

Report Cards and Progress Reports

You will be using ParentLocker to enter Report Card / Progress Report grades. Follow these steps to get started.

1. Log into ParentLocker by going to your school's login screen and entering your email address and password.
2. Under "Teacher Tools" on the top navigation bar beneath the ParentLocker logo, click "Enter Report Card/Progress Report Grades."

Note: This link will only be visible if the marking period is open for you. If there are multiple divisions in your school, make sure you filter to the correct division using the links on the top right.




3. If there are multiple terms open for grade entry, you will need to select the term you want to enter grades for from the dropdown menu. Otherwise, skip to step 4.

4. Next, select a course you teach from the dropdown menu on the left side.
5. If the report has been separated into more than one section, you will be asked to select a section. If you don't see this, continue to step 6.
6. You will now see a list of students on the left sidebar, and their grades on the right side of your screen. Scroll through each student and fill in the grade entry. You can also click a name on the left side to jump straight to that student's grade entry. Click the "Save" button on the left side to save your work at any time (the system also auto-saves every few minutes).

The screenshot shows a user interface for entering student grades. On the left, a sidebar displays a dropdown menu for the course '8A Algebra' and a list of students: Steve Sands, Mindy Lewis, Mark Smith, Rita Crotle, Shawn Ackler, Morris Strong, and David Roppner. Green checkmarks are next to Steve Sands, Mindy Lewis, and Mark Smith. A 'Saved' button is visible below the list, with the text 'Last saved at 2:32pm'. The main area shows the student 'Mark Smith' selected. Below the name, there are three rows for 'Academic', 'Conduct', and 'Homework'. Each row has a dropdown menu for the grade and a lightning bolt icon. The 'Academic' grade is 'E', 'Conduct' is 'E', and 'Homework' is 'P'. Below these is a 'Comments' section with a text area containing the text: 'Mark has been doing very well in Algebra. He participates well and asks questions. I would like to see Mark work a little harder on homework, he has missed numerous assignments. Mark is a pleasure to have in class and I look forward to the rest of the year!'. A 'Check Spelling' button is at the bottom of the comments area.

7. Repeat steps 4 – 6 for each of the courses you teach.

Tips!

- ✓ As you save, green checkmarks will appear on the left side next to students you have completed fully.
- ✓ You don't need to finish all of your grades at once. You can save and come back later to pick up where you left off.
- ✓ Click the lightning bolt icon  to give the same grade for that field to every student on the page. First select a grade, and then click the icon.