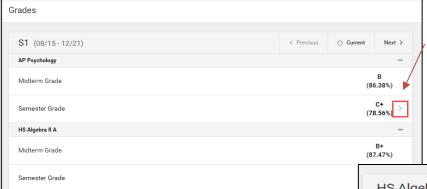
Grades

Select **Grades** and choose a student (if applicable) to view their grades. **Elementary grades are not available on the portal**, but you can print an elementary report card in the **Documents** area.

You will see all classes on the student schedule for the term. The high school year is divided into two semester terms (S1, S2), and middle school is divided into 4 quarter terms (Q1, Q2, Q3, Q4). You can toggle between terms using the arrows at the top.



View Assignment Scores

If assignment information for the course is available, there will be a light gray arrow next to the grade. Click it to see assignment categories.

Assignments are divided into teacher-defined categories in this view, and you can see the total grade earned in each category. Click the plus icon to view the individual assignments and scores.

Weights

Teachers may separate their assignments into categories, and give those categories different weights.

If a category is weighted higher than another, the assignment scores in the higher category will count for more in the over-all grades calculation.

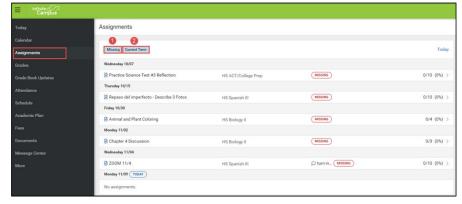


Missing Assignments (Secondary only)

To find missing assignments, click Assignments

This area will list all assignments from all classes by date, including old and future assignments.

- Click the 'Missing' toggle at the top to filter only missing assignments in the list.
- Click the 'Current Term' toggle at the top to filter out <u>old</u> or <u>future</u> Term assignments.



Report Cards

To print a report card, select the **Documents** tab. You may see several options for different terms, but regardless of which item you choose, **it will always print the report card for the most recent term**.

Once you make a selection, the report card will generate as a .pdf document. It may pop up in your browser or download to your device, depending on your browser settings.

You can save this document to your device or print it directly.

