGE
STEP 1: Login to RenWeb FacultyWeb	
STEP 2: Select REPORT CARD , then CLASS	
STEP 3: Select Class	

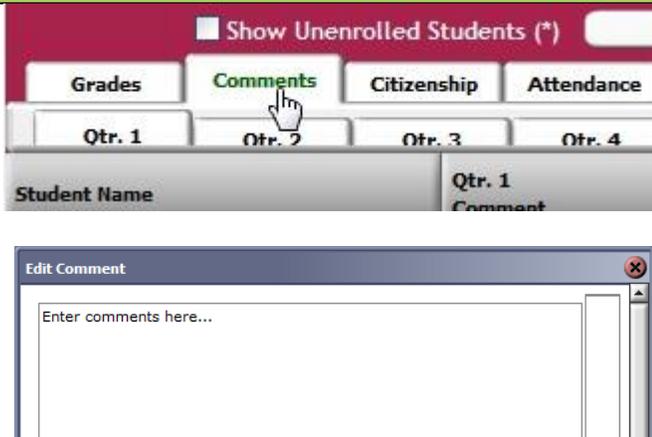
Step 4: Select Load Grades from Gradebook



Step 5: Select the TERM and then OK

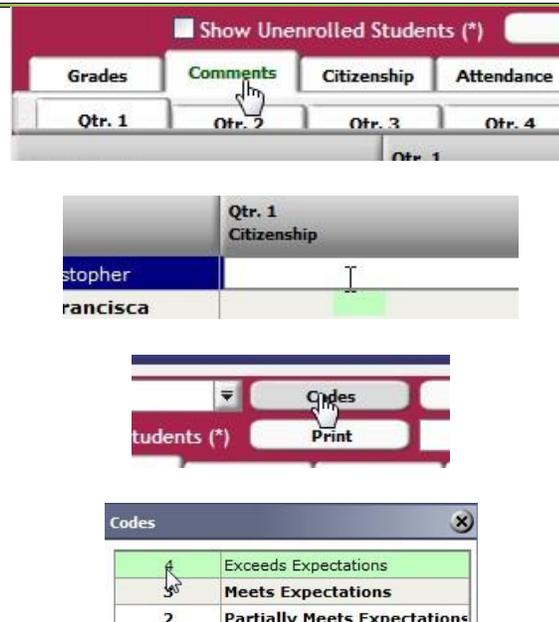


Step 6: Select Comments and enter the comments for each student by selecting the blank box adjacent to the student. Clicking in the blank box will open up a window to enter the comments.



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!**



Step 8: To enter **SKILLS** (for Grades Pk-3), select **SKILL**. NEXT,

- Select a SKILL
- Enter "X" if the skill needs to be addressed.

