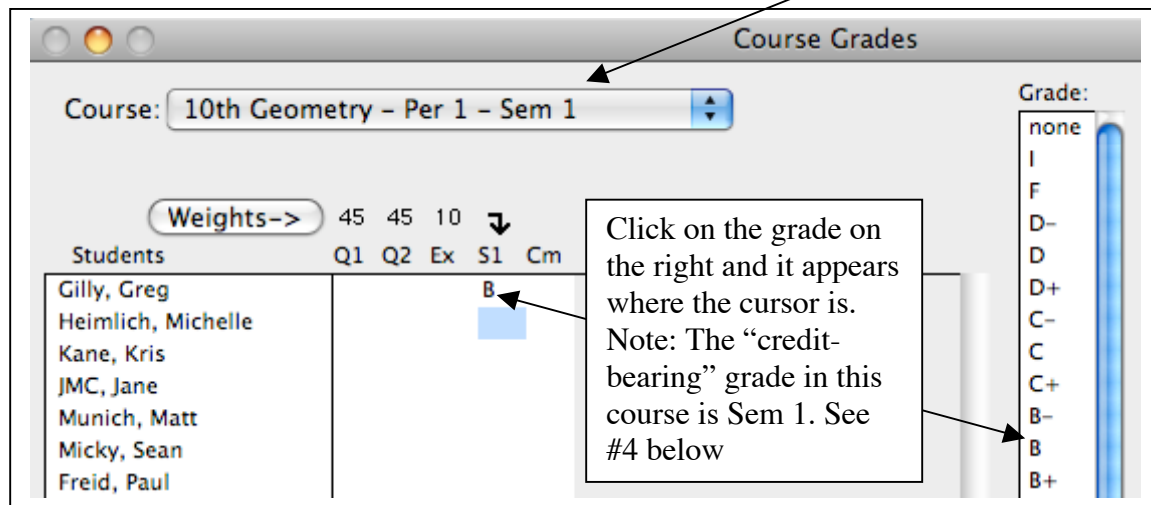


Wisconsin CWCS (Teacher Instructions)

The following is a list of items that should be completed to submit grades for CWCS requirements. The items are listed in sequential order and should be completed in this order. Please note that there is an instructional video on the State Reporting page of our website.

Please note: If you are a teacher who enters daily assignments (in **Scores: Assignment Scores**) for students and calculates course grades, you can continue to post grades to the **Edit: Course Grades** screen as you always have with your normal report card procedure. This document is meant for teachers who do not use the JMC GradeBook to record daily assignments.

1. Prepare Grades to be sent to the office by going to **Edit: Course Grades**.
2. Choose the course you want to work with by clicking on the “Course” pop-up menu.



3. Put the cursor in the column where you want the grade placed. Use your mouse to click on the grade you want to give the student. The grade will appear in the area where the cursor was and the cursor will move down one spot.
4. It is important to know for which terms grades need to be entered. The only grades gathered and sent for CWCS requirements are those that are designated as “credit bearing” grades. Check with your office and administration to see for which terms you will need to enter grades.
5. After you complete grades for one course, you will need to click on the “Course” pop-up menu to choose the next course and continue the process.
6. If your courses are set up as more than one term, i.e. Sem 1 and Sem 2, you will need to switch to the next term of the same class in the “Course” pop-up menu.
7. After all classes have been completed, you must send your grades to the office. Go to **File: Teacher to Office**. If necessary, make sure the “Grades” box is checked.

