



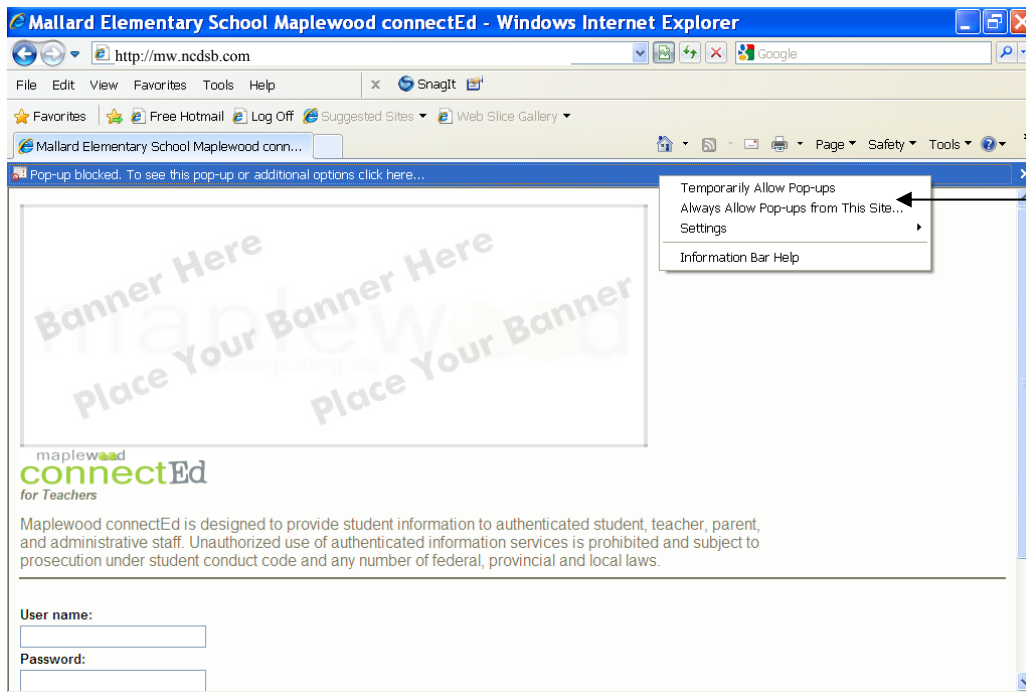
NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

Maplewood Elementary Provincial Report Card Guide

Version 1.0

**Research, Assessment & Evaluation Department
December 2010**

Niagara Catholic's Maplewood Reporting Site URL: <http://mw.ncdsb.com>



When asked by your internet browser, you will need to allow for PopUps in order to be able to use the Maplewood Reporting site effectively.

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD HOME		
Elementary Maplewood Web Access v2.1 User Manual		
Alexander Kuska KSC	Assumption	Canadian Martyrs
Cardinal Newman	Father Hennepin	Holy Name
Loretto Catholic	Marv Ward	Michael J Brennan
Monsignor Clancy	Mother Teresa	Notre Dame
Our Lady of Fatima, Grimsby	Our Lady of Fatima, St Cath.	Our Lady of Mount Carmel
Our Lady of Victory (J)	Our Lady of Victory (S)	Sacred Heart
St Alexander	St Alfred	St Ann (F)
St Ann (SC)	St Andrew	St Anthony
St Augustine	St Charles	St Christopher
St Denis	St Edward	St Elizabeth
St Gabriel Lalemant	St George	St James
St John Bosco	St John (B)	St Joseph, Niagara Falls
St Joseph, Grimsby	St Joseph, Snyder	St Kevin
St Mark	St Martin	St Mary, Niagara Falls
St Mary, Welland	St Michael	St Nicholas
St Patrick, NF	St Patrick, PC	St Peter
St Philomena	St Theresa, St Catharines	St Therese
St Thomas More	St Vincent de Paul	*** Training ***
Secondary Maplewood Web Access		
Lakeshore Catholic	Denis Morris	Holy Cross
St. Francis	Notre Dame	Saint Paul
	St Michael	*** Training ***
Continuing Education Maplewood Web Access		

Click on your school's name to access the Maplewood Reporting Site



Login credentials are your Niagara Catholic Email User Name and Password

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> Menu

Menu

[Students](#)

[Attendance and Seating Plan](#)

[Achievement](#)

Tuesday, Sept

No Events Scheduled

Sun	Mon
5	6
12	13
19	20
26	27

Colour Legend

Holiday S

Click on Student Achievement

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> Menu > Achievement

Achievement

[Individual Student](#)

[Class Achievement](#)

[Class Comments by Group](#)

[Report Card Details](#)

[My Comments](#)

[Report Card Spell Checker](#)

[Achievement Reports](#)

[Standard Tests](#)

[Track Homework Assignments](#)

Click on Individual Student

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> Menu > Achievement > Individual Student (Select Class)

Individual Student

View Options

☒ Reportable Classes Only ☐ Show Deleted Students

Room	Class	Title
4	2	
X	ART2a	Art
X	ART2b	Art
X	DANCE2a	Dance Grade 2
X	DRAMA2a	Drama
X	HEALTH2a	Health Education
X	LANG2a	Language Grade2
X	LSKWH2a	Learning Skills and Work Habits
X	MATH2a	MATHEMATICS
X	MUSIC2a	Music
X	VISART2a	Visual Arts

Click on the Class or homeroom you wish to report on

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> Menu > Achievement > Individual Student (Select Class) > Select Student

Select Student

Homeroom: 4 - 2

Name ▼	Grade ▼
Bird, Angelina	2
Boudreau, Rene	2
Buzit, Tiffany	2
Carriere, Chet	2
Denysiuk, Shawn	2
Dupre, Shayna	2
Fowler, Kristin	2
Goyette, Dianne	2
Kingfisher, Rachelle	2
MacNeil, Jade	2
McKeand, Joshua	2
McKenna, Kneisha	2
Morin, Matthew	2
Palibroda, Danielle	2
Pena, Graham	2
Ratt, Justin	2
Schinold, Trent	2
Toporowski, Dorian	2

Click on the Student name that you would like to complete a report on.

Learning Skills and Work Habits

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Menu > Achievement > Individual Student (Select Class) > Select Student > Student Achievements

Student Achievements

Homeroom: 4 - 2

Student: [Bird, Angelina](#) Save & Next

Term: Report 1 Show Comments Preview

Save Save & Go Back Cancel

Homeroom: 4 - 2 Term: Progress

Topics	Comments
Religious and Family Life Education (1-6)	D
Learning Skills and Work Habits (1-6)	Insert Context Sensitive Word: This is a test.
Uses of Spoken French	
Responsibility	G
Organization	
Independent Work	
Collaboration	
Initiative	
Self-Regulation	

(Name)
{Surname}
{Given Name}
{Student Number}
{He/She}
{Him/Her}
{His/Her}
{he/she}
{him/her}
{his/her}
{himself/herself}

Ensure that the correct Reporting Term is selected (it should default to the correct term is the school has completed the Maplewood office setup correctly).

The learning skills and work habits are demonstrated by students across all subjects. Teachers will use the following letter symbols to report on students' development of the six learning skills and work habits:

E – Excellent
G – Good
S – Satisfactory
N – Needs Improvement

The homeroom teacher will complete the learning skills and work habits section of Elementary Provincial Report Card in collaboration with other subject teachers assigned to the classroom.

Teacher Comments

In the space provided for anecdotal comments, the homeroom teacher, in collaboration with other with other subject teachers assigned to the classroom, will elaborate on the student's demonstration of the learning skills / work habits and comment on "strengths" and "next steps for improvement" (refer to **Elementary Provincial Report Card Guide, 2010, Draft**, for procedures in completing teacher comments).

Teachers may select to use Context Sensitive Words to facilitate Learning Skills / Work Habits comment development.

Remember to click either:

- **SAVE & NEXT** (to save current student's Provincial Report and then proceed to the next student's Provincial Report); or
- **SAVE** (continue working on this student's Provincial Report); or
- **SAVE & Go Back** (saves the current Provincial Report and returns to the previous screen).

Shared Comment Preview

Teachers can preview comments made by all teachers for a student when the view shared comment preview option is selected.

The comment preview will appear in this box located at the right of the screen. The size of the comment preview box is the same as it appears on the Elementary Provincial Report Card.

Insert teacher comments here (refer to **Elementary Provincial Report Card Guide, 2010, Draft**, for procedures in completing teacher comments). *Context Sensitive Words* may be used.

Achievement of Curriculum Expectations

Scroll down the page to view the subject areas.

For Grades 1 – 6 teachers are to select the letter grade corresponding to a student's level of achievement.

For Grades 1 – 6 teachers are to select the letter grade corresponding to a student's level of achievement.

Achievement Level	Letter Grade	Achievement Level	Letter Grade
4+	A+	2+	C+
4	A	2	C
4-	A-	2-	C-
3+	B+	1+	D+
3	B	1	D
3-	B-	1-	D-

For Grades 7 and 8, assign a percentage grade that corresponds to a student's level of achievement.

Achievement Level	Percentage Grade	Achievement Level	Percentage Grade
4+	95 - 100	2+	67 - 69
4	87 - 94	2	63 - 66
4-	80 - 86	2-	60 - 62
3+	77 - 79	1+	57 - 59
3	73 - 76	1	53 - 56
3-	70 - 72	1-	50 - 52

English Language Learners

Modified Curriculum Expectations

When curriculum expectations are modified in order to meet the language-learning needs of English language learners:

- assessment and evaluation will be based on the documented modified expectations (*Reporting Student Learning, 2010, p. 15*)
- the teacher will check the **ESL/ELD** box for the appropriate subject(s), strand(s), or course(s), and the modifications will be explained to the parents (*Reporting Student Learning, 2010, p. 15*).
- the teacher will include in the comments the following statement “**The (grade/mark) for (strand/subject) is based on achievement of the expectations in the (ESL or ELD) program, which vary from the Grade ___ expectations**”.

Accommodated Curriculum Expectations

The **ESL/ELD** box should **not** be checked to indicate:

- that the student is participating in ESL or ELD programs or courses; or
- that accommodations have been provided to enable the student to demonstrate his or her learning (e.g., extra time to complete assignments, access to a bilingual dictionary, opportunities to work in the student's first language).

Students with Special Education Needs

A student's Individual Education Plan (IEP) describes his or her program and specifies whether the student requires accommodations, modified learning expectations, or alternative learning expectations. Using the IEP helps teachers to write personalized, clear, precise, and meaningful comments on report cards for students with special education needs. Such comments provide essential information for parents.

(*Reporting Student Learning, 2010, p. 13-14*)

Modified expectations: Expectations in which changes have been made to the age-appropriate grade-level expectations for a subject or course in order to meet a student's learning needs.

Alternative learning expectations: Alternative learning expectations are developed to help students acquire knowledge and skills that are not represented in the Ontario curriculum expectations. Because they are not part of a subject or course outlined in the provincial curriculum documents, alternative expectations are considered to constitute alternative programs or alternative courses.

Accommodations: Special teaching and assessment strategies, human supports, and/or individualized equipment required to enable a student to learn and to demonstrate learning. The provincial curriculum expectations for the grade are not altered for a student receiving accommodations.

(*Reporting Student Learning, 2010, p. 13*)

Category	Grades 1 – 6	Grades 7 - 8
Students with Modified curriculum expectations.	Check the IEP box. Include in your comments the phrase: <i>“This letter grade is based on achievement of expectations in the IEP that vary from the Grade X expectations (and/or) are an (increase/decrease) in the (number and/or complexity) of curriculum expectations.”</i>	Check the IEP box. Include in your comments the phrase: <i>“This percentage mark is based on achievement of expectations in the IEP that vary from the Grade X expectations (and/or) are an (increase/decrease) in the (number and/or complexity) of curriculum expectations.”</i>
Students with alternative learning expectations	Check the IEP box. When a grade is assigned (see <i>Growing Success</i>, p. 62), include in your comments the phrase: <i>“This letter grade is based on achievement of alternative learning expectations in the IEP, which are not based on the Ontario curriculum.”</i>	Check the IEP box. When a grade is assigned (see <i>Growing Success</i>, p. 62), include in your comments the phrase: <i>“This percentage mark is based on achievement of alternative learning expectations in the IEP, which are not based on the Ontario curriculum.”</i>
Students with accommodations only	Do not check the IEP box when the student’s IEP requires only accommodations since the letter grade/percentage mark is based on regular grade/course expectations.	

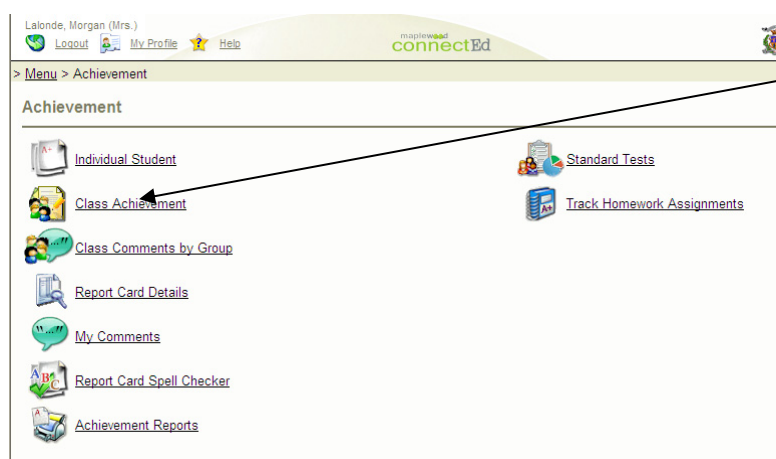
(Reporting Student Learning, 2010, p. 14)

Remember to click either:

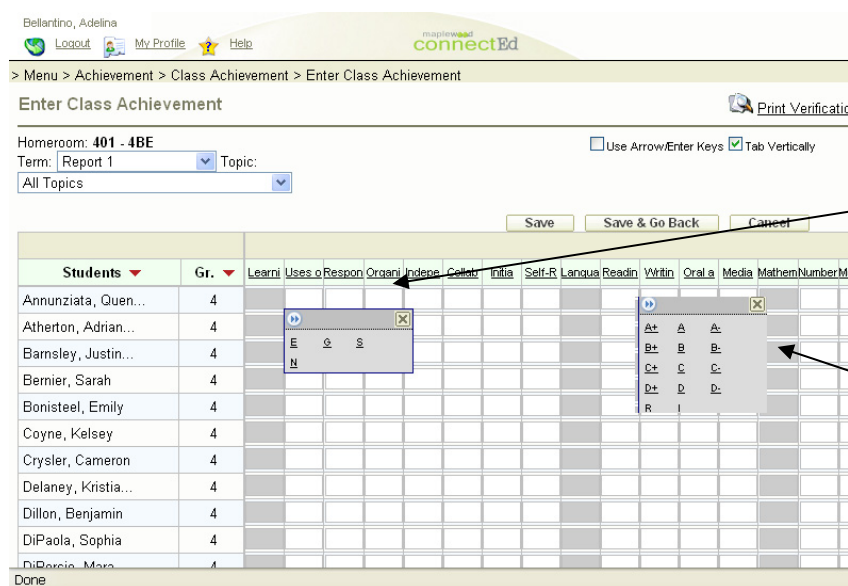
- **SAVE & NEXT** (to save current student’s Provincial report and then proceed to the next student’s Provincial Report); or
- **SAVE** (continue working on this student’s Provincial Report); or
- **SAVE & Go Back** (saves the current Provincial Report and returns to the previous screen).

Alternative Learning Skills / Work Habits and Grade Entry Method

The Maplewood Reporting Site allows for teachers to enter the Learning Skills / Work Habits and Grade entry for multiple students.



On the Achievement Page, Click on Class Achievement



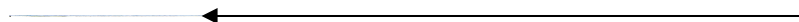
The Learning Skills and Work Habits can now be entered for multiple students.

- E – Excellent
- G – Good
- S – Satisfactory
- N – Needs Improvement

The Letter Grade or Percentage Grade can now be entered for multiple students.

Remember to Click **SAVE** or **SAVE & Go Back** when you have completed a report for a student.

Alternative IEP, ESL, and NA Entry Method



The Maplewood Reporting Site allows for teachers to enter the IEP, ESL and NA information for multiple students..

On the Achievement Page, click on Report Card Details

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Help

Menu > Achievement > Report Card Details > Student P

Report Card Details



Student Programs



Student Programs by Class

Click on Student Programs by Class

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Menu > Achievement > Report Card Details > Student Programs by Class

Student Programs

View Options

☒ Reportable Classes Only ☐ Show Deleted Students

Room	Class	Title
4	2	
X	ART2a	Art
X	ART2b	Art
X	DANCE2a	Dance Grade 2
X	DRAMA2a	Drama
X	HEALTH2a	Health Education
X	LANG2a	Language Grade2
X	LSKWH2a	Learning Skills and Work Habits
X	MATH2a	MATHEMATICS
X	MUSIC2a	Music
X	VISART2a	Visual Arts

Click on the Class

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Menu > Achievement > Report Card Details > Student Programs by Class

Enter Student Programs

Homeroom: 4 - 2

Term: Report 1

Topic: Religious and Family Life Education (1-6)

Student: Language (1-6)

Bird, Angelin: French (1-6)

Boudreau, R: Mathematics (1-6)

Buzit, Tiffany: Science and Technology (1-6)

Carriere, Che: Social Studies (1-6)

Denysuk, St: Health Education

Dupre, Shayr: Physical Education

Fowler, Kristi: Dance

Goyette, Di: Drama

Kingfisher, Rachelle: Music

MacNeil, Jade: Visual Arts

Ensure that correct reporting period is selected

Click on the Subject



Menu > Achievement > Report Card Details > Student Programs by Class

Enter Student Programs

Homeroom: 4 - 2

Save

Save & Go Back

Cancel

Term: Report 1

Topic: Religious and Family Life Education (1-6)

Student	ESL	IEP	NA
Bird, Angelina	☒	☐	☐
Boudreau, Rene	☐	☒	☐
Buzit, Tiffany	☐	☐	☒
Carriere, Chet	☐	☐	☐
Denysiuk, Shawn	☐	☐	☐
Dupre, Shayna	☐	☐	☐
Fowler, Kristin	☐	☐	☐
Goyetche, Dianne	☐	☐	☐
Kingfisher, Rachelle	☐	☐	☐
MacNeil, Jade	☐	☐	☐
McKeand, Joshua	☐	☐	☐
McKenna, Kneisha	☐	☐	☐

Click on the appropriate boxes and when completed

Remember to either click **Save or Save & Go Back**

Printing the Elementary Provincial Report Card

NOTE:

Currently, printing of the Elementary Provincial Report Card is unavailable. Maplewood is currently in the process of updating its printing component to the Elementary Reporting Site and this update will be completed in the near future. At that time, an update to this guide will be made and that version will be forwarded to schools.