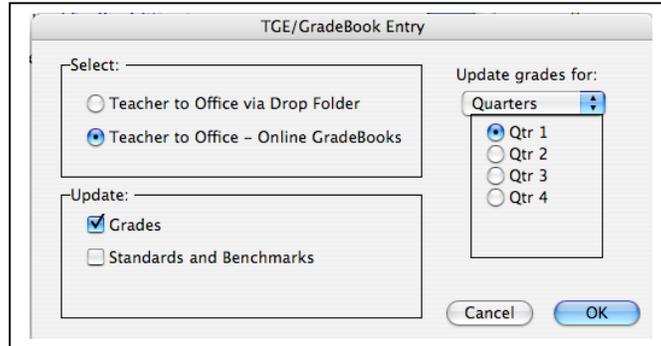


Midterm/In Progress Report Cards – Office Instructions

The following is a list of items that should be completed to prepare and send midterm/in progress grades to the office to be printed on a **midterm report card**. The items are listed in sequential order and should be completed in this order.

1. Go to **Grades: Entry: TGE/GradeBook Entry**. Select how the grades are sent to the office (Drop Folder or Online GradeBooks), select the term in which the midterm report cards are being printed, and check the *Grades* box. Click *OK*. This will bring grades that teachers have sent into the office.

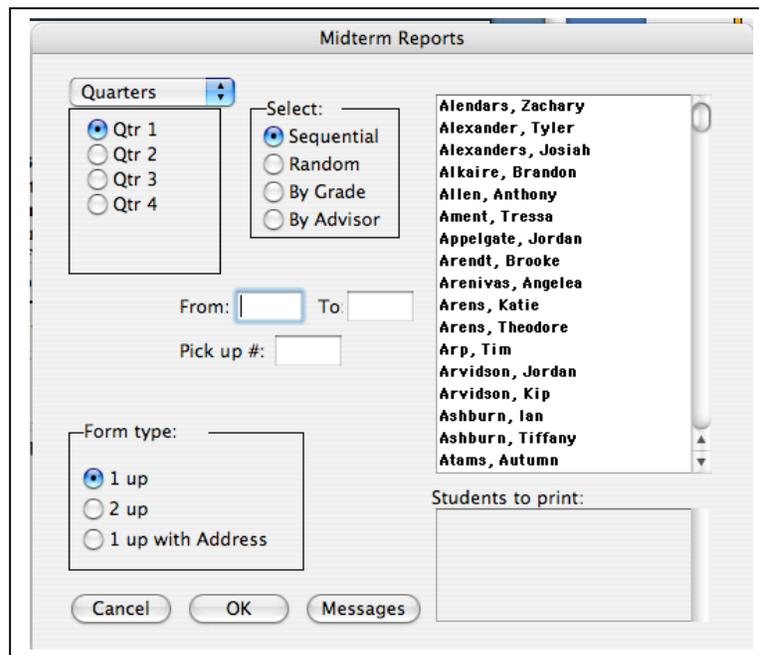


The screenshot shows the 'TGE/GradeBook Entry' dialog box. It has two main sections: 'Select:' and 'Update:'. In the 'Select:' section, there are two radio buttons: 'Teacher to Office via Drop Folder' (unselected) and 'Teacher to Office - Online GradeBooks' (selected). In the 'Update:' section, there are two checkboxes: 'Grades' (checked) and 'Standards and Benchmarks' (unchecked). To the right, there is a section titled 'Update grades for:' with a dropdown menu set to 'Quarters'. Below the dropdown are four radio buttons: 'Qtr 1' (selected), 'Qtr 2' (unselected), 'Qtr 3' (unselected), and 'Qtr 4' (unselected). At the bottom right, there are 'Cancel' and 'OK' buttons.

2. Go to **Grades: Reports: Midterm Report Cards**.

3. Use the pop-up menu in the upper-left corner to select the term for which midterm report cards are to be printed. Choose the Form type. Verify the messages option. The Messages button is used to print messages on the report card for everyone and/or for specific grades. Select the students for which midterm report cards are to be printed.

7. Click OK to print report cards for the selected student(s).



The screenshot shows the 'Midterm Reports' dialog box. It has a 'Quarters' dropdown menu set to 'Qtr 1'. Below it are four radio buttons: 'Qtr 1' (selected), 'Qtr 2' (unselected), 'Qtr 3' (unselected), and 'Qtr 4' (unselected). To the right, there is a 'Select:' section with four radio buttons: 'Sequential' (selected), 'Random' (unselected), 'By Grade' (unselected), and 'By Advisor' (unselected). Below this are 'From:' and 'To:' input fields, and a 'Pick up #' input field. In the bottom left, there is a 'Form type:' section with three radio buttons: '1 up' (selected), '2 up' (unselected), and '1 up with Address' (unselected). On the right side, there is a list of student names: Alendars, Zachary; Alexander, Tyler; Alexanders, Josiah; Alkaire, Brandon; Allen, Anthony; Ament, Tressa; Appelgate, Jordan; Arendt, Brooke; Arenivas, Angelea; Arens, Katie; Arens, Theodore; Arp, Tim; Arvidson, Jordan; Arvidson, Kip; Ashburn, Ian; Ashburn, Tiffany; Atams, Autumn. Below the list is a 'Students to print:' section with an empty text area. At the bottom, there are 'Cancel', 'OK', and 'Messages' buttons.