How To use or access reports/report cards and email in JupiterGrades

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Reports & Email (found on the Print page):

- Customize what appears on reports (you may have to go back to Setup Grading option to select or deselect certain information to show or hide on the printout)

Grade Reports (like progress reports):
  - You can select specific criteria to use to generate the reports, such as printing a list of missing assignments, printing reports for students below a certain grade, etc.

Report Cards:
  - Includes all teachers and subjects for a particular student… not just your subject

Class Grades:
  - Used mostly to post grades somewhere. You can choose to list students by criteria other than names (such as IDs) to maintain anonymity

Gradebook:
  - Prints your whole gradebook like a spreadsheet

Roster:
  - This is a list of your students in a blank spreadsheet, to use for any purpose

Seating chart:
  - Good for subs or for the beginning of a semester. You can also print with photos.

Email:
  - You can select a specific student or an entire class (but not a select group within a class). You can also elect to email specific class-related information (such as a total list of current grades, a list of missing assignments, comments, etc.) within the email. You can send to students, parents, or both.
  - You can View Log to see copies of all the emails you have sent.

Email alerts:
  - On the Setup Students page, you can choose to send email alerts to parents regarding their children in the following capacities: absent/tardy, missing assignments, low grades. This setting applies to all subjects—not just yours.
  - Parents can customize their own alert preferences as well

Language:
  - JupiterGrades can translate any communication into Spanish for students, teachers, or both. Parents can also customize this themselves.
Report Cards

- **Progress Reports** and **Report Cards** are essentially the same kind of report… so they will both be referred to as **Report Cards**
- Each Report Card shows grades from each one of the students’ teachers, no matter how many teachers the students have.
- The only thing(s) you should need to do for a Report Card that isn’t done automatically is to add grades for Citizenship/Effort, make general comments, and make any necessary grade adjustments.
  - Report Card comments can be made in the Student tab menu option. You can choose from a prescribed list of comments, or you can add your own. Only comments in the general comment box appear on Report Cards (not comments made on individual assignments)
- Citizenship/Effort
  - These grades can be added by selecting **Info → Report Cards**. Then click in the appropriate column.
- Overriding grades
  - This can be done in **Info → Report Cards**. Anything can be overwritten for the semester grades, including codes like INC if your student(s) have incomplete work. You will still be able to see the original grade (it will be dimmed) for reference.
- Final exam
  - The final exam grade can be input in the proper column in **Info → Report Cards** as well.
  - You can also enter the final exam grades in a separate gradebook. Then enter the exam as a regular assignment (useful if you have a grade for multiple choice as well as a grade for an essay in your final).
- Lock/Unlock your gradebook
  - In **Info → Report Cards**, you can Lock/Unlock your gradebook. This is useful to indicate that your grades are final.
- Print and/or email your Report Cards (using the **Print** or **Email** tab menu options)