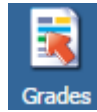
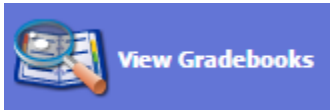


ASSIGNING STUDENTS TO GRADE LEVEL AND HOMEROOM FOR THE NEXT SCHOOL YEAR IN IMPACT GRADEBOOK

It is customary for elementary school teachers to record the next grade level and homeroom assignment for all students on the final report card of the year once the re-organization for the next school year has been published. The purpose of this document is to outline the steps elementary school teachers should perform in order for each student's grade level and homeroom assignment for the next school year to print on his/her report card.

1. Log into Gradebook



2. Click **View Gradebooks** and then **Grades**.

3. Select **Cycle: 4**.

4. From the **Class** dropdown, select **Class: Homeroom (Homeroom/1) Pd HRM**.

5. Under the **Points Possible** column, select the grade. If there is no grade, select the (-).

| Avg |
|-----------------|
| Due: |
| Points Possible |
| - |
| - |
| - |

6. Change the "View" dropdown to **View: Report Card Entries**.

7. Scroll down on the screen until you see the following:

| | | | | | |
|------------|--------------------------------|---|--|--|--|
| 2020:30HRM | Conference date (MM/DD/YY) | | | | |
| 2030:30HRM | Summer School Program Required | X | | | |
| 2060:30HRM | Next Grade | | | | |
| 2070:30HRM | Next Room | | | | |
| 2460:30HRM | Writes legibly | X | | | |
| 2470:30HRM | Follows directions | X | | | |

8. Make the appropriate entries in C4 column (last column).

9. Repeat for each student.