

School Pathways SIS

Learning Centers - Alternate Report Card

For those teachers who would like to enter ALL class grades for their *students of record*, you can now use the Alternate Report Card method.

1. Go to SPSIS >Learning Centers>Your Center>Instructors>Choose your Attendance Class and click on **Report Card**
2. In the grey tabs at the top, choose the **Alt RC** tab.
3. Choose the correct Reporting Period (Semester 1? Semester 2?).
4. You will get a roster of all your students of record (from your attendance class) and all possible classes available to your students. If your student is signed up for a class, the box will be white and you will be able to enter (or override) a grade. If the box is grey, the student is not enrolled in the class and you will not be able to enter a grade.
5. *The "credits" is in error for elementary classes and will be fixed. An elementary teacher can ignore the credit rows. These will not show on your report cards.*
6. You can choose to "hide" classes with no weeks/credits. Click the button in the box above the student names and then click on **Update Display**.
7. SAVE the page when you have entered all grades.
7. Administration can now print report cards from the Management section of Learning Centers.