

Ren Web 1 Loading Grades

In each class at the end of each QUARTER:

- Click on REPORT CARD to the right



- Click on LOAD
- Choose TERM:
1st Quarter (Term 1); 2nd Quarter (Term 2); 3rd Quarter (Term 3); 4th Quarter (Term 4)
- Choose NUMERIC
- Click LOAD GRADES



- Click the blue SAVE icon in the lower right corner.

At the end of 1st and 2nd Semester (in the same “report card” screen):

- FIRST, load 2nd quarter grades and SAVE (see above)
- NEXT, enter Final Exam Grades in EXAM 1 column on this screen and SAVE
NOTE: if students are exempt or if you don't give an exam, just leave exam grade blank



- Click CALCULATE
- Choose CONFIGURE (you won't have to do this step 2nd semester)
- CONFIGURE report card calculations (elementary, MS, HS – all different)

Report Card Calculation MIDDLE SCHOOL

CALCULATE CONFIGURE

Semester 1
Term 1: 40 Term 2: 40 Term 3: Term 4: Exam 1: 20

Semester 2
Term 1: Term 2: Term 3: 40 Term 4: 40 Exam 2: 20

Final
Term 1: Term 2: Term 3: Term 4: Exam 1: Exam 2: Sem1: 50 Sem2: 50

Decimal

Report Card Calculation HIGH SCHOOL

CALCULATE CONFIGURE

Semester 1
Term 1: 40 Term 2: 40 Term 3: Term 4: Exam 1: 20

Semester 2
Term 1: Term 2: Term 3: 40 Term 4: 40 Exam 2: 20

Final
Term 1: Term 2: Term 3: Term 4: Exam 1: Exam 2: Sem1: 0 Sem2: 0

Decimal

Report Card Calculation ELEMENTARY

CALCULATE CONFIGURE

Semester 1
Term 1: 50 Term 2: 50 Term 3: Term 4: Exam 1:

Semester 2
Term 1: Term 2: Term 3: 50 Term 4: 50 Exam 2:

Final
Term 1: Term 2: Term 3: Term 4: Exam 1: Exam 2: Sem1: 50 Sem2: 50

Decimal

- On same screen: Choose CALCULATE. (Choose semester; Numeric; Change to PERFORM CALCULATION under “student missing grades”)
- Click CALCULATE GRADES
- SAVE!!

End of the Year (2nd semester):

Elementary and Middle School ONLY

- Calculate FINAL GRADE
- Choose CALCULATE
- Choose FINAL GRADE and NUMERIC
- Change to PERFORM CALCULATION
- Click CALCULATE GRADES
- SAVE!!