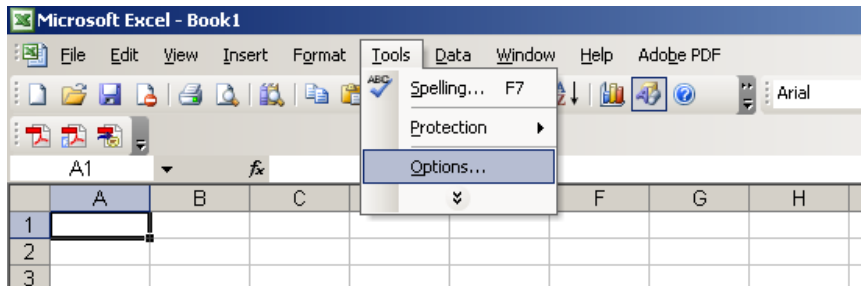


REPORT CARD PROGRAM INSTRUCTIONS:

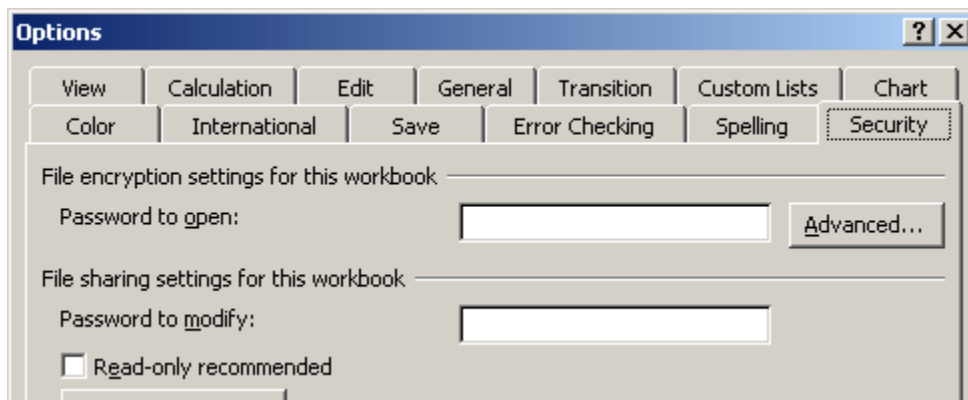
3_TO_8_PRC_AUTO.xls: Calculates final grades automatically

3_TO_8_PRC_MAN.xls: Allows you to enter final grades manually

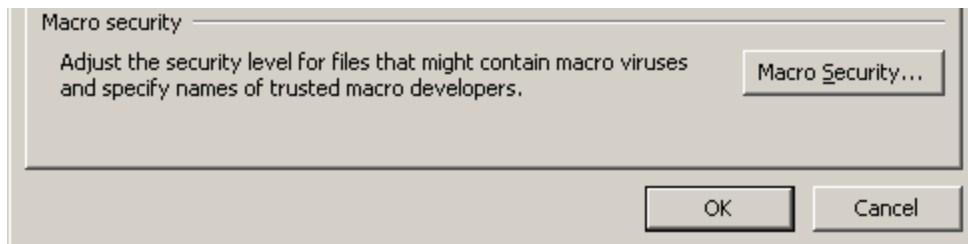
1. Open Microsoft Excel and click on Tools, select Options



2. Click on the Security tab



3. Click on the Macro Security button



4. Set security to either **Medium or Low**. If you select Medium (recommended), every time you open the file it will ask you if you want to enable Macros and you will have to click on the "Enable Macros" button. If you select Low, it will enable Macros automatically.

5. Click OK
6. **Open the Report Card File.**
7. Enter the name of the student, school's name and your name and his/her grades.
8. You have the option to display the final grade at any time during the school year (see upper right option)
9. Save the file (Save As) with your student's Name and Last name. Create a folder to store all of your report cards.
10. **Good things about this little program:**
 - Report cards will look very professional every time. The only thing you will have to handwrite will be your signature.
 - You (the teacher) do not have to figure out final grades, they are automatically generated based on the grades from the terms, thus standardizing final grades.
 - If you make a mistake, just change it in your computer and reprint the file.
 - Save the file with the student's name and update it every term.
 - You may email the report card to the parent/guardian (if necessary). **NOTE: If you are going to email the file to a parent/guardian, send it as an Adobe Acrobat (pdf) file. By doing so they won't be able to alter any of the grades.**
 - Comments or suggestions regarding this program are welcome.

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