

RGS Report Card Help Sheet

Do this once at the beginning of each new school year

Open Excel

Click File → Open (a grey box appears)

Top of the box it says: **Look in:** _____

Click on the arrow at the end of this box.

A drop down list appears.

Click on: **sys on Rgwp'(F:)**

Double Click **Home**

Double Click **Teachers Only**

Double Click **Forms**

Double Click **(the correct Excel sheet for your grade level)**

When the file Opens – Immediately Click File – Save As

I would change the name to reflect the quarter or date.

Save this to your home directly on the network.

Working with the report card.

When you want to work on Report cards, Open the Excel file under your name. Do not use the template described above.

Open Excel

Click File → Open

Look in: **Your home directory**

Find the file you saved and double click on it. It will open, begin working.

Across the bottom of the Excel sheet there are Tabs marked St1St25. These represent your students. You may leave them or change them.

To change the tabs to student names, etc.

Right Click on a tab and it will turn Black, You can then just begin typing.

Rename whatever you want (Tom, Sally, Joe, Brittney, etc)

Each time(session) you make changes to the Excel sheet,

Be sure to save as, and make sure it goes **to your home directory**. If it says the file already exists, save anyway, say yes. This will add the changes.