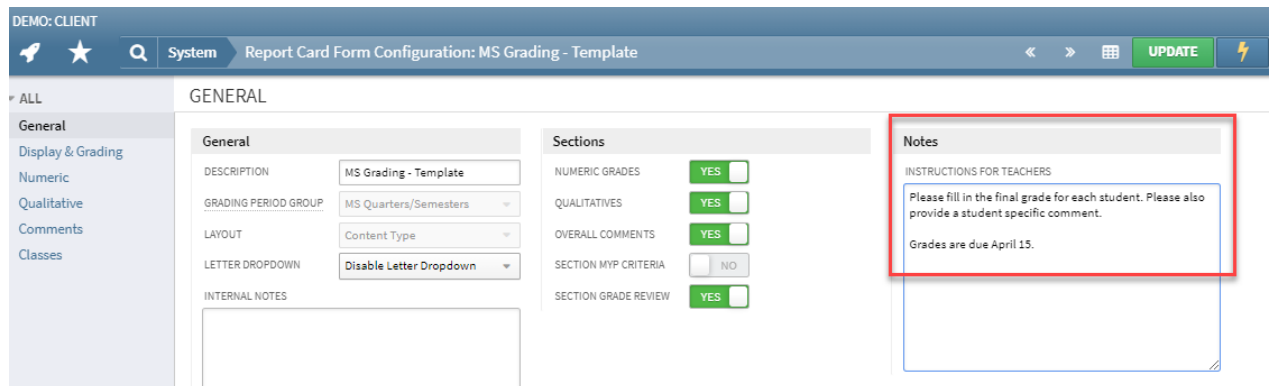


Is there a way to communicate our grading window to faculty at the end of a grading period?

Updated Jul 14, 2021

As of July 12, 2021, this "Learn Veracross" site has been deprecated. It will remain live at least through October 1, 2021, but will no longer be updated. Q&A articles are only visible to authenticated users in the Veracross Community; please speak with your implementation or account manager for additional information.



DEMO: CLIENT

System Report Card Form Configuration: MS Grading - Template

UPDATE

ALL GENERAL

General

DESCRIPTION MS Grading - Template

GRADING PERIOD GROUP MS Quarters/Semesters

LAYOUT Content Type

LETTER DROPDOWN Disable Letter Dropdown

INTERNAL NOTES

Sections

NUMERIC GRADES YES

QUALITATIVES YES

OVERALL COMMENTS YES

SECTION MYP CRITERIA NO

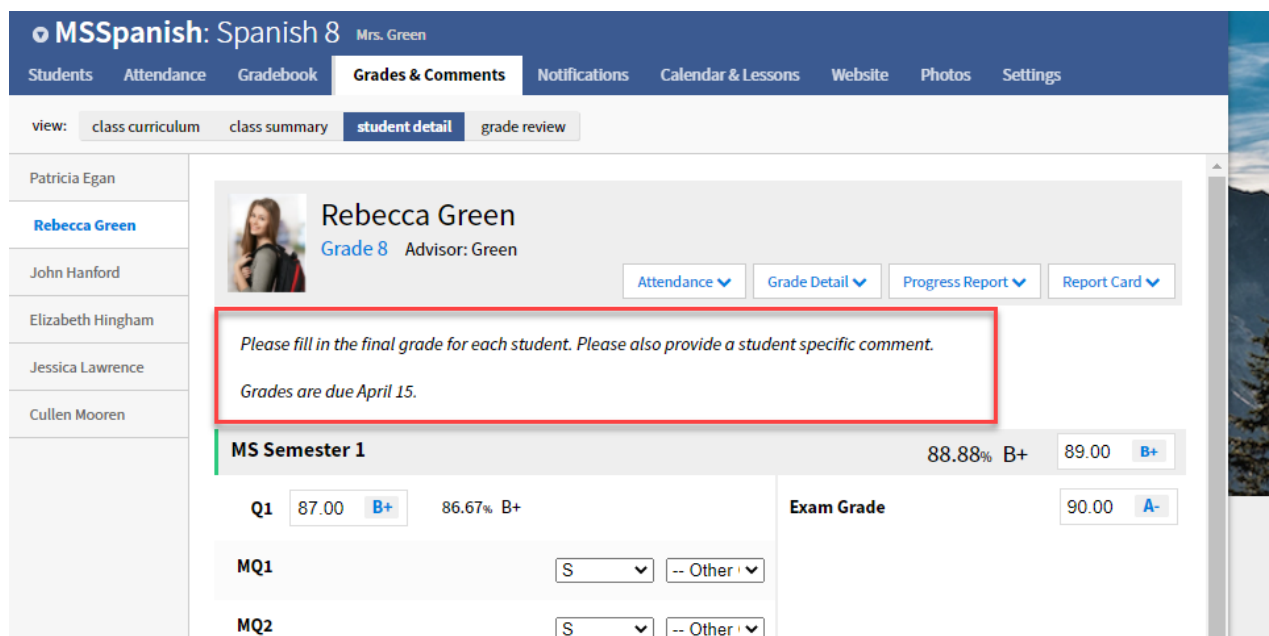
SECTION GRADE REVIEW YES

Notes

INSTRUCTIONS FOR TEACHERS

Please fill in the final grade for each student. Please also provide a student specific comment.

Grades are due April 15.



MSSpanish: Spanish 8 Mrs. Green

Students Attendance Gradebook Grades & Comments Notifications Calendar & Lessons Website Photos Settings

view: class curriculum class summary student detail grade review

Patricia Egan

Rebecca Green

John Hanford

Elizabeth Hingham

Jessica Lawrence

Cullen Mooren

Rebecca Green

Grade 8 Advisor: Green

Attendance Grade Detail Progress Report Report Card

Please fill in the final grade for each student. Please also provide a student specific comment.

Grades are due April 15.

MS Semester 1 88.88% B+ 89.00 B+

Q1 87.00 B+ 86.67% B+ Exam Grade 90.00 A-

MQ1 S -- Other

MQ2 S -- Other

There are a number of ways to put information on the faculty portal, but the most efficient way to inform your faculty of the dates on which you intend to open/close report card grades is through the notes field on the Report Card Form Configuration. To do this, perform the following steps:

1. Beginning on [the System homepage](#), click on [the Report Card Form Configurations query](#) in the center Configuration section.
2. Click into the Report Card Form Template ID corresponding to the classes where you'll be collecting grades.
3. On the Notes section of the General tab, type your timeline notes in the Instructions for Teachers field.
4. Click the **Update** button.
5. If you are using more than one report card form, you will need to repeat steps 2 & 3 for each form you intend to open.
6. Check your note by impersonating a faculty member and navigating to the Grades & Comments tab of the LMS. Your note should appear near the top of the screen, below the student's name.

Note: Since the report card form is assigned at the class level, teachers of classes using different report card forms can see different messages.