

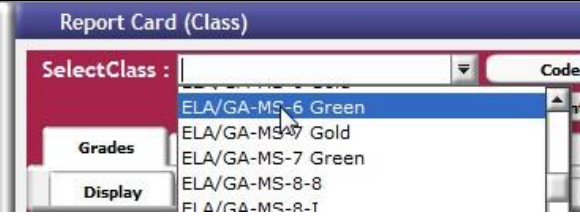
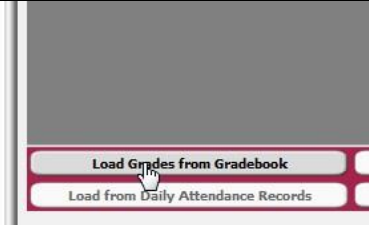
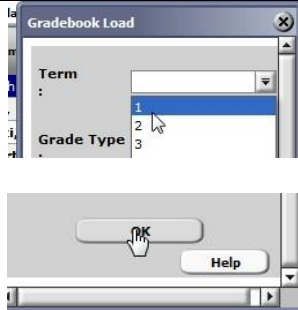
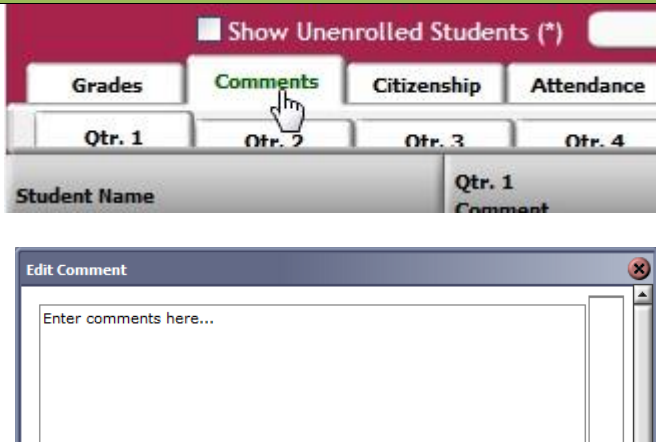


PURPOSE: The purpose of this procedure is to demonstrate how **enter report card grades, skills, and Conduct codes in RenWeb.**

Browser: This tutorial uses FireFox with FacultyWeb.

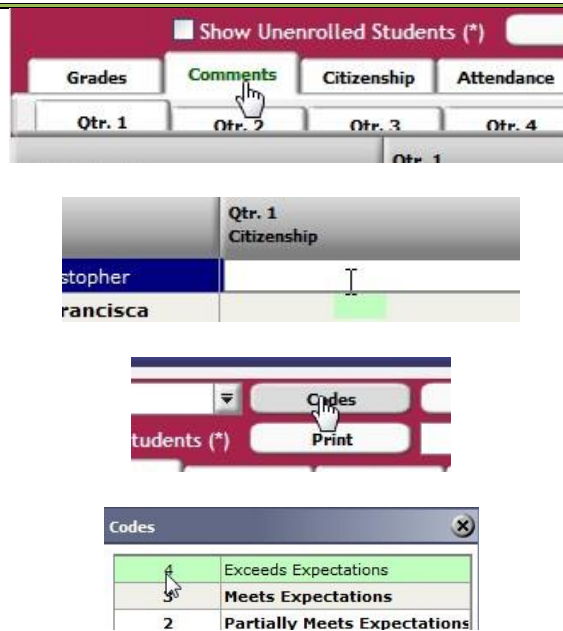
PROCESS STEP	REFERENCE IMAGE
<p>STEP 1: Login to RenWeb FacultyWeb</p>	 <p>The image shows the 'RenWeb FacultyWeb Login' page. It includes input fields for 'District Code', 'User Name', and 'Password (case-sensitive)'. There is a link for 'Forgot User Name/Password?' and radio buttons for 'Faculty' and 'Library'. A 'Login' button and a checkbox for 'Remember my login details' are also present.</p>
<p>STEP 2: Select REPORT CARD, then CLASS</p>	 <p>The image shows a 'Report Card' menu with two options: 'Student' and 'Class'. A mouse cursor is pointing at the 'Class' option.</p>
<p>STEP 3: Select Class</p>	 <p>The image shows the 'Report Card (Class)' dropdown menu. The 'SelectClass' field is open, displaying a list of class codes and names: 'ELA/GA-MS-6 Green', 'ELA/GA-MS-7 Gold', 'ELA/GA-MS-7 Green', 'ELA/GA-MS-8-8', and 'FLA/GA-MS-8-T'. A 'Display' button is visible below the list.</p>
<p>Step 4: Select Load Grades from Gradebook</p>	 <p>The image shows two buttons: 'Load Grades from Gradebook' and 'Load from Daily Attendance Records'. A mouse cursor is pointing at the 'Load Grades from Gradebook' button.</p>
<p>Step 5: Select the TERM and then OK</p>	 <p>The image shows a 'Gradebook Load' dialog box. It has a 'Term' dropdown menu with options 1, 2, and 3. A 'Grade Type' dropdown menu is also visible. There are 'OK' and 'Help' buttons at the bottom. A mouse cursor is pointing at the 'OK' button.</p>

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.



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

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

