

**Standards and Competencies  
 Cycle Procedures**

Your system administrator should already have set up the Competencies for your students. If the school or district’s competencies have changed since last year, those setups (grading scales, competency items, or teacher assignments) must be modified before you can build competencies for your students.

**Task List**

1. On the Report Card View Setup page, specify how your report card will look.
2. If your school uses Course Competencies, run the Synchronize Schedules option.
3. Run the Build Student Competencies option to assign the correct competencies to each student based on teacher assignments.
4. Teachers can then enter marks and comments in Teacher Access Center, or the office can use Mark Entry by Competency for teachers who do not have computer access.
5. Administrative staff can view or adjust competency information for each student using the Student Competency Entry option.
6. Between marking periods, make adjustments to student or teacher assignments for students who have moved into the district or students who have switched teachers.

**□ Report Card View Setup**

**Menu Options:** Mark Reporting Center > Setup > Report Card View Setup

Below is the minimum, typical information to be included on a student standards-based report card (not using course competencies). Asterisks indicate required fields.

*Building	
*Report Card Run	Add one setup for each run
*For Grade	Use as default for all grades
*View For	R – Report Card Type S – Summary Type
*Report Template	Use the default template

**Marks/Comments/Absences Tab**

This tab is only used if you are printing Course Competencies.

**General RC Setup Tab**

Print Comment Description Legend	Checked if fixed comment slots are used
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**Student Competency Marks/Comments Tab**

Order	Title	Type	Code	Marking Periods
1	MP1	M – Mark		M1

**Grading Scales Tab**

Grading scales print at the bottom of the standard template in two columns. If three grading scales will be printed, the third grading scale will print under the first grading scale.

Order	Grading Scale	Description Label

**Attendance Tab**

Order	Attendance View	Print Title	Current Interval	YTD Intervals	Sum By	Code/Group
1	DAY	Absences	2			

**□ Scheduling Synchronization**

This option is only used if using Course Competencies.

Menu Options: Mark Reporting Center > Calculations > Scheduling Synchronization

1. Answer the prompts
2. Enter filter information to run by course or demographic information
3. Click **Run**
4. View the *Scheduling Synchronization* log on the My Home page

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❑ **Build Student Competencies**

This option creates student competency records. Teachers' marks will be stored in these records. Competency item records are created for students based on the competencies you have defined, the marking periods in which marks are issued, and the student selection filter in the competency definition. The teacher for the competency is based on the Teacher Assignments entered.

**Menu Options:** Mark Reporting Center > Calculations > Build Student Competencies

**Fields (required fields are marked with an asterisk)**

*Building	Select the building for which you want to create the student competency records.
*Report Card Run	Select the report card run for which you want to create the student competency records.
Exclude Students Withdrawn from Building Before	The earliest withdrawal date for the inactive students that you want to create student competencies for. Students withdrawn on or after this date will be included.
Exclude Students Entered Into Building After	The latest entry date for students that you want to create student competencies for. Students entered after this date will be excluded.
Amount to Log in Statistics File	Select the radio button for the level of detail you want to include in the log file. Choices include: Log Errors Only includes errors that occur during processing in the log file. Log All Activity includes messages for all processing in the log file.

**Filter**

Competencies Setup Header	Use this area to run for specific competency groups
Demographic	Use this area to run for specific buildings, grade levels, or student IDs
Academic	
Personal	

## Standards and Competencies Cycle Procedures

### Mark Entry Methods

#### □ **Teacher Access**

1. Teacher logs in to Teacher Access Center
  2. Choose the **Enter Competencies** button from the left menu
  3. On the My Classes-Student Competencies page, click the link to the marking period of the desired competency group
  4. Enter a Homeroom or Grade filter to narrow the list of students, if desired
  5. Click the hyperlink for the name of the student
  6. Enter competency mark, comment, and free text information as applicable
  7. Click **Save**
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#### □ **Mark Entry by Competency**

**Menu options:** Mark Reporting Center > Mark Entry by Competency

1. Enter your building number, if necessary
  2. Enter the current Report Card Run number
  3. The Marking Period should default from the Marking Periods configuration setup
  4. Enter the Competency Group or select it from the drop-down box
  5. Select the teacher's number from the drop-down box
  6. Click on the **Enter Mark** button at the top
  7. If desired, use the **Filter** to limit the student list to a specific grade or homeroom
  8. Click on the student's name
  9. Enter the competency marks and/or comments for the student
  10. If desired, click on the **Free Text Comment** button to enter a narrative comment
  11. Click **Save** to save the competency marks and return to the student list
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#### □ **Student Competency Entry**

**Menu Options:** Student Center > Mark Reporting > Competency Entry

1. Search for the appropriate student
2. If desired, choose the Synchronize button to update the student's competency list
3. Enter the competency marks and/or comments for the student
4. Click **Save**
5. Click **List** to return to the list of students

- **NOTE: Shortcuts exist for character symbols**  
**Ctrl-^ = Checkmark (use the SHIFT key)**  
**Ctrl-. = Dot**

## Standards and Competencies Cycle Procedures

### □ **Teacher Assignment - Staff Change**

Use this page to re-assign teachers to student competencies. You can re-assign student competencies that were entered manually or with student criteria.

**Menu Options:** Mark Reporting Center > Setup > Teacher Assignment List > click **Staff Change**

1. If necessary, enter the building number or select from the drop-down list. For building competencies, this indicates the building using the selected competency group.
  2. Select the Competency Group that you want to re-assign from one teacher to another.
  3. Source Staff: Enter the staff member being replaced.
  4. Destination Staff: Enter the teacher who is taking over these student competencies.
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### □ **Student Reassignment and New Students**

#### **For Teacher Assignment by Homeroom:**

1. On the Registration hyperlink on the Student Summary screen, update the student's primary homeroom and click **Save**.

#### **For Teacher Assignment by Student Criteria:**

1. Select Mark Reporting Center > Setup > Teacher Assignment List
2. Next to the appropriate competency group, click on the hyperlink for the teacher name to whom the student should be assigned
3. At the bottom of the student list, enter the student by ID or name. Do **not** click the Generate Student List button.
4. Make sure the **Select** box at the far left is checked for this student.
5. Click **Save**.

**Note:** The next time the Build Student Competencies program is run (or the Synchronize button is clicked for the student under the Student Center > Mark Reporting > Competency Entry option), the competencies will be added for the student.

## Standards and Competencies Cycle Procedures

### □ Reports

The following reports will assist you in analyzing report card data:

- Competency Missing Submission
- Competency Verification Sheet
- Student Competency Summary Report
- Student Mark Summary Report (for Course Competencies)

To run the following reports select **Mark Reporting Center > Reports > Report Cards**:

### **Competency Missing Submission:**

This report will list teachers who have not submitted grades through the Teacher Access Center. It includes teacher and competency group information. Please note that it will only display teachers who have not entered ANY information for their class.

#### **Procedure:**

1. Select Competency Missing Submission
2. Select Building and RC Run
3. Check the "Email Teachers" option, if desired
4. Enter filters for teacher information, if applicable
5. Click **Run**
6. Click on the report from the **My Home** page to view or print

### **Competency Verification Sheet:**

This report provides competency mark verification information for teachers.

#### **Procedure:**

1. Choose Competency Verification Sheet
2. Enter Building and RC Run
3. Enter Marking Period to Verify
4. Enter teacher or student demographic filters if desired
5. Enter sorting information based on teacher and/or course information if desired
6. Click **Run**
7. Click on the report from the **My Home** page to view or print

## Standards and Competencies Cycle Procedures

### Student Competency Summary Report:

This report displays students who have received specific marks or blank marks in Student competencies. For Course Competencies, use the Student Mark Summary Report.

#### Procedure:

1. Choose Student Competency Summary Report
2. Choose Building and RC Run
3. Choose a specific grading scale and specific marks
4. Answer prompts to print all competency groups for a student, or to insert a page break after each student
5. Enter teacher, competency group, or student demographic filter information if desired
6. Enter teacher, competency group, or student demographic sorting information if desired
7. Click **Run**
8. Click the report from the **My Home** page to view or print

#### Prompt Example #1: Students with marks of ✓ in the LG Grading Scale

The screenshot shows the 'Student Competency Summary' configuration page in the eSchoolPlus+ system. The page has a purple header with the 'eSchoolPlus+' logo and navigation icons for Favorites, Help, Print, and Home. A 'Run' button is centered below the header. The main content area contains several configuration options:

- Building:** A dropdown menu set to '42' with a 'Schuylkill Manor' label to its right.
- Report Card Run:** A dropdown menu set to '1'.
- Print Marks:** Radio buttons for 'All' and 'Selected' (which is selected). To the right is a 'Grading Scale' dropdown set to 'LG' and a text input field containing '✓'.
- Check For Blank Marks:** A checkbox labeled 'Include Blank Mark records in the report file.' Below it is a note: 'Note: Choose a combination of up to 20 Marks/Comments to include in your report.'
- Mark Types:** Radio buttons for 'All' and 'Selected' (which is selected). To the right is a dropdown menu set to 'GRD'.
- Comment Types:** Radio buttons for 'All', 'Selected' (with an empty dropdown), and 'None' (which is selected).
- Print All Competency Groups:** A checkbox labeled 'Print all competencies for students with at least one selected mark.'
- Page Break After Each Student:** A checkbox labeled 'Print one student per page.'
- Log Statistics:** A checked checkbox labeled 'Include the report statistics in the report file.'

## Standards and Competencies Cycle Procedures

### Prompt Example #2: Students with blank grades

The screenshot shows the 'Student Competency Summary' report generation screen in eSchoolPlus+. The interface includes a 'Run' button and several configuration options:

- Building:** 42 (dropdown menu)
- Report Card Run:** 1 (dropdown menu)
- Print Marks:** Selected (radio button selected)
- Grading Scale:** (dropdown menu)
- Check For Blank Marks:**  Include Blank Mark records in the report file.  
 Note: Choose a combination of up to 20 Marks/Comments to include in your report.
- Mark Types:** Selected GRD (dropdown menu)
- Comment Types:** None (radio button selected)
- Print All Competency Groups:**  Print all competencies for students with at least one selected mark.
- Page Break After Each Student:**  Print one student per page.
- Log Statistics:**  Include the report statistics in the report file.

### Student Mark Summary Report:

This report displays students who have received specific marks or blank marks in Course competencies. For Student Competencies, use the Student Competency Summary Report.

#### Procedure:

1. Choose Student Mark Summary Report
2. Choose Building and RC Run
3. Scroll down to the **Course Competency Information** section of the screen, and check the box labeled "Include Standards and Competencies Section"
4. Choose a specific grading scale and specific marks
5. Answer prompts to print all competency groups for a student, or to insert a page break after each student
6. Enter teacher, competency group, or student demographic filter information if desired
7. Enter teacher, competency group, or student demographic sorting information if desired
8. Click **Run**
9. Click the report from the **My Home** page to view or print



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□ **Print Report Cards**

To print report cards once processing is complete:

1. Select **Mark Reporting > Reports > Report Cards > Print Report Cards**
2. Choose Building and RC Run
3. Choose prompts
4. Check the box labeled, "Refresh MR Data Before Print"
5. Enter student demographic filter information if desired
6. Enter student demographic sorting information of desired
7. Click **Run**
8. Click the report from the **My Home** page to view or print