

INSTRUCTIONS FOR STAR STUDENT MANAGER:

1. Star Student *Grading Module* → *Maintenance*

- a. **Create Grade Collection Table** → Run (run before each grading period, adds new students to rosters, deletes inactive students from list – not grade history)

b. **Marking Period Attendance Calculation**

- i. Select appropriate Marking Period
- ii. Verify date range
- iii. Run before printing report cards

MP Attendance Calculation

Marking Period to Store Attendance
01 First 9 Weeks

Process Dates
08/03/09 thru 09/02/09

Student(s)
 ALL or 4300353

User Defined List
% Description

School Yr
09

School
0020

District(s)
 ALL or

Student Status Codes
 Active Re-Active Home Instruction Inactive Transfer

Grade(s)
 ALL or

Homeroom(s)
 ALL or

Run... Cancel Save Params... Get Params...

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2. Star Student *Grading Module* → *Reports*

- a. **Elementary Report Card** (Not Report Card)

- i. Select **Change Report Sequence, Homeroom, Last Name Student**
- ii. Select **Marking Period 01, 02, 03, or 04**
- iii. Select **Print Marking Period Attendance**
- iv. Select **Print One Report Card with Relation Resides Address**
- v. Select **Print Evaluation Notes**
- vi. Select **Message to Print: 1) Grading Scale**

vii. **RUN**

Elementary Report Card

. Change Report Sequence

B.GRADE, A.LAST_NAME, A.FIRST_NAME, A.STUDENT_ID

. Change Report Break

NONE

Print Date

09/02/09

Marking Period

01 First 9 Weeks

Print MP Attendance

Print One Report Card with the Resides Address

Print Evaluation Notes

Sort Grades By

Class CD Long Name Short Name Period

Message # to Print

1 Report Card Grading Scale

Label Format

To the Parents of <Student Name>

To <Parents Name>

To <Students Name>

To <Parents Name> Parent of <Student Name>

Run... Cancel

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