

2024-25 LMS Secondary Teacher Preparation ~ Semester 2 Report Card

Below is a summary of important dates and activities:

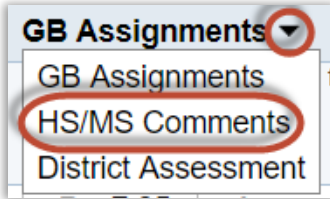
Important Dates	Activity
Friday, June 13 BY 3 pm	SENIORS ONLY: It is recommended to have grades finalized in Gradebook. However, any grade changes made between June 13-18 will import on June 18 for all grade levels. Contact your building principal in advance for any concerns with seniors.
Wednesday, June 18 BY 3 pm	Due date for teachers to update grades and comments in Gradebook
Friday, June 20 BY 3 pm	Teachers can do grade and comment proofreading in Teacher Access Center (TAC) upon receiving an email from your school office staff. For any grade or comment discrepancy, please fix it in Gradebook and TAC.
Thursday, June 26 at 3 pm	Report cards will be published in Home Access Center for parent/student viewing.
Tuesday, July 1, 2025	Semester 2 report cards distribution via USPS mail due date.

Reminders:

- ❖ There are four (4) options for comments in each reporting period which include room for the following:
 - **21st Century Skills Comments** are part of an 800 series at each school. These tie into the [rubrics found on the district website](#). These can be used at IPR and semester reporting.
- ❖ Grades for semester 2 will be pulled directly from the Gradebook.
- ❖ Comments are added directly within the Gradebook (directions with screenshots below).
- ❖ Report cards will be mailed home and viewable in Home Access Center (HAC).
- ❖ Gradebook Basics available in [Secondary Gradebook Portal Access \(https://everettsd.instructure.com/courses/28882\)](https://everettsd.instructure.com/courses/28882)
 - **First time accessing Gradebook Portal?**
 - Self-enroll using these links to join: [Secondary Gradebook Join Link](#)

Adding comments directly in Gradebook

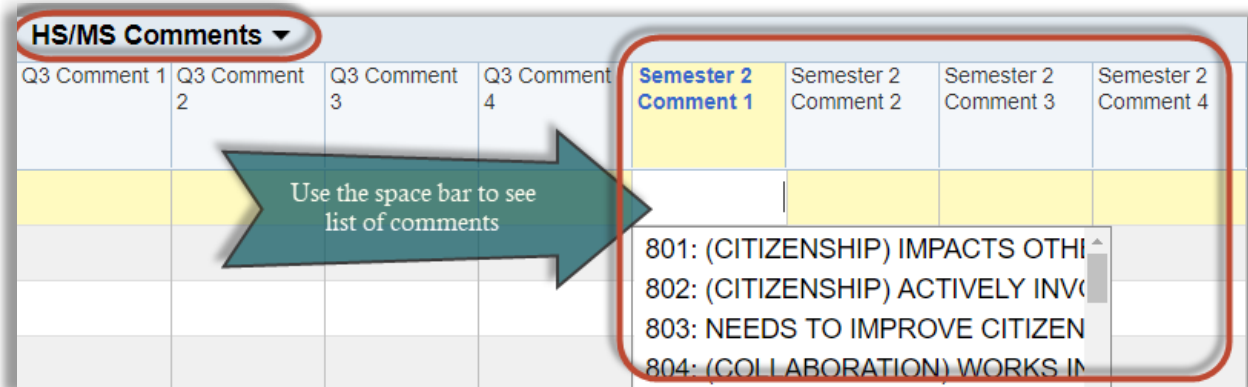
- a. Arrow leads to a drop-down menu from GB Assignments, select **HS/MS Comments**



- b. Enter comment numbers in columns titled:

Semester 2 Comment 1
 Semester 2 Comment 2
 Semester 2 Comment 3
 Semester 2 Comment 4

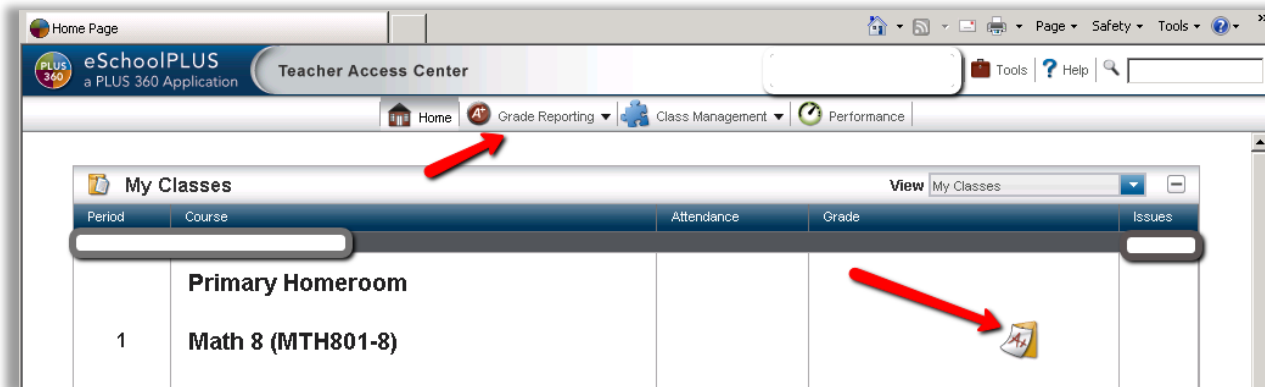
Use space bar to see list of comments OR type in number from scale*. If comment is to be repeated – Shift 8 or “*” can be used.



For more information, Gradebook Basics available in [Secondary Gradebook Portal Access \(https://everettsd.instructure.com/courses/28882\)](https://everettsd.instructure.com/courses/28882)

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Verifying grades and comments in the Teacher Access Center (TAC)



You will see your roster and be able to proof/update your grades from this screen. If changing a grade or comment in TAC, changes must be done in Gradebook as well.



When completed – select Save in the upper right corner.

