

FACTS SIS (Ren Web) Set-Up

Access

District Code: TEMPLE

You can access your Ren Web account:

- online (www.renweb.com – Login RenWeb 1)
- smartphone or tablet web browser

Class GRADEBOOK Set-up



- Choose a class
- Click GRADEBOOK from the list on the right
- Click OPTIONS in each class
- Click LOAD DEFAULTS at the top (do not change)
- ADD Grading Codes (I - incomplete; E - excused) only
- Click SAVE

Grade Categories (per handbook)



- Secondary - create two categories (Daily 50%; Test 50%)
- Elementary – per your principal

Gradebook Expectations

- NO blank grade boxes (assignment will not be visible on progress report)
- enter **number**, **E** (excused), or **I** (incomplete) only
- update grades before Sunday evening each week
- failed grades/incompletes are automatically emailed home to parents

Sync and Load Google Classroom Grades (optional)

- Create an assignment in RenWeb (name, description, category, points, etc)
- Choose “Google Classroom” at the bottom
- Choose assignment from Google Classroom in the drop down menu to the right
- Click SAVE & GRADE
- Click Load Google Grades (top right corner)

Report Card (*load grades each quarter/calculate grades each semester*)

- middle school (40/40/20; final grade 50/50)
- high school (40/40/20; final grade zero)
- *SEE separate instruction page for more details*

Helpful Hints

- add comments in the notes section (late work, re-takes, corrections)
- drop grades *at the end of each quarter* (optional)
- report manager (grade book hardcopy; other reports)

Support Contact:

Jenn Weiman
(jweiman@tcseagles.org)

Joanne Lueck
(jlueck@tcseagles.org)

Monica Rojas
(mrojas@tcseagles.org)