

'Q' Report Card Training

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The screenshot shows a web browser window with the address bar displaying `oxel.vcoe.org/q/ClassMarks#`. The browser's bookmark bar includes links for IN/OUT Board, OSD Help, TOSA Log 2019-2020, Renaissance, Clever, ConnectEd, IO Login, myON®, Pearson, ITS: Resources, and Other bookmarks. The application's navigation bar features tabs for Menu, Class, Student, Reports, and Home, along with a Date field set to 11/14/2019 and buttons for File, Help, and Log Out. On the left, a sidebar menu lists Analysis, Attendance, Behavior, Enrollment, Marks, Schedule, School, and Testing. The main content area displays a list of options: Class Marks, Grade Book, Student Marks, and Reports. Three red callout boxes with yellow text provide instructions: Box 1 points to 'Class Marks' with the text '1. This is where you can edit the entire roster's marks by each course section.'; Box 2 points to 'Student Marks' with the text '2. This is where you can edit a single student's marks by each course section.'; and Box 3 points to 'Reports' with the text '3. This is where you can run the actual report card report when your marks are complete.'

Class Marks

oxel.vcoe.org/q/ClassMarks#

IN/OUT Board OSD Help TOSA Log 2019-2020 Renaissance Clever ConnectEd IO Login myON® Pearson ITS: Resources Other bookmarks

Menu Class Student Reports Home Date 11/14/2019 File Help Log Out

Analysis

Attendance

Behavior

Enrollment

Marks

Schedule

School

Testing

Class Marks

Grade Book

Student Marks

Reports

1. This is where you can edit the entire roster's marks by each course section.

2. This is where you can edit a single student's marks by each course section.

3. This is where you can run the actual report card report when your marks are complete.

https://oxel.vcoe.org/q/ClassMarks/Main/AppSetup/43

Class Marks

oxel.vcoe.org/q/ClassMarks

IN/OUT Board OSD Help TOSA Log 2019-2020 Renaissance Clever ConnectEd IO Login myON® Pearson ITS: Resources Other bookmarks

Menu Class Student Reports Home Date 11/14/2019 File Help Log Out

Class Marks [redacted] 19/20 [redacted] (Impersonated)

Crs-Sect Course Title Term Period Teacher Room Max Enrl

[redacted]

Find 1

Class 1 of 10

Search Clear Cancel

Tchr Last Name: [redacted]

Tchr First Name: [redacted]

Course Code: [redacted]

Course Title: [redacted]

Track: [redacted]

Term: [redacted]

Period: [redacted]

Group: [redacted]

10 classes

2

1. Click Find to list your course sections

2. Select course section you want to edit marks

Crs-Sect	Course Title	Period	Day	Last Name	First Name
LA-2-1	Language Arts - Gr 2	1	D	[redacted]	[redacted]
MATH-2-1	Mathematics - Gr 2	2	D	[redacted]	[redacted]
SCI-K-2-1	Science - Gr K-2	Y3	3	D	[redacted]
SOC-K-2-1	Social Science - Gr K-2	Y3	4	D	[redacted]
MUSIC-K-2-1	Music - Gr K-2	Y3	5	D	[redacted]
PE-K2-1	Physical Education - Gr K-2	Y3	6	D	[redacted]
RESP-1-5-1	Responsibility - Gr 1/5	Y3	7	D	[redacted]
ELDP-1	ELDP Participation	Y3	8	D	[redacted]
207C-2	2 ELN/SEL	Y3	14	D	[redacted]
			15	D	[redacted]

5	[redacted]	2	E							
6	[redacted]	2	E							
7	[redacted]	2	S							
8	[redacted]	2	S							
9	[redacted]	2	S							

Class Marks

oxel.vcoe.org/q/ClassMarks

IN/OUT Board OSD Help TOSA Log 2019-2020 Renaissance Clever ConnectEd IO Login myON® Pearson ITS: Resources Other bookmarks

Menu Class Student Reports Home Date 11/14/2019 File Help Log Out

Class Marks 19/20 (Impersonated)

Crs-Sect Course Title Term Period Teacher Room Max Enrl

LA-2-1 Language Arts - Gr 2

Find Class 1 of 10

Reset Submit Show Legend Term: Trimester 1 Show: All

Right click on any mark to view history

#	Student (ID)	N/N	Grd	Effort	UsePhonics	Decode	ReadFluency	Literature	InfoText	Writin
1			2	E		RdgFound: Uses Phonics to Decode Words & Text				
2			2	N						
3			2	E						
4			2	E						
5			2	E						
6			2	E						
7			2	S						
8			2	S						
9			2	S						

1. Hover over the Standard/Domain to see full text

2. Make sure to choose correct Term

3. Show Legend will display Marks for the course

4. Enter mark values in cells. Tab or Left/Right arrow to jump horizontally to next cell. Up/Down arrow to jump vertically to next cell. Use [Fill] to fill all cells with an identical value.

Submit to confirm changes!

Menu Class Student Reports Home Date 11/14/2019 File Help Log Out

Student Marks (Impersonated)

Student Name Local ID State ID Gender Birth Date Grade Programs Track Status Advisor Entry Exit Picture Not Available

Find Student 1 of 21 Include Active

Submit Show Legend Check Spelling Expand All Collapse All

Per: 1 Language Arts - Gr 2 (LA-2) Room: Teacher:

Standards and Benchmarks	Z1	T1	Z2	T2	Z3	T3	Y3
Effort		E					
Foundational Skills							
Phonics to Decode Words & Text							
Use Word Analysis Skills to Decode Words & Text							
Reading Fluency							
READING-Literature							
READING-Informational Text							
WRITING							
SPEAKING & LISTENING							
LANGUAGE							

Comments / Notes

T1 Comment 1:

Comment 2:

Comment 3:

Comment 4:

Per: 2 Mathematics - Gr 2 (MATH-2) Room: Teacher:

Per: 3 Science - Gr K-2 (SCI-K-2) Room: Teacher:

1. Use the Find button or forward/backward arrows to select students to edit marks.

2. Use these controls to expand or collapse all sections.

3. Use the Plus/Minus sign to expand or collapse each separate course section.

4. Enter your marks and add comments for each course section by student selected.

Don't forget to submit when you make changes!

4

Menu Home Date 11/14/2019 File Help Log Out (Impersonated)

Reporting

Report Writer

- Analysis
- Attendance
- Behavior
- Enrollment
- Marks
 - Class Marks Distribution
 - Class Marks Listing
 - Grade Book Assignment Listing
 - Grade Book Class Summary
 - Grade Book Missing Scores
 - Grade Book Progress Summary
 - Grade Book Score Collection
 - Grade Book Student Progress Report
 - Grade Book Task Summary
 - Grade Book Task Summary Sheet
 - Marks Distribution Analysis
 - Report Card**
 - Report Card Comment Legend
- Schedule
- School
- Testing

Create Report **4**

Report Options

Track: Kamala (O kama 19/20)

Report Card Set: **ELEM Trimester 1** **1**

Enrolled as of: 11/08/2019

Sort By: Student Name

Mark Filters:

☐ Use Mark Filters

Print

☐ All Classes All Marks ☒ Classes Matching

Filter Marks by:

☐ Include Attendance All Tracks

☐ Exclude Waiver Contacts

☐ Propagate Standards

Print Options **3**

☒ Print Shading

☐ Print ALL in English

☒ Print Address

☐ Print Legend Page

☐ Print on Both Sides of Paper

☒ Split Notes Between Columns

1. Make sure you choose correct Report Card Set based on your assignment.

Track: Kamala (O kama 19/20)

Report Card Set: ELEM Trimester 1

Enrolled as of: 11/08/2019

Sort By:

2. Make sure Enrolled as of date is set to end of term or current date.

Track: Kamala (O kama 19/20)

Report Card Set: ELEM Trimester 1

Enrolled as of: 11/08/2019

Sort By:

November 2019

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

3. This is where you can choose print options. By default English/Spanish is decided by home language as set in Q.

4. Create Report will run the report and launch in separate window.

Report Card Sets

Report Card Set	Grade	Sp Ed	Gen Ed
Trimester 1 MS	6-8	M/M	YES
ELEM Trimester 1	K-5	M/M (depending)	YES
ALT Trimester 1	K-5	M/M (depending)	NO
SELPA Trimester 1	K-8	S/M	NO

The screenshot shows the 'Reporting' page on the oxel.vcoe.org website. The browser's address bar shows the URL 'oxel.vcoe.org/q/Reporting?parm=Marks'. A 'Pop-ups blocked' dialog box is open, showing the blocked URL and options to 'Always allow pop-ups and redirects from https://oxel.vcoe.org' or 'Continue blocking'. A red arrow labeled '1' points to the small icon in the top right corner of the address bar. Another red arrow labeled '2' points to the 'Create Report' button in the 'Report Options' section. A large red box with yellow text provides instructions on how to handle the pop-up.

1. If your PDF report does not pop up in another browser window you may have Pop-ups blocked for the site.

To allow pop-ups, and thus the report please click the small icon in the top right corner of the address bar.

2. You will get a dialogue menu asking you how to process the pop-up. Select 'Always allow' and click 'Done'. Then click the 'Create Report' button again.

The interface includes a left sidebar with a 'Report Writer' section containing various report types like 'Class Marks Distribution', 'Grade Book Assignment Listing', and 'Report Card'. The main content area shows 'Report Options' with fields for 'Track', 'Report Card Set', and 'Enrolled as of'. There are also checkboxes for 'Include Attendance All Tracks', 'Exclude Waiver Contacts', and 'Propagate Standards'. A 'Print Options' section at the bottom includes checkboxes for 'Print Shading', 'Print ALL in English', 'Print Address', 'Print Legend Page', 'Print on Both Sides of Paper', and 'Split Notes Between Columns'.

https://oxel.vcoe.org/q/rptMARK x +

oxel.vcoe.org/q/rptMARKReportCard/Main/GetReport/

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Kamala Oxnard School District Common Core Report Card

Printed: 11/14/2019 Page: 1

Student Information		School Information: Kamala	
Student Name		Principal	Dr. Jodi Nocero
Student Id		School Phone	805-385-1548
Birthdate		School Address	634 W Kamala St.
Track	O kama 19/20		Oxnard, CA 930333499
Grade	5	Teacher	

To the Parent or Guardian of:

Oxnard, CA 93033

Attendance	T1
Days Enrolled	58
Days Absent	1
Days Tardy	5

Language Arts - Gr 5	T1
Standards	
EFFORT	E
READING: FOUNDATIONAL SKILLS	NA
FLUENCY	3
COMPREHENSION	3
TEXT COMPREHENSION	2
SPEAKING & LISTENING	2
LANGUAGE: CONVENTIONS	NA
LANGUAGE: VOCABULARY	3
Comments	
T1: Outstanding classroom effort; Met Accelerated Reader Trimester Goal	
Mathematics - Gr 5	T1
Standards	

Social Science - Gr 3-5	T1
Standards	
EFFORT	E
DEMONSTRATES UNDERSTANDING OF CONCEPTS TAUGHT	S
Physical Education - Gr 3-5	T1
Standards	
PARTICIPATION	S
SPORTSMANSHIP	S
Visual & Performing Arts - Gr3-5	T1
Standards	
VISUAL ARTS	S
PERFORMING ARTS	
Responsibility - Gr 1/5	T1

1

1. Hover over top of form and the Save and Print controls show up.

I highly recommend saving this PDF and save to desktop or Google Drive so you have a backup copy handy.

Don't print back to back unless you are sure all student report cards are the same number of pages or they will get mixed together. Also, make sure you are printing to a printer capable of doing double sided printing.

2

2. Each course section will display marks assigned to that section. Trimesters 2/3 will add additional containers to the right for comparison.

3

3. Comments will display at the bottom of each course section. If you add a lot of comments that will make the report card larger.

Questions? Contact me at:

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or

Schedule me at cthorpe.youcanbook.me/