



Santa Ana Unified School District

Report Card Maker Steps to Success

Starting **May 30**,

For a Mac: Open **RCM** by double-clicking the **RCM** icon located in the "RCM" folder, within the "Application" folder.

For a PC: Open **RCM** from your **Start** Menu. Click on **Programs: RCM**

Verify you have the latest version installed by choosing “**Check for Updates Online**” from the “**Help**” menu. Follow the update directions.

On the **StartUp** screen, click **Get**: Find your *school site* and *name*. Save the file to your desktop (so you'll know where it is later). Once opened, click “**Edit Report Card**” to start working on your student report cards. For additional help: Laureen.smith@sausd.us or 73325 or visit <http://www.clearvisiontech.com/support/faq/faq.htm>

Report Card Maker Frequently Asked Questions

◆ **When can you start entering grades for the trimester?**

Grades can be entered three weeks prior to the end of the trimester. For example: grades can be entered starting May 30, 2007.

◆ **What if I can't find all of my students?**

There could be several explanations for this. Your students are entered into School max by your office staff. If your student is missing, report it to your office staff. However, you can add new students by going to *New* at the bottom of the page and enter the student ID# .

◆ **Do I have to use the translated comments in English and Spanish?**

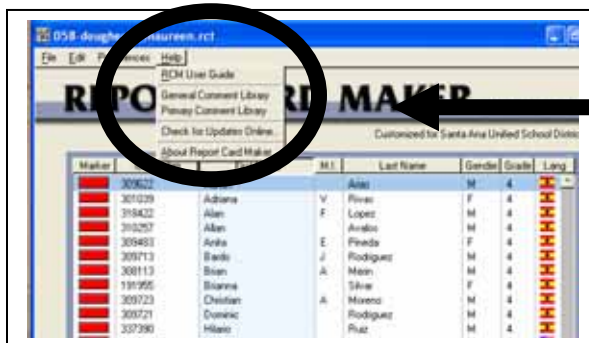
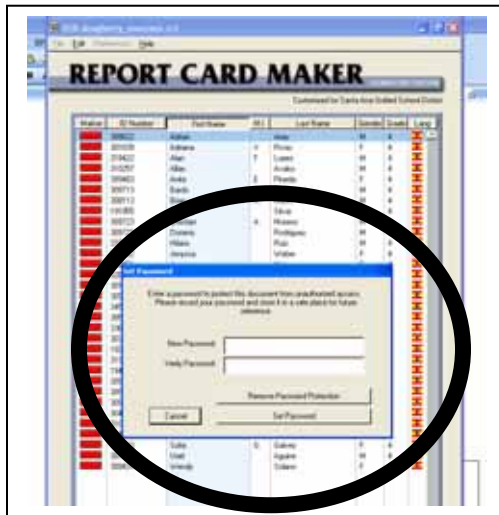
You can add your own comments. If you need further information, open RCM. The upper right hand corner, click on the *Help*, click on *RCM User guide*.

◆ **How do I find the most recent report card?**

Click the recent files button and it will list the files you have opened, select the one you want and continue your work. **Upload to Server** to keep your current copy available at other computers.

◆ How do I set my password?

In RCM, go to *Preferences, Set Password*, then follow the directions.



Other resources are available under **Help**