

# Teacher Portal

## Kindergarten Report Cards

Teachers need to complete two tasks to enter Kindergarten Report Cards for each student:

### Grades Post Traits

#### Grades

1. Log in to **Teacher Portal**.
2. Click on **Teacher** tab.
3. Click on **Teacher Schedule**.
4. Click on **Evaluations**. Be sure to wait. The page will take several moments to load.

(Notice: All Students will be listed on the same web page. To enter grades for another student, click on the Quick Link name at the top of the page or scroll down on the right-hand side to find the next student.)

5. To enter grades, type **N**, **P**, or **S** in the box in the Grade column. It may be left **blank** if the item is not being evaluated at this time. Continue to fill in grades in the Grade column only.

Name	Grade	Comments	Exc	Index
<a href="#">Alls_C</a>		class leader. A good attitude towa A great team player.		
<b>Evaluations</b>		<b>Grade</b>	<b>Comments</b>	
<b>SOCIAL DEVELOPMENT AND WORK HABITS</b>				
Follows directions	N	A class leader. A good attitude towa A great team player.		

Do **not** click or enter in the **Comment box**, **Skill Mastery**, or **Notes** sections. They are inactive for the Kindergarten Report Card. They will be used by Grades 1-5.

6. Once grades are entered for each student, click **Submit Grades**. Grades can be submitted before finishing all students, then return to finish at a later time.

## Post Traits

1. After submitting grades, click on **Post Traits** at bottom for the same student.
2. Scroll down to the bottom two items of the page. Disregard the other items. They will be used by Grades 1-5.

Elementary Comment Codes	Grade	Notes
<b>Elementary WorkHabits</b>		
<input type="checkbox"/> Works independently	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Obeys Class Rules	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Brings appropriate materials to class	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Follows directions	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Uses time wisely	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Exhibits organizational skills	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Asks appropriate questions	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Participates in group activities	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Listens attentively	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Works neatly	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Assumes responsibility	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Respects and gets along with others	<input type="text"/>	<input type="text"/>
<b>MontgomeryKGCConferenceNotes</b>		
<input type="checkbox"/> Conference Notes	<input type="text"/>	<input type="text"/>
<b>MontgomeryKGComments</b>		
<input checked="" type="checkbox"/> Comments	<input type="text"/>	<input type="text" value="Please talk to C about pu"/>

3. Check the box beside **Conference Notes**. This will enable the Conference Notes to be printed at the bottom of page two of the report card. Type the conference notes (up to 256 characters). They are not cumulative from one grading period to another. *Note: If a box is unchecked, the item will not print on the Kindergarten Report Card.*
4. Check the box beside **Comments**. Type any narrative comments (up to 256 characters). These comments will be printed on the final page of the report card. They are cumulative from one grading period to another. *Note: If a box is unchecked, the item will not print on the Kindergarten Report Card.*
5. Click **Submit Student Traits** when finished. Student Traits can be submitted before finishing all students, then return to finish at a later time.

The Kindergarten Report Card will be printed as a two-sided, landscape-style document.