

Accessing 5th Grade Report Cards

A Step-by-Step Guide for Middle School Teachers

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This document includes a sample 5th grade Standards-Based Report Card, as well as a step-by-step guide for using DataDirector to obtain 5th grade report cards for your middle school students.



Fifth Grade Report Card

Student Name: [REDACTED]
ID Number: [REDACTED]

Teacher: [REDACTED]
School Year: 2008-2009

Progress Towards Standards

- 5 Significantly exceeds grade level standards (advanced)
- 4 Meets grade level standards (proficient)
- 3 Making good progress towards proficiency (basic)
- 2 Making some progress towards proficiency (below basic)
- 1 Making little progress towards proficiency (far below basic)

*Student will receive an individual report of progress.

For the first reporting period, students are evaluated based upon their progress toward end-of-year standards. A student is considered proficient during the first period if (s)he has mastered the standards that are expected for that time of the year, and demonstrates consistent progress towards achieving the year-end expectations. In the final reporting period, the report card marks reflect a student's actual achievement of the cumulative skills, strategies, and concepts identified in the California frameworks and content standards.

READING

Word Analysis, Vocabulary, & Fluency

- Applies knowledge of how words and language work to understand text: word origins, roots, affixes, and multiple-meaning words
- Reads grade-level text fluently

Reading Comprehension

- Uses structural features of informational text: formats, graphs, sequence and diagrams
- Uses a variety of strategies to comprehend, analyze and critique text

Literary Response and Analysis

- Identifies and analyzes the characteristics of: poetry, drama, fiction, and nonfiction
- Identifies the main conflict of the plot and explains its resolution
- Recognizes themes whether implied or directly stated
- Describes the function of common literary devices: imagery, metaphor, and symbolism
- Evaluates the author's use of techniques to influence readers' perspective

WRITING

Strategies and Applications

- Uses the writing process to write multi-paragraph narratives and expository compositions
- Selects a focus and organizational structure appropriate to writing genre and audience
- Writes a variety of text including narratives, responses to literature, research reports, and persuasive letters or compositions

Written Language Conventions

- Uses transitions and conjunctions to connect ideas
- Uses grade level appropriate grammar, capitalization, and punctuation
- Spells grade level words correctly in written work

Winter Spring

4 4

4 4

4 4

3 3

3 4

LISTENING AND SPEAKING

Strategies and Applications

- Listens critically and engages in discourse that supports the speaker and the listener in understanding insights and ideas
- Communicates effectively in a variety of formats including: classroom discussions, oral presentations, and recitations

MATH

Number Sense and Operations

- Estimates, rounds, and manipulates large and small numbers
- Interprets percents as part of a hundred
- Finds decimal and percent equivalents of fractions
- Computes positive powers of non-negative numbers
- Determines prime factors of numbers through 50
- Adds, subtracts, multiplies, and divides decimals and fractions: adds and subtracts positive and negative integers
- Divides multi-digit numbers with decimals and multi-digit divisors

Algebra and Functions

- Writes and evaluates simple algebraic expressions
- Uses distributive property in equations
- Identifies and graphs ordered pairs in four quadrants of coordinate planes
- Solves problems and writes equations using linear functions

Measurement and Geometry

- Understands and computes area and volume of simple shapes
- Measures and draws angles, lines, and geometric shapes using appropriate tools
- Knows and uses sum of angles to solve problems

Statistics and Probability

- Knows and computes mean, median, and mode
- Organizes, displays, and interprets single-variable data in appropriate graphs

Winter Spring

4 4

3 3

✓ ✓
 — ✓
 — ✓

✓ ✓
 ✓ ✓

✓ ✓
 ✓ ✓

3 3

✓ ✓
 ✓ ✓
 — ✓

— ✓

3 3

✓ ✓
 ✓ ✓

✓ ✓
 ✓ ✓

3 3

✓ ✓
 — ✓

✓ Indicates the standard was taught during this grading period

FIFTH GRADE Report Card - Page 2

Student Name: [REDACTED]
ID Number: [REDACTED]
Teacher: [REDACTED]
School Year: 2008-2009

COMMENTS (Winter)

[REDACTED] joy to have in class. He is an avid [REDACTED] to make insightful contributions to [REDACTED] discussions. He participates in [REDACTED] activities, listens, and follows directions [REDACTED] mathematics, I am encouraging [REDACTED] seek help and ask questions to help [REDACTED] understand concepts. A few goals [REDACTED] are to complete his homework [REDACTED] daily, to turn in assignments on time, and to [REDACTED] arrive to school on time. Excessive tardies [REDACTED] impact his school work because he misses on [REDACTED] valuable instruction time.

Other Indicators of Progress

- + Consistently meets expectations
- ✓+ Usually meets expectations
- ✓ Sometimes meets expectations
- ✓- Rarely meets expectations

SOCIAL SCIENCE

- Describes and explains early American history
- Understands the course and consequence of the American Revolution
- Analyzes the development and significance of the US Constitution
- Demonstrates an understanding of immigration

Winter Spring

✓+	✓+
	✓
	✓+
✓+	✓

SCIENCE

- Understands the grade-level concepts in physical science, life science, and earth science

✓	✓+
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ARTS

- Participates fully in visual and performing arts

+	+
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PHYSICAL EDUCATION

- Participates fully in PE activities
- Displays good sportsmanship

+	✓
+	✓+

CITIZENSHIP

- Treats peers and adults with respect
- Follows school and class rules
- Works cooperatively with others
- Accepts responsibility

+	+
+	+
+	✓+
+	+

WORK HABITS

- Works independently
- Maintains & organizes school materials
- Completes classwork and homework
- Produces neat and careful work

✓+	✓
✓+	✓+
✓+	✓
✓+	✓+

ATTENDANCE

Absences	5	3
Tardies	15	9

COMMENTS (Spring)

[REDACTED] s. In [REDACTED] sses. [REDACTED] g in [REDACTED] his [REDACTED] ation is [REDACTED] It is [REDACTED] ool on [REDACTED] le [REDACTED] will [REDACTED] os him [REDACTED] nmer, [REDACTED] write, [REDACTED] and practice his multiplication and division [REDACTED] facts to aim for accuracy. Have a great [REDACTED] summer.

- See attached CELDT Report for English Language Learners
- See attached report of Spanish Language Arts for Immersion Program
- See attached report for District Music Program
- See attached individualized report of student's progress

GRADE LEVEL PLACEMENT FOR
NEXT SCHOOL YEAR

6th

Directions for Accessing 5th Grade Report Cards (for Middle School Teachers and Administrators)

1. Log into *DataDirector*. Choose your middle school site.
2. On the top Toolbar, select **Report Cards** (next to Data).
3. Select the **Academic Year** for which you would like to view the 5th grade Report Card (e.g., if you are teaching 6th graders in 2009-2010, then you'll select 2008-2009 as the Academic Year when those students were in 5th grade). Then click **SUBMIT**. You will see a list of 5th Grade Report Cards you can access.

The screenshot shows the DataDirector website interface. The top navigation bar includes 'Assessments', 'Exams', 'Reports', 'Standards', 'Communication', 'Students', 'Programs', 'Report Cards', and 'Data'. The 'Report Cards' tab is selected. The main content area is titled 'Report Cards List' and features a form with two dropdown menus: 'Academic Year' (set to '2008-2009') and 'Grade' (set to '5'). A 'Submit' button is located at the bottom right of the form. Below the form, a table titled 'Found 7 Report Cards' displays a list of report cards with columns for Title, Author, Report Card Date, Share, and Hide. A green arrow points to the 'Submit' button.

Academic Year	Grade
<input checked="" type="checkbox"/> 2008-2009	<input type="checkbox"/> K <input type="checkbox"/> 1
<input type="checkbox"/> 2007-2008	<input type="checkbox"/> 2 <input type="checkbox"/> 3
<input type="checkbox"/> 2006-2007	<input checked="" type="checkbox"/> 4 <input checked="" type="checkbox"/> 5
	<input type="checkbox"/> 4.5

Title	Author	Report Card Date	Share	Hide
2008-2009 Grade(s) 5 Report Card Winter	DataDirector Admin	01/12/2009		
2008-2009 Grade(s) 5 Report Card Spring	DataDirector Admin	03/12/2009		
2008-2009 Grade(s) 5 Report Card Attachments	DataDirector Admin	00/00/0000		
2008-2009 Grade(s) 4,5 Music Report Card Winter	DataDirector Admin	01/12/2009		
2008-2009 Grade(s) 4,5 Music Report Card Spring	DataDirector Admin	03/12/2009		
2008-2009 Grade(s) 5 Report Card Page 3 Winter	DataDirector Admin	11/29/2008		
2008-2009 Grade(s) 5 Report Card Page 3 Spring	DataDirector Admin	12/29/2008		

4. The main 5th Grade Report Card is **2008-2009 Grade 5 Report Card Spring**. There are also a few other report cards.
 - a. 2008-2009 Grade 5 Report Card Attachments
 - b. 2008-2009 Grades 4,5 Music Report Card spring
 - c. 2008-2009 Grade 5 Report Card Page 3 Spring

- Click on the blue title of the Report Card you wish to view: **2008-2009 Grade 5 Report Card Spring**. You will see a screen similar to this:

The screenshot shows the DataDirector interface. The main content area displays the title "2008-2009 Grade(s) 5 Report Card Spring" and a message: "No data is available for your 2008-2009 students." This message is circled in red. In the left sidebar, under the "VIEW" section, the link "Students (2009-2010)" is highlighted with a green arrow.

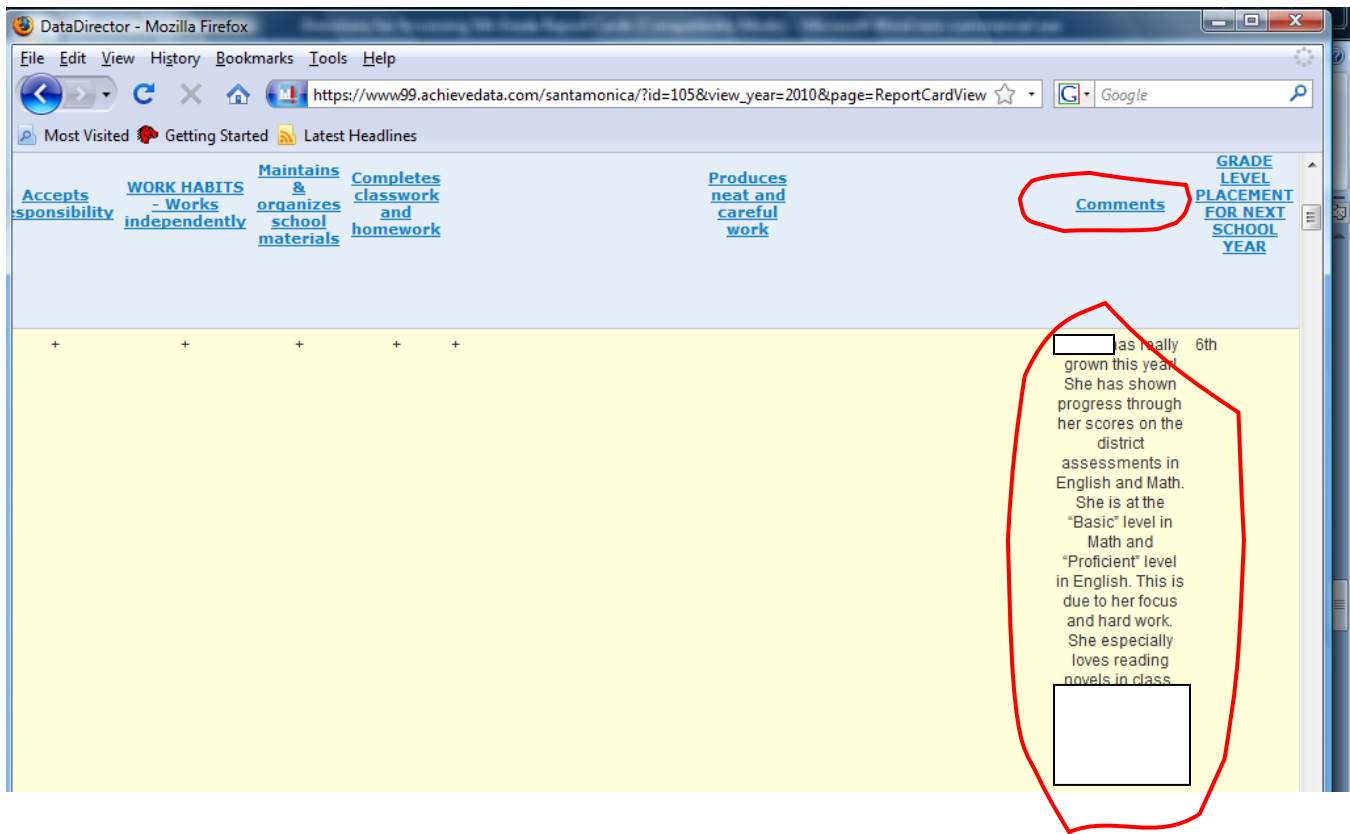
- On the left margin, under **VIEW**, click on **STUDENTS 2009-2010** (this tells DataDirector you want to view the 5th grade report card for your current 6th grade students).

- Now you will see the raw report card data for your students.

The screenshot shows a table of raw report card data. The table has the following columns: Student Name, Student ID, Teacher ID, READING - Word Analysis, Vocabulary, & Fluency, Reading Comprehension, Literary Response and Analysis, WRITING - Strategies and Applications, Written Language Conventions, LISTENING AND SPEAKING - Strategies and Applications, MATH - Number Sense and Operations, Estimates, rounds, and manipulates large and small numbers, and Interpret percents as part of a hundred. The first row of data is circled in red, showing a Student ID of 4, a score of 4 in Reading Comprehension, a score of 5 in Literary Response and Analysis, a score of 4 in WRITING - Strategies and Applications, a score of 4 in Written Language Conventions, a score of 5 in LISTENING AND SPEAKING - Strategies and Applications, a score of 3 in MATH - Number Sense and Operations, a checkmark in the Estimates, rounds, and manipulates large and small numbers column, and a checkmark in the Interpret percents as part of a hundred column.

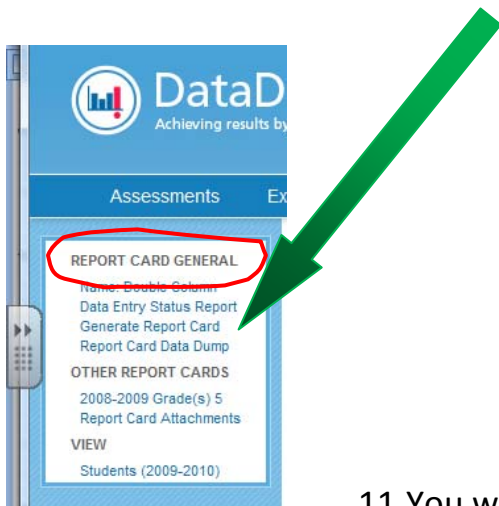
Student Name	Student ID	Teacher ID	READING - Word Analysis, Vocabulary, & Fluency	Reading Comprehension	Literary Response and Analysis	WRITING - Strategies and Applications	Written Language Conventions	LISTENING AND SPEAKING - Strategies and Applications	MATH - Number Sense and Operations	Estimates, rounds, and manipulates large and small numbers	Interpret percents as part of a hundred
	4		4	4	5	4	4	5	3	✓	✓

8. You can scroll over to the right to view comments.

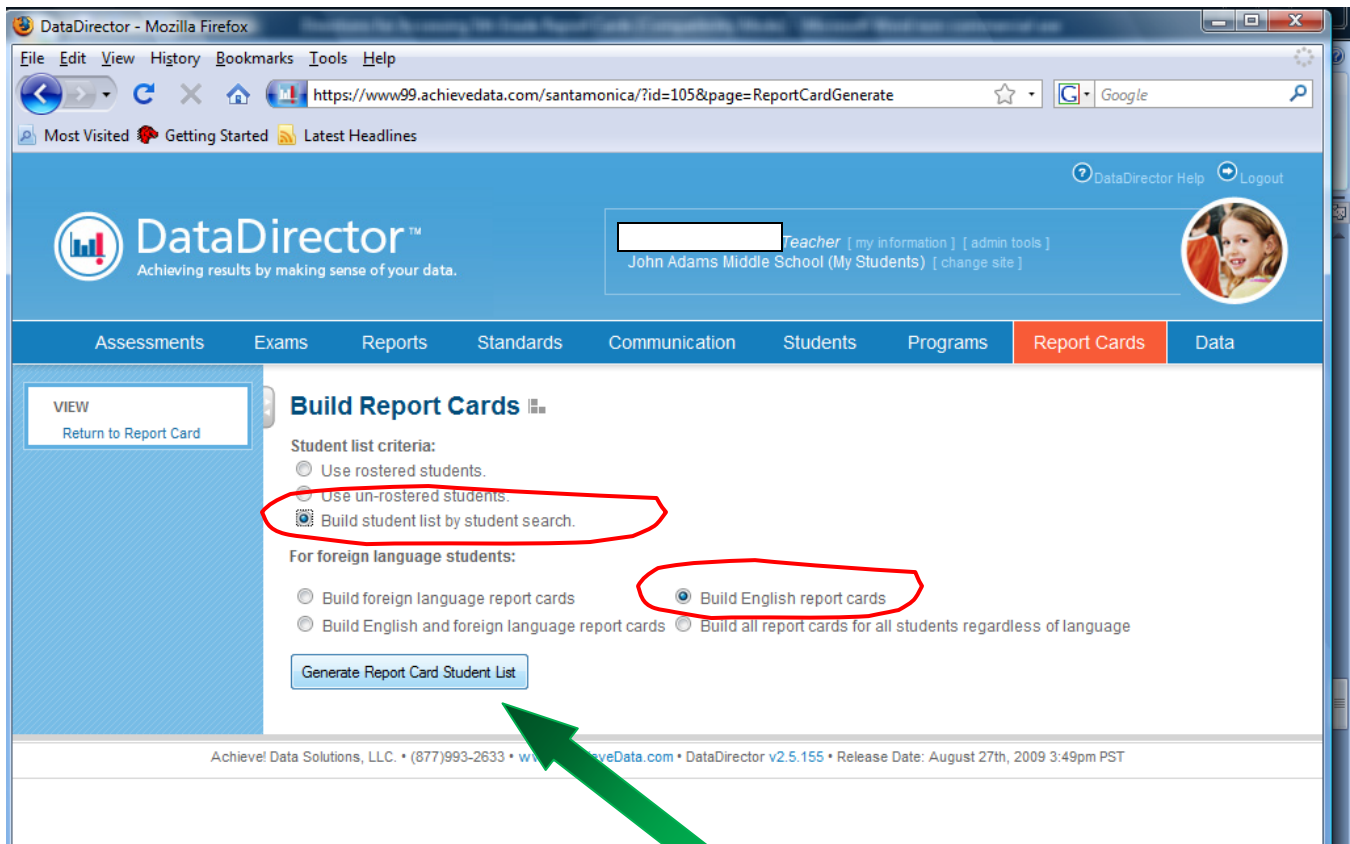


9. If you would like to **view or print PDF copies** of your students' report cards, continue below:

10. On the left, under REPORT CARD GENERAL, click **Generate Report Card**.



11. You will see the following screen.



12. Click the buttons next to **Build student list by student search** and **Build English report cards**.

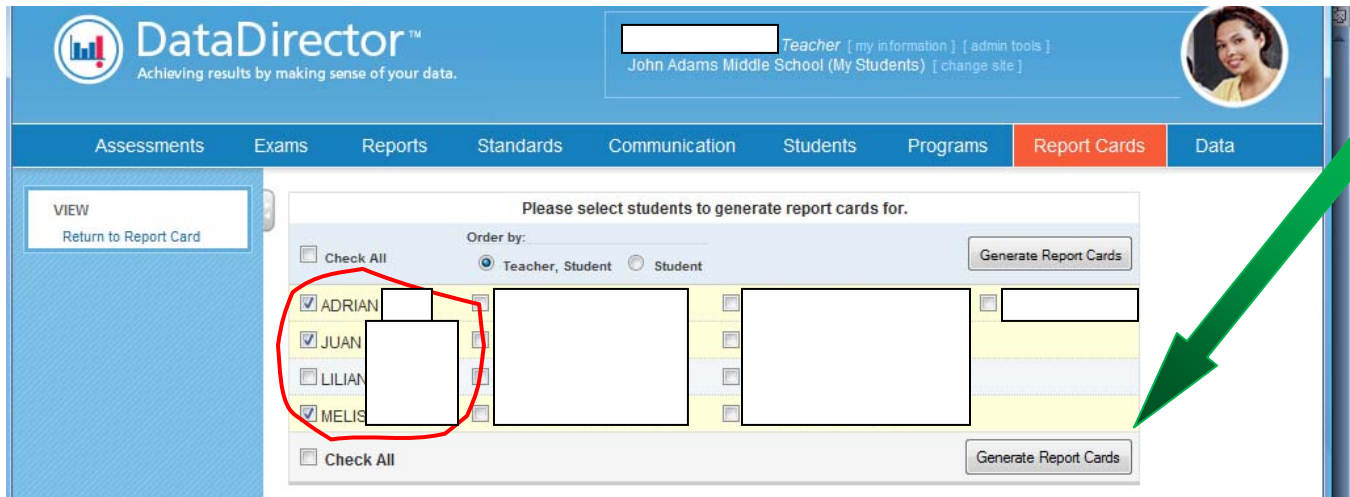
13. Click **Generate Report Card Student List**.

14. From the Student Search page, enter the criteria of students you want report cards for.


- a. If you want all 6th graders you teach, click Grade 6, and **GO**.
- b. If you want one particular student, enter that student's last name, and **GO**.
- c. If you want students of a particular ethnicity, class period, or CELDT level, you can indicate that as well.

15. After you generate the list of students meeting your search criteria, check the names of the specific students you want PDF report cards for. Then click **Generate Report Cards**.

a. NOTE: To do all the 6th graders at once may be too much for the Adobe Acrobat to generate.



16. Open with **Adobe Acrobat**. You should now see your **downloaded report card(s)** in PDF format. You may save the PDF on your computer or print out hard copies.

		Santa Monica-Malibu Unified School District Edison Elementary School 2425 Kansas Ave. Santa Monica, CA 90404 (310) 828-0335	
Student Name: <input type="text"/> ID Number: <input type="text"/>		Fifth Grade Report Card Teacher: <input type="text"/> School Year: 2008-2009	
Progress Towards Standards 5 Significantly exceeds grade level standards (advanced) 4 Meets grade level standards (proficient) 3 Making good progress towards proficiency (basic) 2 Making some progress towards proficiency (below basic) 1 Making little progress towards proficiency (far below basic) *Student will receive an individual report of progress.		<i>For the first reporting period, students are evaluated based upon their progress toward end-of-year standards. A student is considered proficient during the first period if (s)he has mastered the standards that are expected for that time of the year, and demonstrates consistent progress towards achieving the year-end expectations. In the final reporting period, the report card marks reflect a student's actual achievement of the cumulative skills, strategies, and concepts identified in the California frameworks and content standards.</i>	
READING Word Analysis, Vocabulary, & Fluency •Applies knowledge of how words and language work to understand text: word origins, roots, affixes, and multiple-meaning words •Reads grade-level text fluently	Winter Spring <input type="text" value="4"/> <input type="text" value="4"/>	LISTENING AND SPEAKING Strategies and Applications •Listens critically and engages in discourse that supports the speaker and the listener in understanding insights and ideas •Communicates effectively in a variety of formats including: classroom discussions, oral presentations, and recitations	Winter Spring <input type="text" value="3"/> <input type="text" value="4"/>
Reading Comprehension •Uses structural features of informational text: formats, graphs, sequence and diagrams	<input type="text" value="3"/> <input type="text" value="4"/>	MATH	<input type="text" value=""/> <input type="text" value=""/>

17. If you wish to print other report cards, click Return to Report Card and repeat steps 6 and following.