

**Star_Student
Report Cards
(Secondary)**

TIMELINE FOR SECONDARY REPORT CARDS

Prior to the Post Start Date for Grades

- I. Run Grade Collection Window

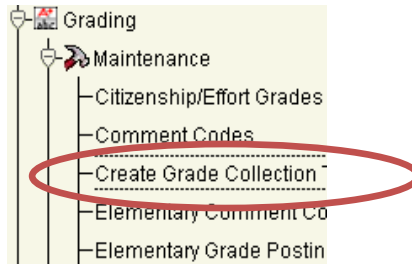
At the completion of the Grade Posting Window

- II. Run Teacher Posting Log
- III. Run Grade Verification/Collection
- IV. Download to Grading
- V. MP Attendance Collection
- VI. School Messages
- VII. Printing Report Cards

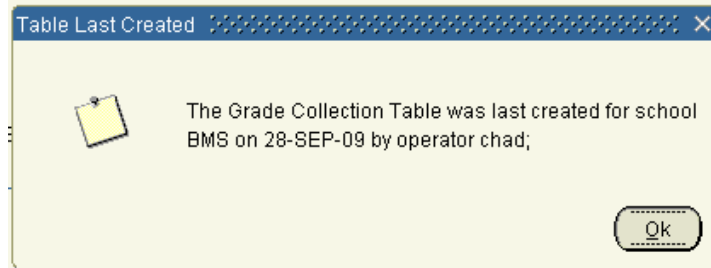
I. Run Grading Collection Window (This must be done every marking period)

On the Task menu, expand:

- Grading
- Maintenance
- Create Grade Collection Table



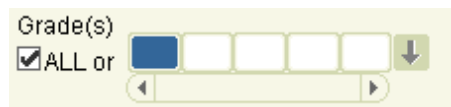
- STAR_Student will display a pop-up indicating when the Grade Collection Window was last created and by what STAR user.



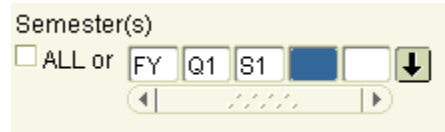
- Click OK to remove the message

The Grade Collection Table window will appear.

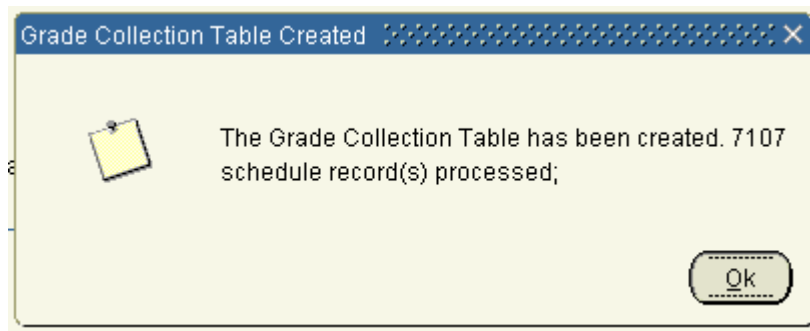
- Under Grade(s) – ALL is selected. This default should be kept and will run the process for all grade levels at your school.



- Under Semester(s) – uncheck ALL and click on the drop down arrow to **select ONLY the semester(s) that meet during this particular marking period.**



- Click Run
- A creation window will be displayed when the process has completed.



- Click OK to remove the message

THESE PROCESSES BELOW SHOULD BE COMPLETED **AFTER** THE POST END DATE
FOR THE CURRENT MARKING PERIOD HAS ELAPSED.

II. Teacher Posting Log

On the Task menu, expand:

- Attendance
- Reports
- Teacher Posting Log



The Teacher Posting Log window will appear and will automatically default to the Transactions tab.

- Click on the Print Tab. The report options for the Teacher Posting Log will appear.

A screenshot of the 'Teacher Posting Log' window. The 'Transactions' tab is selected, and the 'Print' sub-tab is circled in red. The window contains several input fields and checkboxes:

- Change Report Sequence (C.TEACHER_ID, C.LAST_NAME, C.FIRST_NAME, C.MIDDLE_INIT)
- Change Report Break (NONE)
- Program Name: Post Daily Attendance
- Process Dates: 09/28/09 Monday To 09/28/09 Monday
- School(s): ALL or AHS
- Teacher(s): ALL or [empty]
- Period(s): ALL or [empty]
- Semester(s): ALL or [empty]
- Status to Process: Completed, Partial, Had Nothing to Post, Did not Post Anything
- Buttons: Run..., Cancel

- In the Program Name field, change the default of Post Daily Attendance to Post Grades

Program Name
Post Grades

- The Process Dates fields will default to the current date, change the dates to reflect the Post Start Date and the Post End Date for the marking periods.

Process Dates:
09/28/09 Monday To 09/28/09 Monday

The dates need to be changed Under Status to Process -- leave all boxes checked

Status to Process
 Completed
 Partial
 Had Nothing to Post
 Did not Post Anything

- Under Semester(s) – uncheck ALL and click on the drop down arrow to **select ONLY the semester(s) that meet during this particular marking period.**

Semester(s)
 ALL or FY S1

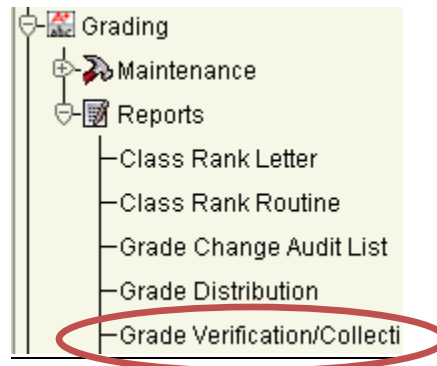
- Click Run.
- STAR_Student will display a Teacher Posting Audit Report PDF. This report will list teachers and their assigned classes and of the status of their grade posting:

NA – Did not post
 N – Nothing to post
 P – Partial
 C – Complete

III. Grade Verification/Collection

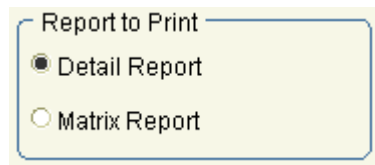
On the Task menu, expand:

- Grading
- Reports
- Grade Verification/Collection

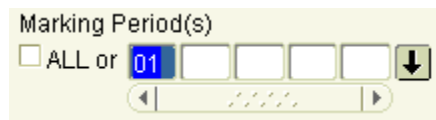


The Grade Verification/Collection Table window will appear.

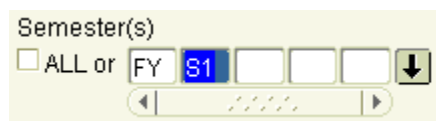
- Under Report to Print – make sure Detail Report is selected



- Under Marking Period(s) – uncheck ALL and click on the drop down arrow to **select the current marking period ONLY**



- Under Semester(s) – uncheck ALL and click on the drop down arrow to **select ONLY the semester(s) that meet during this particular marking period.**

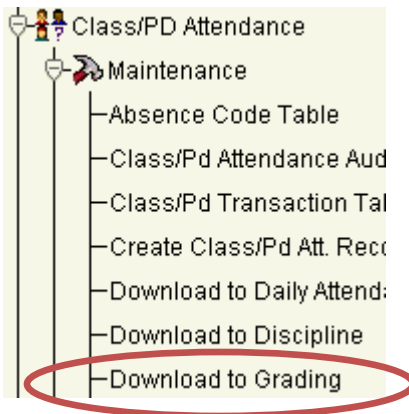


- Click Run.

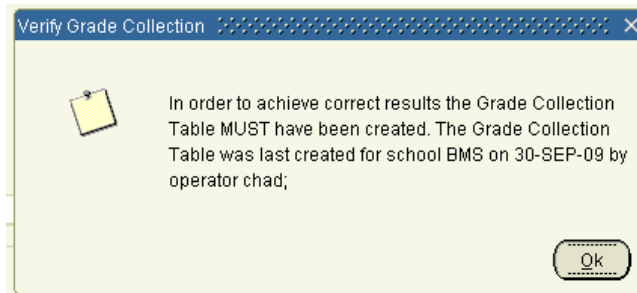
IV. Download to Grading

On the Task menu, expand:

- Class/PD Attendance
- Maintenance
- Download to Grading



- STAR_Student will display a Grade Collection verification pop-up indicating when the Grade Collection Window was last created and by what STAR user.



- Click OK to remove the message
- Under Marking Period to Process, select the current marking period



- Under Semester(s) – uncheck ALL and click on the drop down arrow to **select ONLY the semester(s) that meet during this particular marking period.**

Semester(s)

ALL or FY **S1**

◀ / / / / / ▶

- IMPORTANT – only check the Override any previously posted attendance **IF** running the Download to Grading routine again for the same marking period.

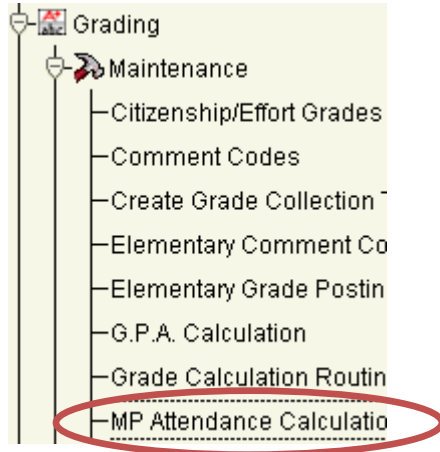
Override any previously posted attendance

- Click Run.

V. MP Attendance Calculation -- THIS PROCESS SHOULD BE RUN PRIOR TO PRINTING REPORT CARDS AND **ONLY ONCE** PER MARKING PERIOD.

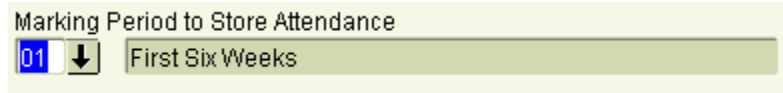
On the Task menu, expand:

- Grading
- Maintenance
- MP Attendance Calculation

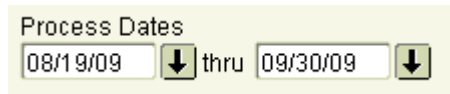


The MP Attendance Calculation window will appear.

- Under Marking Period to Store Attendance, select the current Marking Period.



- The Process Dates fields will default to the date range of the selected marking period.

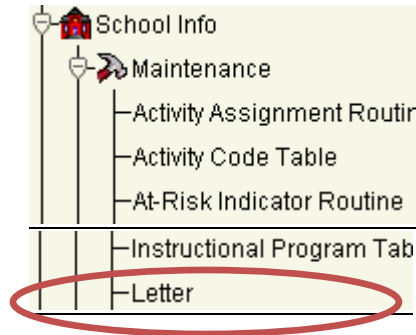


- Click Run

VI. School Messages

On the Task menu, expand:

- School Info
- Maintenance
- Letter



The Letter Table window will appear.

- Under Letter/Report Type select Report Card

Letter/Report Type				
<input type="radio"/> Generic	<input type="radio"/> Discipline	<input type="radio"/> Honor Roll	<input type="radio"/> Selected Grades	<input type="radio"/> Medical
<input type="radio"/> Attendance	<input type="radio"/> Fees	<input type="radio"/> Interim	<input type="radio"/> Special Ed	
<input type="radio"/> Class Attendance	<input type="radio"/> Food Service	<input checked="" type="radio"/> Report Card	<input type="radio"/> Testing	
<input type="radio"/> Class Rank	<input type="radio"/> Gifted/Talented	<input type="radio"/> Request	<input type="radio"/> Transcript	

- Under Letter# and Description do the following:
Add number to denote the marking period under Letter #
Add description that specifies the specific marking period

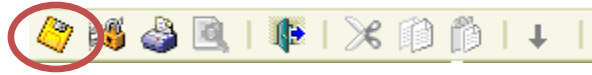
	Letter#	Description
Part# 1	<input type="text" value="1"/>	<input type="text" value="Marking Period 1"/>

- Type the message that you want to appear on the report card in the Part #1 block. This message should consist of no more than 5 lines of 75 alphanumeric characters.

10/15 - Early Release
11/02 - Schools Closed -- BHS will serve as a polling place for Election 2009
11/16 - Father/Daughter Dance

Support Bruins Athletics every Thursday night by eating at Moe's.

- After completing the school message for the report card, click Save on the menu bar.



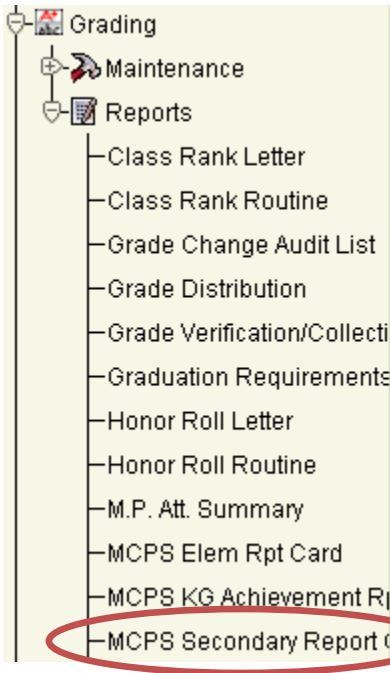
Example of the School Message on the Secondary Report Card

10/15 - Early Release
11/02 - Schools Closed -- BHS will serve as a polling place for Election 2009
11/16 - Father/Daughter Dance
Support Bruins Athletics every Thursday night by eating at Moe's.

VII. Printing Report Cards

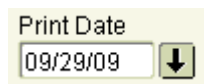
On the Task menu, expand:

- Grading
- Reports
- MCPS Secondary Report Card

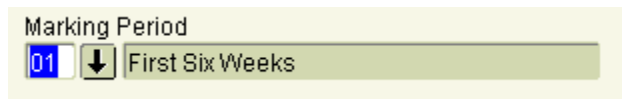


The Montgomery Secondary Report Card window will appear

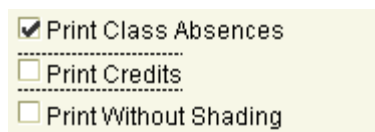
- Print Date will default to the current date



- Under Marking Period, select the current marking period



- Uncheck Print Credits until semester and end-of-the-year report cards



- Under Sort Grade Records By, select Period. This option prints the classes on the report card in ascending numerical order of the periods in which the classes were taught.

Sort Grade Records By

- Class CD
- Long Name
- Short Name
- Period

(OPTIONAL) This feature allows report cards to be printed by a specific period for in-class distribution.

- Under Sort Grade Records By, select Print Report Cards by Class Period

Sort Grade Records By

- Print Report Cards by Class Period

Period 01 ↓ Semester FY ↓

- Select the Period and Semester that you want the report card to sort by
- Under Message # to Print, select the saved message from the Letter Table that corresponds with the current marking period

Message # to Print

1 ↓ Marking Period #1

- Click Run