

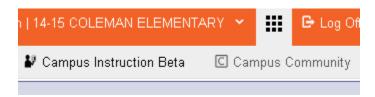
## **ELEMENTARY REPORT CARD INSTRUCTIONS**

INFINITE CAMPUS SCHOOL DISTRICT U-46

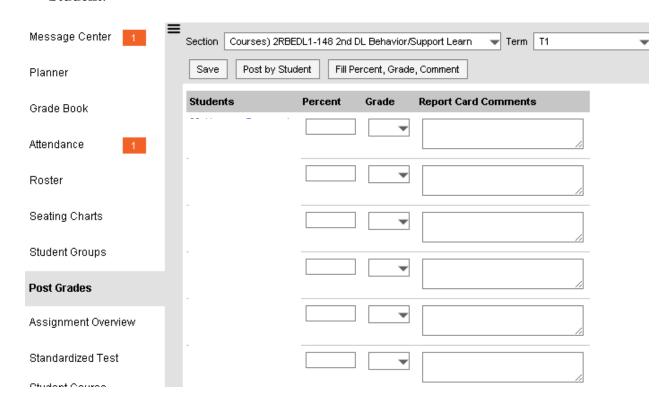
## **ESL Report Card Instructions:**

Information for the Elementary ESL Report cards is entered through **Behaviors that Support Learning** Course and is printed separately.

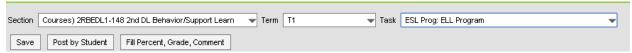
1. Make sure you're in **Campus Instruction Beta** area of IC by clicking the 3x3 square grid in the top right corner



2. Go to **Post Grades** and select the **Behaviors that Support Learning** course and the correct **term**. Here you can elect to **Post by Standard / Grading Task** or **Post by Student**.



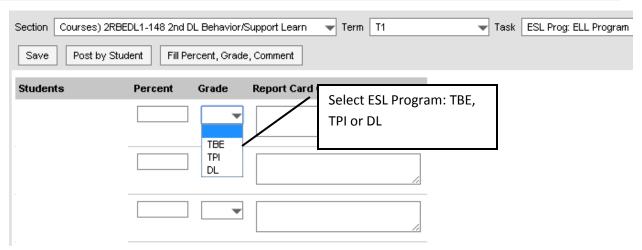
3. If you choose to **Post by Standard / Grading Task**, select **ESL Prog: ELL Program** for task



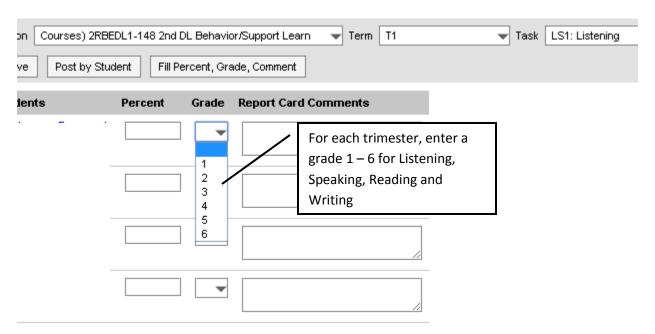


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4. Next, choose Listening, Speaking, Reading Writing tasks and enter scores



5. ESL Grading information will be transferred into the ESL Report Card. Go to your Infinite Campus home page and click on the following to be taken to ESL report printing:

ESL Report Card printing: <a href="http://webapps.u-46.org/eslreportcards">http://webapps.u-46.org/eslreportcards</a>

- 6. From here, a teacher will have access to their class rosters and can choose to print the ESL report cards for an entire class or an individual student(s).
  - a. If you print the entire class, you can elect to have each report card printed in the student's home language.



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- b. If you choose an individual student, the language will default to their home language unless you manually change it.
- c. The "Mailer" option includes the student's address and the school's return address and is formatted for stuffing into a windowed envelope for mailing home.

