How to Create and Print Report Cards in Illuminate
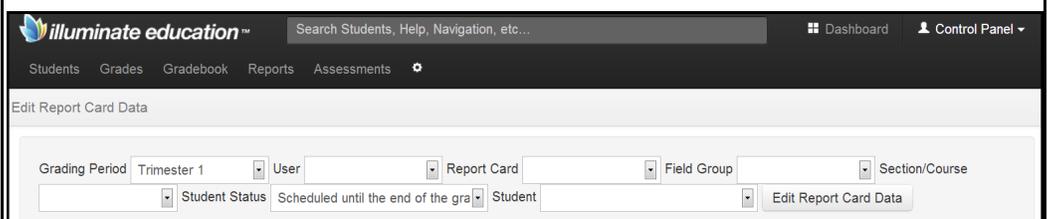
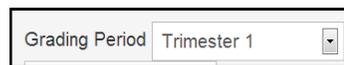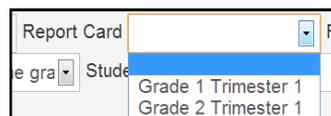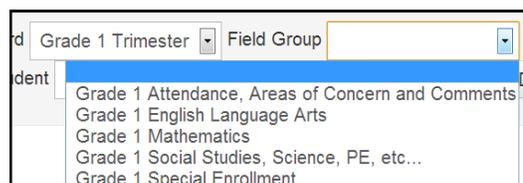|	
1. Log in to Illuminate and click on the "**Grades**" tab.	
2. Go down to **Report Card Entry** and click on it.	
3. The next screen will look like this ——>	
4. Make sure Grading Period says, "**Trimester 1**"	
5. Click on the box next to "**User**" and find your name	
6. Select the appropriate grade level and Trimester.	
7. Under "**Field Group**" select the appropriate grade topic.	
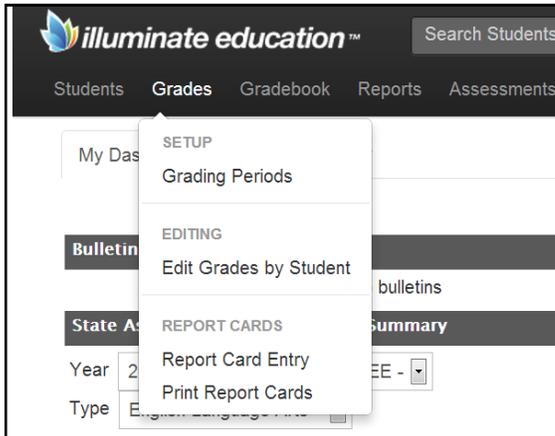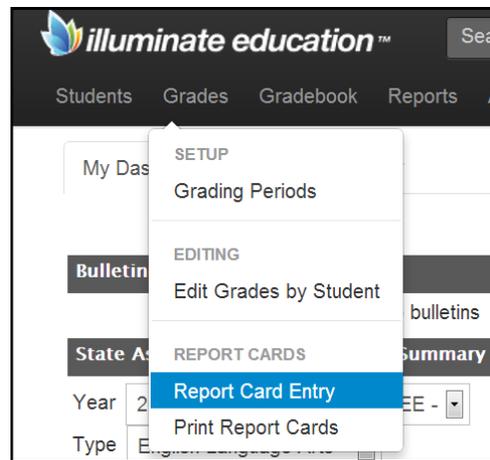
. Make sure the student status box says "**Scheduled until the end of the grading period**" unless you have a student who exited from your class early.	Student Status Scheduled until the end of the gra ▾ Student Scheduled until the end of the grading period Exited before the end of the grading period Scheduled any time during the grading period
9. Leave Student on "**All Students**" and then click on **Edit Report Card Data.**	Card Grade 1 Trimester ▾ Field Group Grade 1 English La ▾ Section/Course Student All Students ▾ Edit Report Card Data
10. Next screen for inputting grades.	Each grade topic has a drop down for selecting proper grade.

Grade 1 Trimester 1 - Grade 1 English Language Arts
Grading Period: Trimester 1
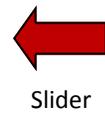97400 - 1st Grade

Fill Down   Save
Changes last saved at 1:13 pm

|	Student ID	Name	READING - Overall★	READING - Work Habits	READING - Word Analysis, Vocabulary Fluency	READING - Concepts about print	READING - Phonemic Awareness	READING - Phonics & word recognition	READING - Vocabulary development
📄	220012579	06-06-2012 - 06-06-2013 Score Breakdown	▾	▾	▾	▾	▾	▾	▾
📄	220012539	...13 Score Breakdown	▾	▾	▾	▾	▾	▾	▾
📄	220012512	G 08-08-2012 - 06-06-2013 Score Breakdown	▾	▾	▾	▾	▾	▾	▾
📄	220012622	08-08-2012 - 06-06-2013	▾	▾	▾	▾	▾	▾	▾

Showing 1 to 17 of 17 entries

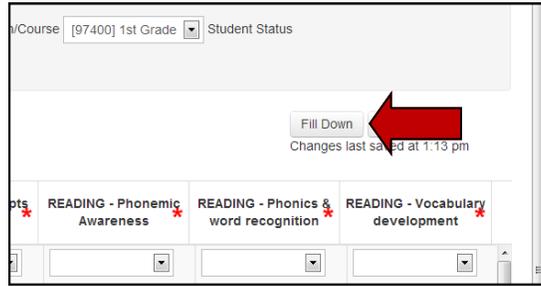| 11. Fill out all appropriate drop downs.	Tip: To move more quickly between a student's skills use the arrow keys on the lower right hand of your keyboard to select the score and use the TAB button (the one above the Caps Lock key on your keyboard) to move between grading topics.

READING - Overall★	READING - Work Habits	READING - Word Analysis, Vocabulary Fluency	READING - Concepts about print	READING - Phonemic Awareness	READING - Phonics & word recognition	READING - Vocabulary development	
▾	▾	▾	▾	▾	▾	▾	
		O - Outstanding S+ - Satisfactory + S - Satisfactory S- - Satisfactory - N - Needs Improvement U - Unsatisfactory * - *					Slider
▾	▾		▾	▾	▾	▾	
▾	▾	▾	▾	▾	▾	▾	
▾	▾	▾	▾	▾	▾	▾	

12. Use the sliders on the bottom and sides of the screen to access all topics	Slider
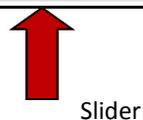
13. If you need to **Fill Down** a score, locate the **Fill Down** button on the right hand side of the screen	
14. A box that looks like this will pop up.	
15. Fill out the appropriate boxes to Fill down and then click **Fill Down.**	
16. The grade report should now have filled down the comment or grade.	
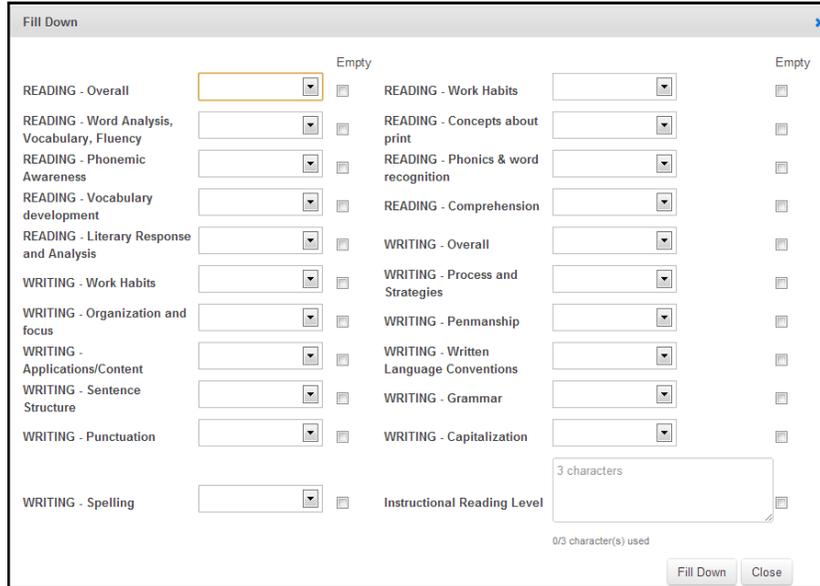
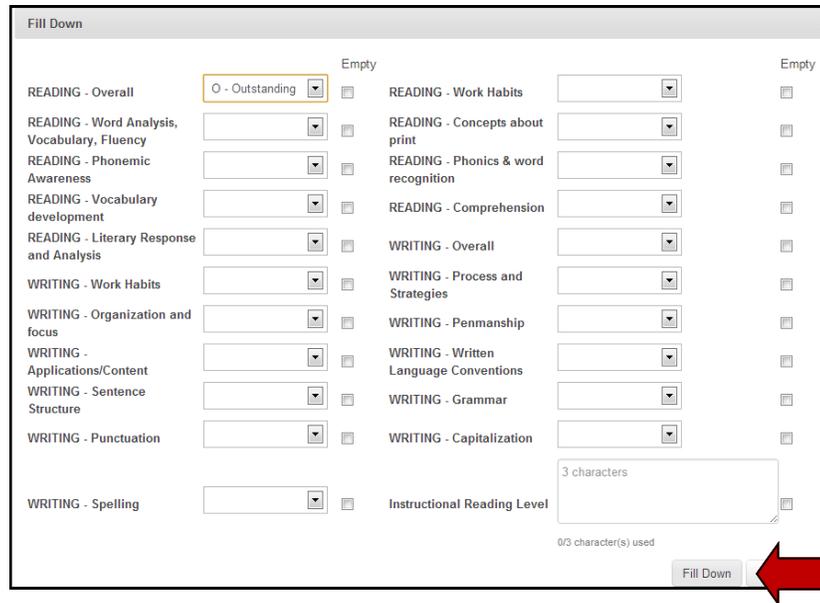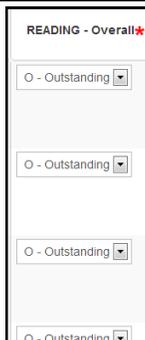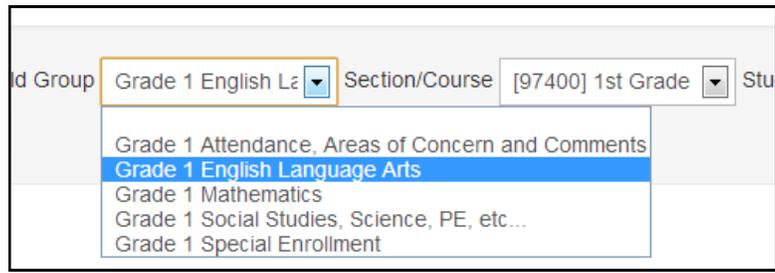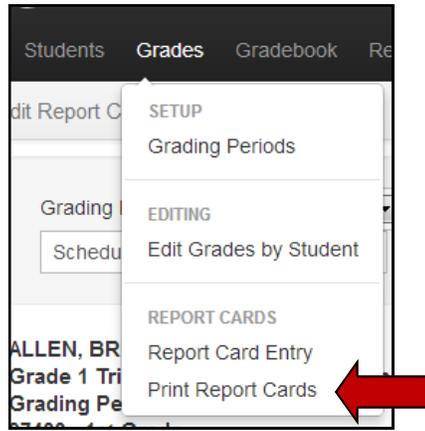|	
17. If you need to remove a fill down, open the fill down window again and check the box **Empty** next to the skill you would like to remove the down fill form. Then click Fill Down on the lower right side of the pop up box. This will remove it.	Empty READING - Overall ☑ READING - Word Analysis, Vocabulary, Fluency ☐ READING - Phonemic ☐
18. When you are done with this subject area, save the results by clicking **Save.**	Fill Down Save Changes last saved at 1:37 pm
19. After you have finished the subject area, select a different **Field Group** until you have completed all of the grade topics for your students.	Id Group Grade 1 English La ▼ Section/Course [97400] 1st Grade ▼ Stu Grade 1 Attendance, Areas of Concern and Comments Grade 1 English Language Arts Grade 1 Mathematics Grade 1 Social Studies, Science, PE, etc... Grade 1 Special Enrollment
20. When you have completed entry of your report cards and are ready to print the report cards click on **Grades** on the black bar at the top of the screen and select **Print Report Cards.**	Students **Grades** Gradebook Re dit Report C SETUP Grading Periods Grading I EDITING Schedu Edit Grades by Student REPORT CARDS ALLEN, BR Report Card Entry Grade 1 Tri Print Report Cards Grading Pe
21. The next screen will look like this. Fill out the required information and then click **Select Students.**	Grading Period Trimester 1 ▼ User ▼ Report Card ▼ Section/Course ▼ Student Status Scheduled until the end of the gr ▼ Select Students

22. You can download and print individual student report cards by clicking **Download**.

To print multiple students or the whole class check the check boxes on the right.

When the proper boxes are selected, click **Print.**

| Grading Period | Trimester 1 ▾ | User | Swank | (: ▾ | Report Card | Grade 2 Trimester ▾ |

Student ID	Student Name	Correspondence Language Download	English Download	Print?
22001~~~~	Aura, Mya Vanessa	English	Download	☑
34000~~		English	Download	☑
22001~		English	Download	☑
34000~		English	Download	☑
22001~		English	Download	☑
22001~		English	Download	☑
22001~		English	Download	☑
22001~		English	Download	☑

Language English ▾ Print

Select the boxes of the students you want to print report cards for.

Click **Print** when you are ready to print!

23. Illuminate will open the file to print as a .PDF file. If you are printing multiple or whole class report cards they will appear in the .PDF and a multiple page document.

Completed report cards look like the image below.

REDLANDS UNIFIED SCHOOL DISTRICT
REDLANDS, CALIFORNIA
STUDENT NAME & STUDENT NUMBER
TEACHER
PARENT/GUARDIAN SIGNATURE_____

CONFERENCE DATE_____

GRADE 2
SCHOOL YEAR 2012 - 2013

SCHOOL School Name

ACADEMIC AREAS

Academic Grade	Sub-categories in
White Spaces	Bold print are
A = Outstanding	California State
B = Above Average	Standards. Refer
C = Average	to the reverse side
D = Below Average	for an explanation
F = Failing	

EFFORT AREAS

Progress Grades	**Effort Grades**
(Shaded areas in both academic and effort areas)	White Spaces
	O = Outstanding
+ = Strength	S = Satisfactory
√ = Satisfactory	I = Improving
- = Weakness	N = Needs Improvement
I = Not yet addressed	U = Unsatisfactory

ACADEMIC AREAS	Reporting Periods		
	1st	2nd	3rd
READING			

EFFORT AREAS	Reporting Periods		
	1st	2nd	3rd
PHYSICAL EDUCATION			
VISUAL/PERFORMING ARTS			