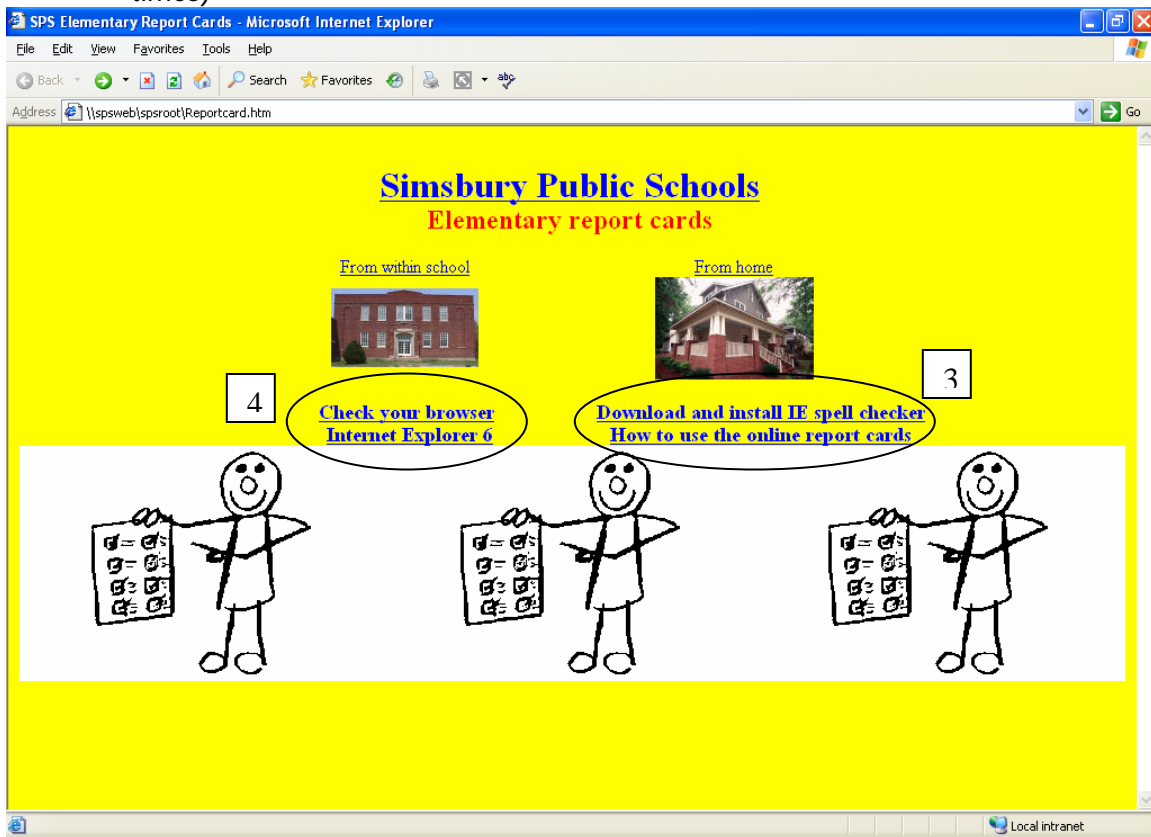


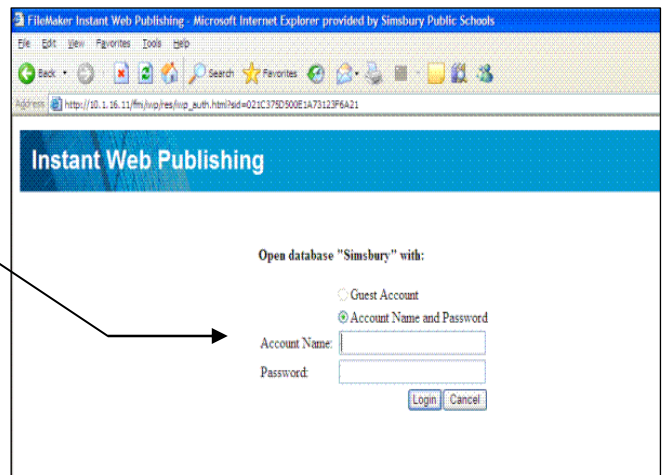
# Instructions for Accessing Online Report Card

## Logging onto the website:

1. At school, click on the **Reportcard** icon (not the Report Card folder) on your desktop.
2. At home, open up your Internet browser and type in the following URL address:  
<http://www.simsbury.k12.ct.us/reportcard.htm>
3. The screen below will open. If this is your first time filling out report cards from this computer then install the IE spell checker. You must install this once on each computer you use to fill out the report cards in order to spell check your report card comments.
  - a. click on the download link
  - b. at the pop-up screen choose Run (if the screen appears twice, choose Run both times)



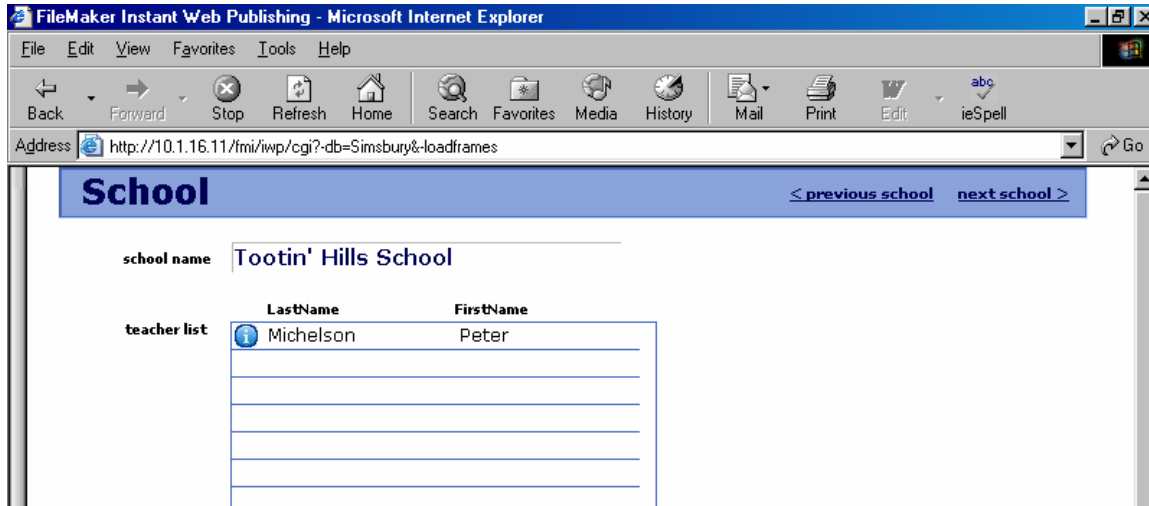
4. Click on the check your browser link to make sure you are able to use the online version. If you need to update your browser:
  - a. click on the Internet Explorer 6 link
  - b. or install Internet Explorer 6 using a CD from the school office
5. The password screen will appear for you to log on using your school user name and password given to you for report card access.



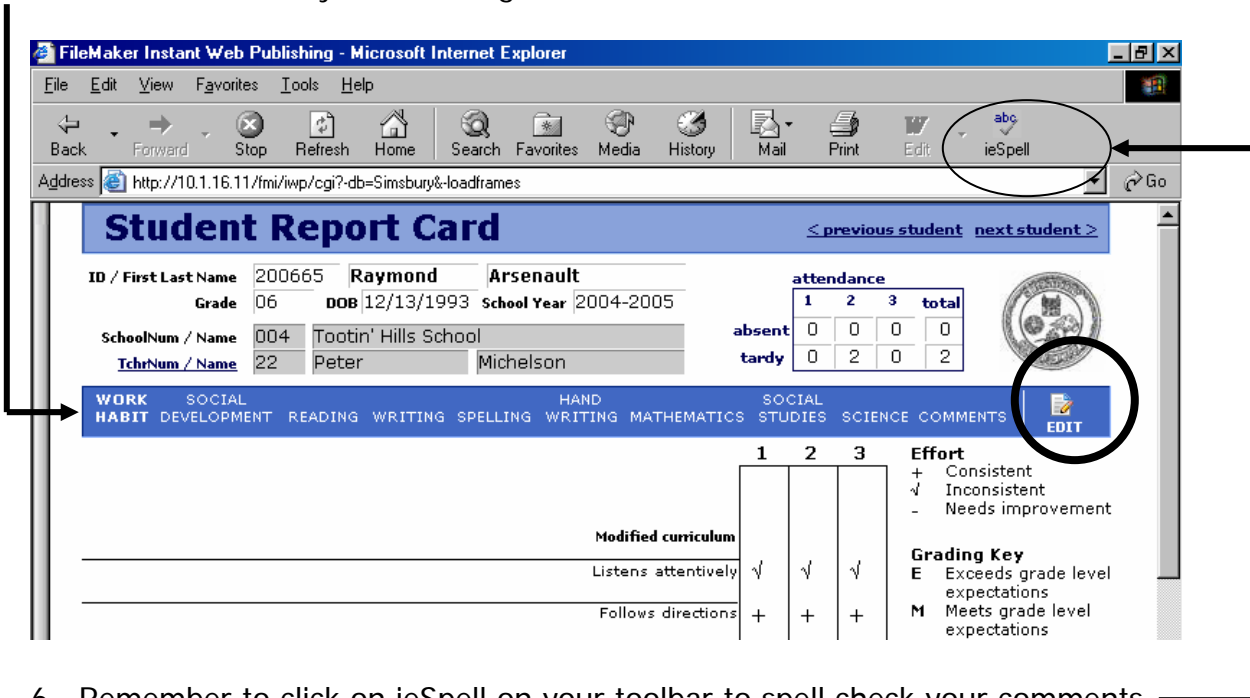
- You will need to change your password before entering grades for this school year. For security reasons this will need to be done in the media center of your school.

**Filling out the Report Cards:**

- Your screen should appear.
- Click on the ⓘ next to your last name to access your students' report cards.



- At the next screen, click on the ⓘ next to the student's name whose report card you want to work on.
- At the student screen click on **EDIT**(this will only open the current marking period).
- Choose the area you want to grade from the menu.



- Remember to click on ieSpell on your toolbar to spell check your comments (more on comments on last page).

- Note that drop-down menus appear next to each row of text, even headings. If you accidentally put a grade in here it won't show when you print.
- Also it is a good idea to have a copy of the report card with you to help you remember which indicators are assessed. For example, in math, some areas are not assessed the first marking period.
- The default grade for Grades 1<sup>st</sup>-6<sup>th</sup> is "M" and for Kindergarten is "S". Both grading keys show up in the drop down menu.

**Student Report Card** < previous student next student >

ID / First Last Name: 200866 **Aryana Aslanzadeh**  
 Grade: 03 DOB: 12/27/1995 School Year: 2005-2006

SchoolNum / Name: 006 Latimer Lane School  
 TchrNum / Name: 573 Dorrie Hess

		1	2	3	total
absent		0	0	0	0
tardy		0	0	0	0

Effort: + Consistent, ✓ Inconsistent, - Needs improvement

**Grading Key**  
 E Exceeds grade level expectations  
 M Meets grade level expectations  
 A Approaching grade level expectations  
 B Below grade level expectations  
 NA Not addressed or assessed at this time

Modified curriculum: Writes to Compose and Communicate Ideas

Process: Uses prewriting strategies to plan, Makes revisions to writing that reflect conference suggestions, Applies editing skills to writing

Qualities/Traits: Stays on topic, Organizes writing ideas, Elaborates upon ideas with clear and effective details, Writes using a variety of sentence structures

Buttons: Preview Report Card, QUIT

- Clicking on **SAVE** will save your work
- Clicking on Tchrnum/ Name will bring you back to the student list.

**Student Report Card** < previous student next student >

ID / First Last Name: 200665 **Raymond Arsenault**  
 Grade: 06 DOB: 12/13/1993 School Year: 2004-2005

SchoolNum / Name: 004 Tootin' Hills School  
 TchrNum / Name: 22 Peter Michelson

		1	2	3	total
absent		0	0	0	0
tardy		0	2	0	2

Effort: + Consistent, ✓ Inconsistent, - Needs improvement

**Grading Key**  
 E Exceeds grade level expectations  
 M Meets grade level expectations  
 A Approaching grade level expectations  
 B Below grade level expectations  
 NA Not addressed or assessed at this time

Modified curriculum: Listens attentively, Follows directions, Organizes work and materials, Uses time effectively, Completes in-class assignments in a reasonable time, Completes homework on time, Checks work for neatness and accuracy

Buttons: Preview, SAVE ENCL

## Comments:

There is a new screen that allows you to view your comments as they appear on the report card. To access this screen, click on Expand at the bottom of the old comment screen.

To add comments in this view:

- Click on the Term you want to add comments to and when the cursor appears begin typing or paste your comments from Word (CTRL V).

To check on your character count:

- Click on SAVE and the program will count up the number of characters and display this above the comment box.
- Remember you are allotted 1000 characters per term. Each keystroke counts as a character.
- The box size is the actual size on your report card. This box does not expand, so be careful of using the Enter key.

**Student Report Card Editing** < previous student next student >

ID / First Last Name: 702662 Christopher Connal  
Grade: 03 DOB: 09/17/1997 School Year: 2006-2007  
SchoolNum / Name: 006 Latimer Lane School  
TchrNum / Name: 573 Dorrie Hess Next Year's Teacher: [empty]

**COMMENTS** RETURN SAVE

Term 1 Comments 147 out of 1000 Char  
To see how many characters you have entered so far, press SAVE. Remember that every keystroke--including Enter and Spacebar counts as a character.

Term 2 Comments 0 out of 1000 Char

Term 3 Comments 0 out of 1000 Char