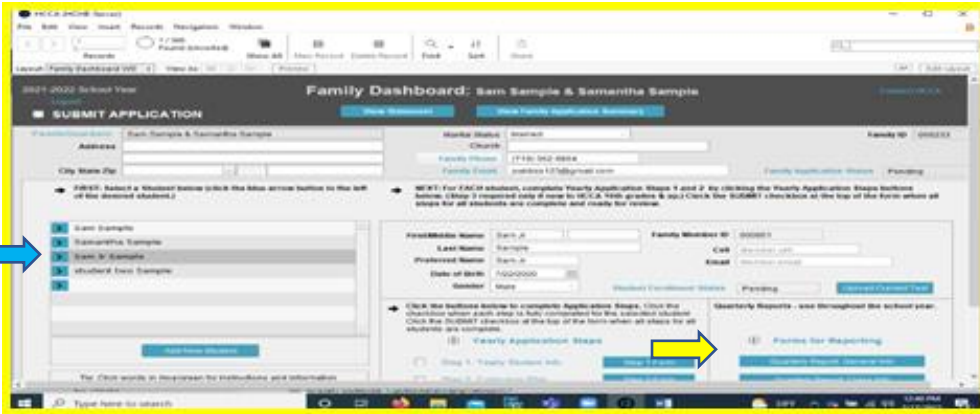





QUARTERLY REPORT INSTRUCTIONS





It's time to talk about quarterly reports! YAY! After the grading is done for the quarter, the next step is to enter everything into your parent portal. This is an area of question for a lot of parents, especially for those just starting out! Once you set up your family account with your student information and curriculum plan, you will be able to go into your account and enter your quarterly report information. The arrows to the left indicate the steps listed below:


 Step 1: Go to your family dashboard (see yellow square) and click on your student's name.


 Step 2: Click on the blue icon labeled Quarterly Report: General Info under Forms for reporting. This is where you will enter your attendance information.


 Step 3: Enter the number of days of instruction for each month. If a particular month had no instruction, enter "0".

 Step 4: Enter any curriculum changes you've made since the beginning of the school year.

 Step 5: Click on the subject for which you want to edit or add grades.

 Step 6: Make sure your source of instruction is entered. Be specific on the curriculum used (i.e. ISBN number for library books, URL address for websites).

 Step 7: Enter the grade for each subject.

 Step 8: Enter the work completed for the quarter.

